

EMLI Centralized Destruction Authorization Model Map

Step 1: **Preparer** (any EA, division or branch coordinator) identifies a record in need of destruction

Step 2: **Preparer** requests a records destruction number through the **Destruction Coordinator**

Step 3: **Destruction Coordinator** (DMO BOB Records Clerk) issues the destruction number, tracks on the destruction log, and sends to the **Preparer**

Step 4: **Preparer** prepares the documentation (Records Destruction Application, File list, compiles the records, etc.) and sends the application for destruction to the **Destruction Coordinator**

Step 5: **Destruction Coordinator** reviews the destruction application for accuracy and sends to the Approver

Step 6: **Approver** reviews the destruction application and provides approval on the destruction of the record

Step 7: **Approver** sends approved application back to the **Destruction Coordinator**

Step 8: **Destruction Coordinator** tracks the approval in the destruction log, creates ARCS file, and files Ministry copy

Step 9: **Destruction Coordinator** works with the **Preparer** to arrange for the disposal of the record

Step 10: **Preparer** updates the application with the confirmation of destruction information

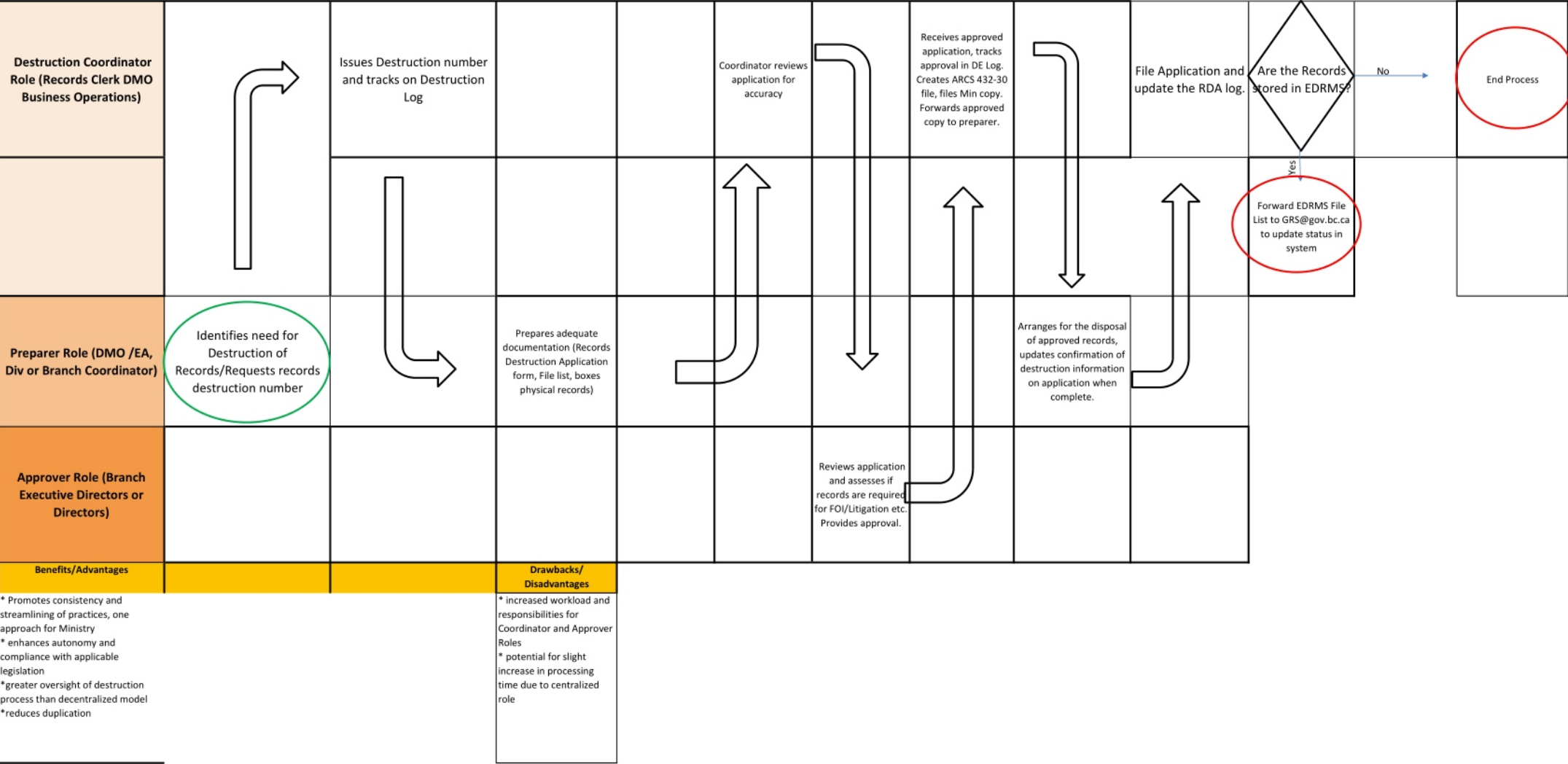
Step 11: **Preparer** sends the file application and RDA log to the **Destruction Coordinator**

Step 12: If the record is stored in EDRMS, the **Destruction Coordinator will forward the EDRMS file list to GRS to update the status. If the record is NOT stored in EDRMS, the project is complete.

Ministry Energy, Mines, Low Carbon Initiatives

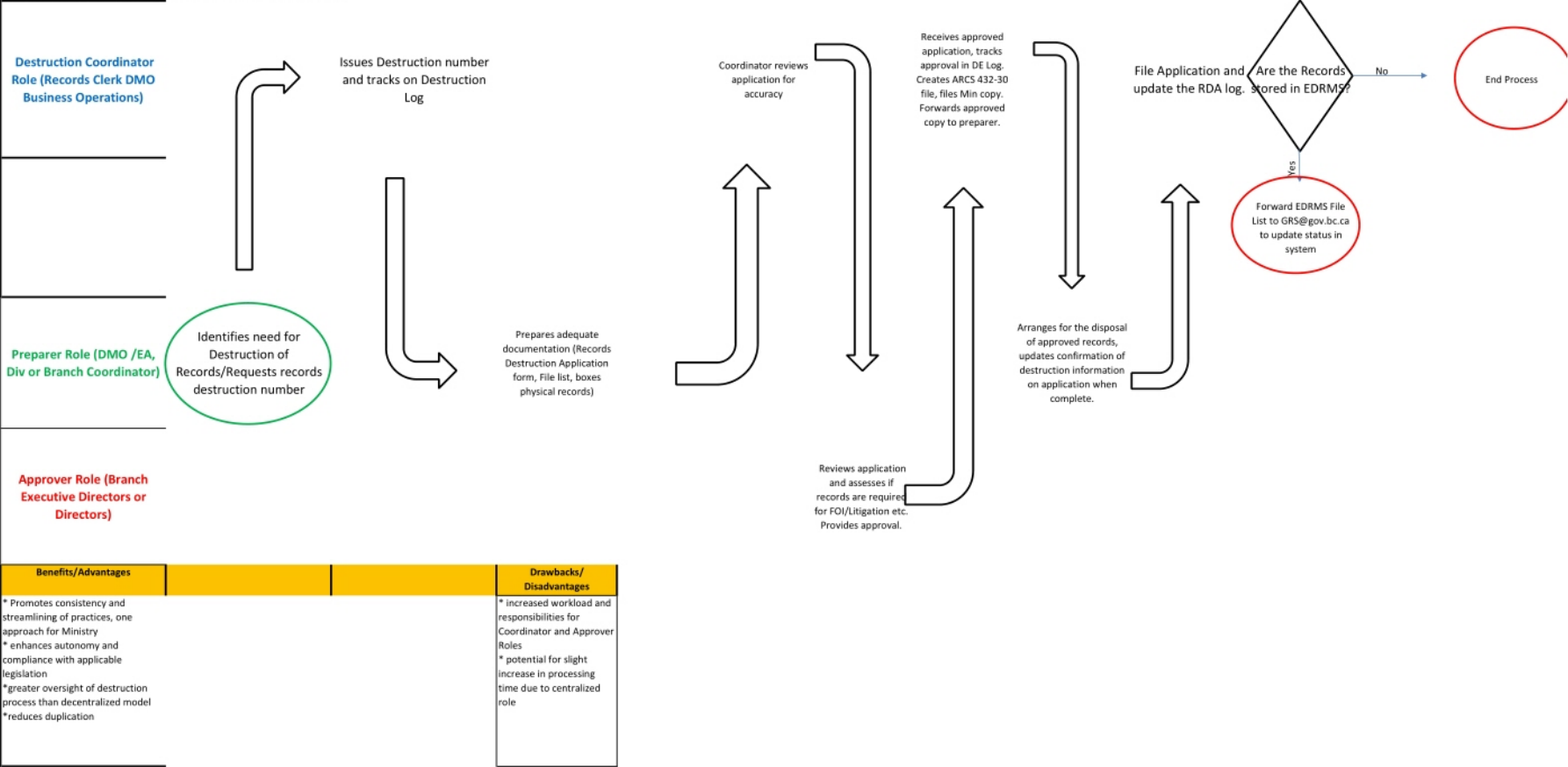
Ministry Destruction Authorization Model: Centralized Model Template

*The Centralized Model can be implemented on behalf of the entire ministry.



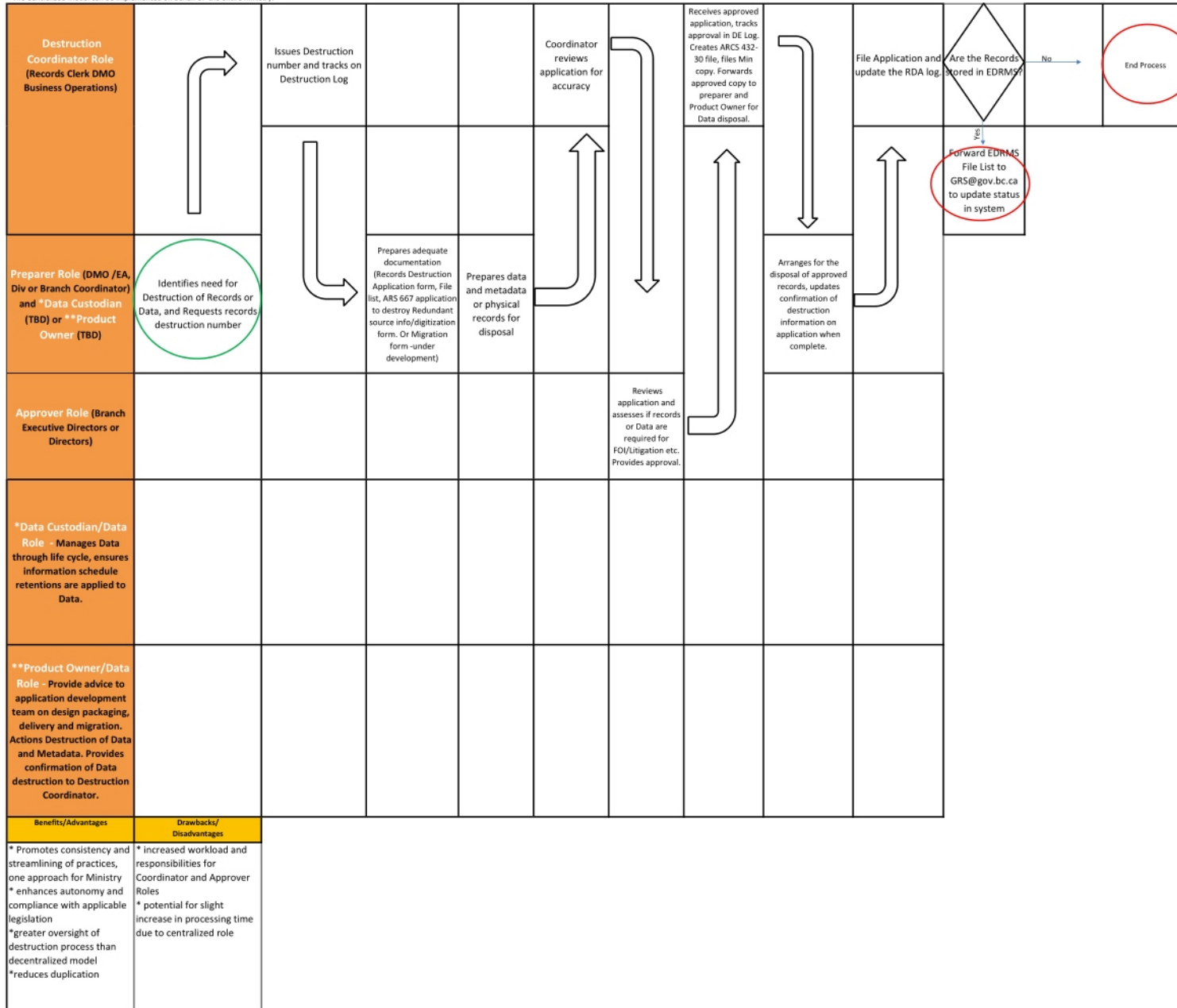
Ministry Energy, Mines, Low Carbon Initiatives
Ministry Destruction Authorization Model: Centralized Model Template

*The Centralized Model can be implemented on behalf of the entire ministry.



Ministry Destruction Authorization Model: Centralized Model Template

*The Centralized Model can be implemented on behalf of the entire ministry.





Records Management (RM) Guide

EMLI Centralized Destruction Authorization Model Overview



Centralized Destruction Authorization Model

This change in model is to increase Ministry autonomy and streamline authorities for the destruction (DE) of government information

Government Records Services (GRS) has assisted the Ministry with developing an internal and Centralized Destruction Authorization Model

Key Benefits

- Promotes consistency and streamlining of practices
- Enhances autonomy and compliance with applicable legislation
- Greater oversight of DE process

Key Changes

- Destruction numbers will be issued by DE Coordinator
- Approvals will be provided internally
- Training on new process



Centralized Destruction Authorization Process Map

*This is a visual aid
of our Ministry's
new process.*

Preparer Role
DMO/EA, Division or
Branch Coordinator

**Destruction (DE)
Coordinator Role**
Records Clerk, DMO
Business Operations
Branch

Approver Role
Executive Director, or
Director

Step 1 - Preparer

- Identifies Records for Destruction and creates a **File List** [ARS661](#)
- Requests a Destruction Number from the **DE Coordinator** using the **Information Destruction Authorization (IDA)** [ARS518](#)

Step 2 - DE Coordinator

- Issues Destruction Number & Tracks on **DE Log** [Sample DE Log](#)
- Returns IDA with Destruction Number to **Preparer**

Step 3 - Preparer

- Enters Destruction Number on File List
- Sends File List and IDA (Sections 1-3) to **DE Coordinator**

Step 4 - DE Coordinator

- Reviews IDA
- Sends IDA to **Approver**

Step 5 - Approver

- Reviews File List & IDA for Accuracy & Eligibility
- Confirms Records are NOT part of FOI or Litigation
- Returns Approved IDA to **DE Coordinator**

Step 6 - DE Coordinator

- Tracks IDA Approval in Destruction Log
- Creates ARCS File ([432-35](#)) and stores on LAN
- Works with the **Preparer** to arrange for disposal

Step 7 - Preparer

- If physical records, works with the **DE Coordinator** to dispose of approved records (i.e. setting-up shredding company, moving boxes, de-binding)
- If electronic records, action the destruction

Step 8 - DE Coordinator

- If the Record is tracked in EDRMS, the **DE Coordinator** will forward EDRMS File List/Reference to [EDRMS Help](#) to update status/disposition in the application
- If the Record is NOT tracked in EDRMS (i.e. LAN or SharePoint) the project is complete



Centralized Destruction Authorization Model



**BEFORE
YOU
DESTROY**

- Confirm approval before destruction
- Confirm physical records are accessible for destruction
- Confirm that Ministry records are eligible for destruction
- Confirm all records and records destruction forms are accurate and complete



Centralized Destruction Authorization Model

Links to Required Forms

- [File List Form \(ARS661\)](#)
- [Information Destruction Authorization Form \(ARS518\)](#)
- [Sample DE Log](#)
(Used by the DE Coordinator and can be modified as necessary to suit internal process)



Records Management Contacts

EMLI RM Contacts

Janine.Crockett@gov.bc.ca

Team Lead, FOI & RM

Dave.Frankl@gov.bc.ca

Records Clerk

Government Records Services (GRS)

For RM Questions

Richelle.Wright@gov.bc.ca

Government Records Officer

Karen.Kohl@gov.bc.ca

Angela.Gallentes@gov.bc.ca

Government Records
Analysts

Other Contacts

RCSHELP@gov.bc.ca

Records Centre Services (RCS)

*For records offsite requests/
retrievals/returns*

EDRMS.HELP@gov.bc.ca

Enterprise Document Records
Management System
(EDRMS) Content Manager
For EDRMS technical support



Centralized Destruction Authorization Model

Records Management EMLI Destruction Process

Questions?



Records Management (RM) Guide

OFFSITING



Physical Records Transfer & Offsite Storage

[Manual Box Content List \(ARS661\) \(XLSX\)](#)

ARS661 Last Revised: 2014-08-18

BOX CONTENT FILE LIST

MINISTRY: Energy & Mines				BRANCH: Oil & Gas Division		Accession/RDA #: 12-3456			APPLICATION #: 123456	
BOX #	Schedule	Primary/Secondary	FILE ID	FILE TITLE (include secondary title and file name)	OPR (Y/N)	Start Date	End Date	Retention Schedule	SO Date (if applicable)	Final Disposition Date
1	871196	10000-00	OGD	Give a Title for the record and brief description of content. Example: OGD - XXX	Y	1-Jan-22	31-Jan-22	SO 5YR SR	01-01-2027	01-01-2027
Keep records in box in same order as on file list	871196 is the ORCS schedule for EMLI	Use the ORCS index to assign appropriate ORCS Primary/Secondary for record based on content	Use a short acronym of File Title to assign a File ID	Use a simple File Title for record based on the content and include a brief description for easy reference	OPR = Office Of Primary Responsibility If records were created by and belong to OGD they are OPR	Earliest Start Date within the contents of the record; ie. Oldest Record in the file	Latest End Date within the contents of the record; ie. Newest record in the file	Retention Schedules are available for each individual Primary/Secondary in the ORCS	SO = Superseded Obsolete	FD = Final Disposition Date



ORCS PRIMER FOR INFORMATION

[ORCS Primer for Reviewers \(PDF\)](#)

Information schedule titles	ARCS <i>Administrative Records Classification System</i>
	ORCS <i>Operational Records Classification System</i>
Office information	OPR Office of Primary Responsibility
Records life cycle	A Active
	SA Semi-active
	FD Final Disposition
Active and semi-active period codes	CY Calendar Year
	FY Fiscal Year
	NA Not Applicable
	SO Superseded or Obsolete
	w week
	m month
	y year

Final disposition categories	DE Destruction
	FR Full Retention
	SR Selective Retention
	NA Not Applicable
	OD Other Disposition
Special flags	FOI Freedom of Information / Protection of Privacy
	PIB Personal Information Bank
	VR Vital Records



Physical Records Transfer & Offsite Storage

[Transfer or Destruction \(ARS 653\) \(PDF\)](#)

- Use this template to complete your ARS653 Off-Site Transfer Request.
- The RCSHELP@gov.bc.ca Records Management Team will provide you with an Accession/Application.
- For further assistance see Page 7 for RM Contacts & Assistance.

RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST		
Date 2018-06-28	Application No. 228514	Accession No. 97-2912
<small>This is an electronic form, do not print. Fill in the required sections and press submit. If you are not sure on how to complete this form, please select the appropriate Help (?) buttons that provide instruction. For a general overview of this process and related contact information please click here: Overview</small> <small>MCFD Instructions for ARS653 from: MCFD Instructions BPS Organizations Instructions: BPS Instructions</small>		
To Request the Following Services: * Select the type of service you are requesting by marking the checkbox <input checked="" type="checkbox"/> Transfer records to offsite storage (requesting Accession and Application Numbers) <input type="checkbox"/> Transfer records to offsite storage using Ongoing Accession Number (OAN) (?) <input type="checkbox"/> Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)		
Records Schedule (?) Check the Appropriate Type and / or Provide Schedule Number(s) <input checked="" type="checkbox"/> Draft / Unscheduled [ARS645] <input type="checkbox"/> Approved / Scheduled [ARS617]		
Description of Records (e.g. file type/record identification, classification # if known, etc. Some description of the records to assist in their identification.) Sched: 871196, ORCS, 58280-45, Canceled Oil & Gas Title (Leases)		
1. Regarding Pickup and Transfer of Records		
* Last Name Frankl	* First Name Dave	* Email Address Dave.Frankl@gov.bc.ca
* Office Name Executive Operations Br.	* Ministry/Agency Energy & Mines	* Phone No. (604-959-3090) 778-698-7278
* Office Location Address (including P.O. Box, if courier required) 4th Flr - 1810 Blanshard St.	* City Victoria	* Postal Code V8V 9H1
Current Location Address of Boxes (if different) 6th Flr - 1810 Blanshard St. (File Room)	* City Victoria	* Postal Code V8V 9H1
Comments - please add any general helpful information regarding the transfer (i.e. alternative contact or special instructions) Form completed on behalf of: Courtney Webster (Courtney.Webster@gov.bc.ca)		
<input type="button" value="Submit"/>		<input type="button" value="GRS/CRO Use Only"/>

ARS 645: RECORDS STORAGE TRANSFER REQUEST		
2. Current Legal Custodian (MRO / CRO to Complete as per Indented Organization Chart – ARS472)		OFFICE USE ONLY
L2 Name and ARS ID# Ministry of Energy, Mines and Petroleum Resources	Name and ARS ID# Tenure and Geoscience Branch 84243	Level L4
Creating Office (if other than custodian - for SR & FR records only)		
3. Storage / Transfer Needs (?)		
* Number of Boxes to Transfer ##	* Box Number Range 1 - ##	Storage Facility Information (For GRS/CRO Use Only)
a) Are all boxes standard size? <input checked="" type="radio"/> Yes <input type="radio"/> No		
<small>ARS653/518/617/645 Rev. 2016-02-05</small>		

Forms

Include Lisa Pommelet and Dave Frankl for Access Authorization on each new Offsite Accession.

Application No. 228514			Accession No. 97-2912	
4. Access Restrictions (names of individuals requiring authorized access to the records) ?				
	* Last Name	* First Name	* Position Title	* Phone No. (999-999-9999)
+ -				
+ -				
+ -				
+ -				
+ -	POMMELET	LISA	A/LEAD, FOI & RM	778-974-5980
+ -	FRANKL	DAVE	RECORDS CLERK	778-698-7278
5. Authorization ?				
<input checked="" type="checkbox"/> I am authorized, or have been delegated authorization, to submit this request by and on behalf of the Ministry, Agency and/or organization expressed above.		Name YOUR NAME		Date MM/YY/DD
6. Description of Records			OFFICE USE ONLY	
Title/Description of Records (Identify media if other than paper)				
Date Range From (YYYY-MM-DD)	Date Range To (YYYY-MM-DD)	Pending Schedule Number		
<input type="checkbox"/> Records Officer Approval				
ARS653/518/617/645 Rev. 2016-02-05				
Page 2 of 2				



Records Storage

Records Storage





Records Management Contacts

Government Records Services

For RM Questions

GRS@gov.bc.ca

Richelle.Wright@gov.bc.ca

Government Records Officer

Karen.Kohl@gov.bc.ca

Government Records Analyst

Records Citizen Services Help

For Records Offsite Requests/Retrieval/Return

RCSHELP@gov.bc.ca

EMLI RM Contacts

Lisa.Pommelet@gov.bc.ca

Team Lead, FOI & RM

Dave.Frankl@gov.bc.ca

Records Clerk

NEW LITIGATION – PROCEDURES

1) Receive Notice Of Civil Claim (NCC), from either: JAG, DMO, ADM, or ED

☐

2) Create new entry in [Litigation Tracker](#)

☐

3) Enter litigation info. on F1 & F2 for distribution to Potential Custodians

☐

4) Create email-message and attach: NOCC, F1 & F2, Search Instructions,

☐

5)

☐

6)

☐

7)

☐

8)

☐

9)

☐

Frankl, Dave EMLI:EX

From: Wright, Richelle CITZ:EX
Sent: February 7, 2023 1:10 PM
To: Nault, Lisa EMLI:EX; Frankl, Dave EMLI:EX
Subject: New ORCS
Attachments: Mines and Mineral Resources ORCS Binder - EDRMS Edits.PDF

We are still awaiting the Chief Records Officer approval, but it was approved by IMAC last week.

Richelle Wright | Government Records Officer |

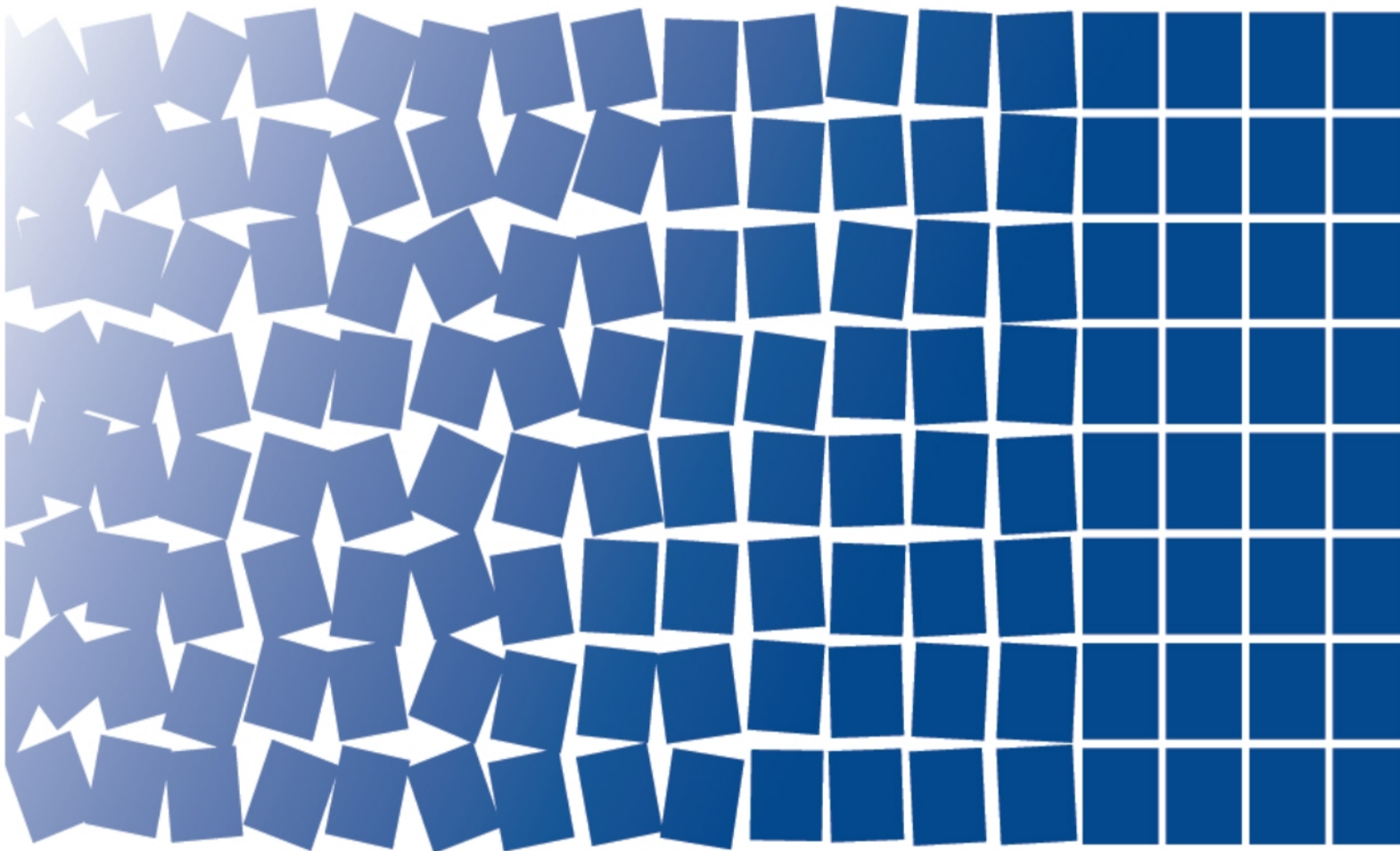
Government Records Service | Ministry of Citizens' Services T: (250) 356-1318

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MINES AND MINERAL RESOURCES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

MINES AND MINERAL RESOURCES ORCS
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEMS SECTION

APPENDIX A LEGACY RECORDS CLASSIFICATION INSTRUCTIONS

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Government Records Officer contact information.](#)

MINES AND MINERAL RESOURCES ORCS

Operational Records Classification System (ORCS)

Executive Summary

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation

Mines Competitiveness and Authorizations Division

BC Geological Survey Branch, Mineral Titles Branch and Policy & Competitiveness Branch

Scope

The *Mines and Mineral Resources (MMRE) ORCS* establishes a classification system and retention and disposition schedule for the operational records created by the BC Geological Survey (BCGS) Branch, Mineral Titles Branch and Policy & Competitiveness Branch. This ORCS includes records relating to the following:

- activities that may be performed by more than one branch, including grant programs administration and management; indigenous funding requests and agreement management; land use planning; policy development, program planning and evaluation; research and analysis (with the exception of geoscience research); responding to incoming referrals and consultations; publication design, review and dissemination; and, spatial analysis and data management activities.
- geological survey services, including: geoscience research activities; management of geoscience data repositories; mineral exploration and expenditure monitoring and reporting; mineral exploration promotion and marketing; and, sampling and assay activities. Mineral title exploration and development reporting activities, are jointly administered by the BCGS and Mineral Titles; and
- mineral, placer and coal title services, including: issuance and maintenance of claims, licences and leases pursuant to the [Coal Act \(SBC 2004, c. 15\)](#), the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), predecessor legislation and related regulations; disposition of crown granted 2 post claims that have escheated, forfeited, surrendered or otherwise been reverted to the Crown; expropriation of mineral, placer and coal titles and the payment of compensation pursuant to the [Mining Rights Compensation Regulation - 19/99](#); issuance and maintenance of Free Miner Certificates (FMC); establishment and maintenance of mineral, placer and coal reserves; compliance and enforcement actions, including inspections; and, maintenance of electronic title registries.

Date Range of Records

1859 – ongoing

Notes On Application

The start date of this *ORCS* is based on Governor James Douglas' proclamation of the *Gold Fields Act*, on September 7, 1859. The *Act* created the position of gold commissioner and instituted the requirement to obtain a Free Miner Certificate in order to stake a claim.

The *MMRE ORCS* is being developed in phases. Phase 1 covers the unique, operational records created by the BC Geological Survey Branch and the Mineral Titles Branch (e.g., classification categories where they are listed as the office of primary responsibility), which are covered under sections 2 and 4, respectively. It also covers a subset of the operational records program areas create while performing functions and activities that are more common, and not unique to one branch, such as policy development and program planning. These common records are covered under section 1, as are the operational records created by the Policy & Competitiveness Branch. Classifications for the remaining common, operational records will be included in future phases (e.g., certification and training records) along with the unique, operational records created by the remaining branches within the two divisions.

This *ORCS* partially supersedes sections and primaries within the *Mineral Resources ORCS*, schedule 105086. Approved in 1988, the *Mineral Resources ORCS* no longer conforms to current *ORCS* standards, nor does it accurately reflect the functions and activities being performed by the branches, or the resulting records they create.

The three branches covered by the *MMRE ORCS* will cease using those classifications in the *Mineral Resources ORCS* that have been superseded and will retroactively re-classify their impacted records to the new classifications. Records that need to be re-classified include those that are in the custody of the branches, regardless of their location (e.g., on-site or off-site storage or those stored electronically on Local Area Networks (LANs) or in databases. A detailed Summary of Changes will provide re-classifications guidance.

The *MMRE ORCS* includes a classification (secondary 10500-20 Legacy records) to cover a subset of the legacy records, which are no longer being created due to changes in legislation, record-keeping practices, or the introduction of electronic registry systems, and *are eligible for immediate destruction or transfer to the government archives* upon approval of this *ORCS*. The legacy records are appraised for selective retention, with the selection criteria detailed in Appendix A - Legacy Records Classification Instructions. Providing detailed instructions in the Appendix, versus the main body of the *ORCS*, results in a more streamlined product for the end user. Legacy records, which continue to have operational and reference value to the program areas, are scheduled within the main body of the *ORCS*.

Standard Appraisal Considerations

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and informational values are preserved.

Specific Appraisal Considerations

Records scheduled for transfer to the government archives include:

- final policies, planning and research outcomes, because they provide significant evidence of the governance of the functions and programs covered by this ORCS, and document the institutional framework and context in which geoscience, mineral exploration and mining programs have evolved in the province;
- collections of original photographs and videos, not covered under a more specific secondary elsewhere in this ORCS, which best illustrate the development of geological survey methods, mineral exploration, mining, and the province's physical geography;
- final information products (e.g., publications), with the exception of certain digital datasets that are updated on a frequent basis (e.g., daily, weekly or monthly), and associated indexes, because they provide evidence of the means used by the government to disseminate official information pertaining to the management of the province's mineral exploration and mining sectors and geoscience research activities. The associated indexes have significant informational value and serve as both an access tool and a key source of metadata;
- grantee final deliverables, which document the outcomes of grant programs designed to promote and stimulate mineral exploration, mine development, geoscience research, and related initiatives in British Columbia. The final deliverables document the findings of research and exploration activities and contribute to our understanding of the mineral exploration and mining history of the province;
- geoscience data, stored in the various geoscience data repositories created and maintained by the BCGS, because of its unique scientific and research value. The data records the results of bedrock and surficial geology mapping programs, regional geochemical surveys, targeted mineral deposit studies, geochronological investigations, and other geoscience research outcomes. The data is organized into various repositories and collections, providing logical and searchable access to the voluminous amounts of data collected by the branch geologists and geoscientists. The data is a key resource used for geological research, exploration development, resource management, policy development, program and land use planning;
- mineral exploration and production summary data, because it constitutes a comprehensive and standardized record of provincial mineral exploration projects, expenditures, and production levels and value;
- mineral exploration promotion and marketing materials, because they provide evidence and insights into the methods used by government to promote and market the exploration of the province's mineral resources;
- regional geologists site visit reports, because they provide a first-hand narrative of mining and mineral exploration activities and discoveries occurring within specific regions over time. They also document the evolving work of the regional geologists and their interactions with explorationists and the wider community. Taken as a whole, they are a unique and rich primary source for understanding the history of mining and mineral exploration in British Columbia;
- approved physical work reports and approved technical and coal assessment reports and data, because they provide a detailed history of the reported mineral, placer and coal exploration and development activities that have occurred in the province;
- records which document the approval and denial of coal licences and leases, mineral and placer claims and leases, and reserve and placer designated area files, because

they provide evidence of how government has regulated the acquisition of titles in the province. Decisions whether to allow, restrict or prevent the exploration of coal, mineral and placer resources reveal how government balances a wide range of uses, First Nations, and stakeholder interests;

- reserve and placer designation overview maps, because they provide a point-in-time visual representation of reserves and placer designated areas;
- crown granted claim top-up request files, because they provide evidence of the decision-making process and methods used by government to approve or deny the conveyance of additional mineral rights to crown grant holders. The files define and describe the resource rights conveyed and provide contextual support to the related crown grant records fully retained under the *Mineral, Oil and Gas Revenue ORCS*, schedule 159500 and the *BC Lands ORCS*, schedule 101687;
- expropriation and compensation claim files, because they provide evidence of the decision-making process and methods used by the government to expropriate title holder's claims, licences, and leases and the compensation provided;
- registry and spatial data, maintained in the title registry system, used to record all aspects of registration, including applications, renewals, maintenance and changes, forfeitures, and receipt of documents and notices pertaining to a title. The system also registers Free Miner Certificates; coal, mineral, and placer reserve sites; and, placer designated areas. The data will be fully retained because of its significant informational, evidential, and statistical value. The data summarizes and provides a timeline of the key events associated with mineral, placer, and coal titles and reserve and placer designated areas in the province. It also provides a spatial view of their current and historical boundaries and locations. It is key resource, in conjunction with legacy records (described below), for understanding the provincial history of coal, mineral and placer resource rights;
- legacy records, which are no longer being created due to changes in legislation, record-keeping practices, or the introduction of electronic registry systems, including:
 - index cards and registers, used prior to the advent of computers in the 1990s as a means to locate titles by identifiers other than title number (e.g., owner name, title name or other identifier), because of their significant informational value in locating legacy titles;
 - record cards, which prior to the introduction of title registry systems, summarized and provided a time line for the key events associated with the province's early mineral, placer and coal titles and are a key resource, in conjunction with the subsequent title registry system, for understanding the history of mineral, placer and coal title issuance in the province;
 - location sketches, used to visually represent the location of the title being applied for, because they were an integral part of the issuance and mapping of titles in the province prior to the introduction of digital staking practices in 2005;
 - statements of work (SOW) hardcopy forms (except for those that were used to report cash payments and that were also boxed separately from those used to report physical or technical work), which became obsolete in January 2005, because they provide, in conjunction with the physical work reports, technical and coal assessment reports, a detailed history of the reported mineral and placer exploration and development activities that have occurred in the province; and

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

- final title reference maps, because they depict the location of mineral, placer, and coal titles, reserves and designated areas issued or established prior to the introduction of digital staking methods. In conjunction with title reference maps already transferred to the government archives, and the spatial data currently maintained in the electronic registry system, they provide a comprehensive history of the location of mineral, placer, and coal titles, reserves and designated area in the province.

The BCGS maintains various collections of historical documents, dating from the late 1800s, associated with the province's mineral occurrences, referred to as Property File. The various collections, and associated indexes, will be selectively retained by the government archives. Given the vastness and evolving nature of the collections, appraisal will only occur once a collection is deaccessioned or the ministry ceases to maintain Property File. The BCGS also maintains documentation on the acquisition and management of the collections. Documentation pertaining to collections appraised for transfer to the government archives will be fully retained because it contains contextual details essential for understanding the collections. The documentation will also serve as a key resource for government archivists while performing arrangement and description.

All other records covered under this schedule are destroyed at the end of their retention periods.

SUMMARY LIST OF CLASSIFICATIONS

SECTION 1 - COMMON RECORDS

Classification	Classification Title	Retention
10000	COMMON RECORDS - GENERAL	
10000-01	General	CY+1y nil DE
10000-10	Photographs and videos (not covered elsewhere)	SO nil SR
10100	FINAL INFORMATION PRODUCTS	
10100-01	General	CY+1y nil DE
10100-10	Final information products and indexes	CY nil SR
10100-20	Publication design and review files	SO 5y DE
10200	GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT	
10200-01	General	CY+1y nil DE
10200-05	Grant program administration files	SO nil DE
10200-10	Grantee final deliverables	SO 7y FR
10200-20	Grant program application files	SO 7y DE
10300	INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE	
10300-01	General	CY+1y nil DE
10300-20	Incoming consultations and referrals - analysis and	SO nil DE

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Classification	Classification Title	Retention
	response files	
10400	INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT	
10400-01	General	CY+1y nil DE
10400-20	Funding files	SO 7y DE
10400-30	Funding request coordination and tracking	FY+1y 6y DE
10500	LEGACY RECORDS	
10500-20	Legacy records	SO nil SR
10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	
10700-00	Policy - final	SO 5y FR
10700-01	General	CY+1y nil DE
10700-05	Planning and research outcomes	SO 5y FR
10700-15	Monitoring and tracking records (not covered elsewhere)	SO nil DE
10700-20	Policy, planning and research working files	SO 5y DE
10800	SPATIAL ANALYSIS AND DATA MANAGEMENT SERVICES	
10800-01	General	CY+1y nil DE
10800-20	Spatial analysis and data management files	SO nil DE

SECTION 2 - BC GEOLOGICAL SURVEY SERVICES

Classification	Classification Title	Retention
20200	GEOSCIENCE RESEARCH	
20200-01	General	CY+1y nil DE
20200-05	End of field season reports	CY 7y DE
20200-15	Geoscience data	SO nil FR
20200-17	MapPlace web service	SO nil DE
20200-20	Property File collections acquisition and management files	SO nil SR
20200-30	Property File collections and index	SO nil SR
20200-40	Research project files - long-term value	SO 100y DE
20200-50	Research project files - short-term value	SO nil DE
20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING	
20300-01	General	CY+1y nil DE
20300-05	Mineral exploration and production summary data	SO nil FR
20300-10	Mineral exploration promotion and marketing materials	SO 5y FR
20300-15	Regional geologists site visit reports	CY 9y FR

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Classification	Classification Title	Retention
20300-20	Mineral exploration project monitoring files	SO 5y DE
20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	
20400-01	General	CY+1y nil DE
20400-05	PAC account administration	SO nil DE
20400-07	PAC account transaction data	SO+8y nil DE
20400-09	PAC account transaction files	CY+1y 6y DE
20400-11	Physical work reports - approved	SO+2y 8y FR
20400-12	Statements of work - hardcopy	SO nil SR
20400-13	Technical and coal assessment work reports and data - approved	SO nil FR
20400-15	Work reports and payment-in-lieu administration	CY+2y nil DE
20400-17	Work reports - rejected	CY+4y nil DE
20600	SAMPLING AND ASSAYING	
20600-01	General	CY+1y nil DE
20600-05	Laboratory daily records	SO+7y nil DE
20600-10	Laboratory inventory and sample tracking	SO nil DE
20600-15	Laboratory service requests and results	SO nil DE
20600-20	Employee specific exposure monitoring files	SO 30y DE
20600-30	Radioactive and other hazardous materials monitoring files	SO 30y DE

SECTION 4 - MINERAL, PLACER AND COAL TITLES**SERVICES**

Classification	Classification Title	Retention
40000	MINERAL, PLACER AND COAL TITLE SERVICES	- GENERAL
40000-01	General	CY+1y nil DE
40000-10	Routine inquiries and bulk mail outs	CY+4y nil DE
40000-15	Survey parcel cancellation reviews - received	CY+2y nil DE
40000-17	Title reference maps	SO nil SR
40000-30	Pre-paid account files	SO+1y 6y DE
40000-40	Surveys	SO nil DE
40100	COAL TITLE ISSUANCE	
40100-01	General	CY+1y nil DE
40100-20	Coal licence and lease application and title files	SO 10y SR
40200	CROWN GRANT DISPOSITIONS	
40200-01	General	CY+1y nil DE
40200-10	Survey parcel cancellation requests - submitted	SO nil DE
40200-20	Crown granted claim top-up request files	SO 5y FR

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Classification	Classification Title	Retention
40200-30	Disposition of reverted crown granted 2 post claim files	SO 5y DE
40300	EXPROPRIATION AND COMPENSATION	
40300-01	General	CY+1y nil DE
40300-10	Register of Expropriated Mineral Titles Arbitration Awards	SO nil DE
40300-20	Expropriation and compensation claim files	SO 10y FR
40400	FREE MINER CERTIFICATE ISSUANCE AND	MAINTENANCE
40400-01	General	CY+1y nil DE
40400-10	Free Miner Certificates - issued	CY+5y nil DE
40400-13	Free Miner Certificates - audits	CY+5y nil DE
40400-17	Free Miner Certificates - rejections	CY+2y nil DE
40400-30	Free Miner Certificates - estate files	SO+2y nil DE
40500	MINERAL AND PLACER TITLE ISSUANCE	
40500-01	General	CY+1y nil DE
40500-20	Mineral and placer claim and lease application and title files	SO 10y SR
40600	RESERVES AND DESIGNATED AREAS	
40600-01	General	CY+1y nil DE
40600-10	Reserve and placer designation overview maps	SO nil FR
40600-20	Reserve and placer designated area files	SO 10y SR
40600-30	Reserve review working files	SO 10y DE
40800	TITLE COMPLIANCE AND ENFORCEMENT	
40800-01	General	CY+1y nil DE
40800-20	Title compliance and enforcement files	SO 30y DE
40800-30	Title inspection files	SO 30y DE
40900	TITLE MAINTENANCE AND CHANGES	
40900-01	General	CY+1y nil DE
40900-05	Fee payments	FY+1y 6y DE
40900-10	Title changes	CY+4y 5y DE
40900-20	Title ownership transfer files - delinquent co-recorded holders	SO 10y DE
40900-30	Title protection and time extension orders	SO 5y DE
41000	TITLE REGISTRIES	
41000-01	General	CY+1y nil DE
41000-05	Encumbrances and branch registrations	SO 20y DE
41000-10	Registry transaction confirmations emails	CY+10y nil DE
41000-20	Registration and administration data	SO nil FR

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Endorsements

This schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound record keeping practices.

Schedule Number: 164438

Schedule Developer: Sarah Shea, Archivist, 2022-11-14

Endorsed by Government Records Service: Mario Miniaci, Director, Archives and Records Initiatives, 2022-11-29

The government body endorses this schedule and its implementation: Peter Robb, Assistant Deputy Minister, 2022-12-14

The Information Management Advisory Committee recommends this schedule for approval:

Approved by the Chief Records Officer:

END OF EXECUTIVE SUMMARY

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

SECTION 1

COMMON RECORDS

PRIMARY NUMBERS

10000 – 14999

Section 1 covers records common to more than one program area covered under this *ORCS*, created while performing the following activities: grant programs administration and management; Indigenous funding requests and agreement management; land use planning; policy development, program planning and evaluation; research and analysis (with the exception of geoscience research); responding to incoming referrals and consultations; publication design, review and dissemination; and, spatial analysis and data management activities. This section also covers the management of those legacy records which are eligible for immediate destruction or transfer to the government archives upon approval of this *ORCS*.

SECTION 1 TABLE OF CONTENTS

COMMON RECORDS

10000 - 14999

10000	COMMON RECORDS - GENERAL
10100	FINAL INFORMATION PRODUCTS
10200	GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT
10300	INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE
10400	INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT
10500	LEGACY RECORDS
10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH
10800	SPATIAL ANALYSIS AND DATA MANAGEMENT SERVICES

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10000 COMMON RECORDS - GENERAL

This primary covers photographs and videos not covered under a more specific secondary elsewhere in this ORCS.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is the program area responsible for the photographs/videos unless otherwise noted below. See specific secondaries for OPR retention schedules.

10000	COMMON RECORDS - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-10	Photographs and videos (not covered elsewhere) (covers collections of original photographs and videos not covered under a more specific secondary elsewhere in this ORCS) (does not cover purchased photographs (e.g., air photographs) or photographs or videos maintained on the applicable file to which they relate (e.g., compliance and enforcement files, inspection files, publication design and review files, and geoscience research project files))	SO	nil	SR
	RETENTION STATEMENT Transfer photographs and videos to the government archives that best illustrate the development and evolution of the province's mineral exploration, mining, geological survey methods, and physical geography when no longer required for reference purposes. Destroy photographs and videos not selected.			
	SO: when no longer required for reference purposes			
	SR: Photographs and videos will be selectively retained by the government archives. An archivist, in consultation with subject matter experts in the relevant program areas, will select for full retention			

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10000	COMMON RECORDS - GENERAL	A	SA	FD
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those photographs and videos that best illustrate the development of geological survey methods, mineral exploration, mining, and the province's physical geography. Photographs and videos not selected will be destroyed.

NOTE: The photographic collection, maintained by the BC Geological Survey, is an example of the type of photographs covered by this secondary.

END OF PRIMARY

10100 FINAL INFORMATION PRODUCTS

This primary covers publication design, review, and editorial activities and the resulting final publications, pertaining to all program areas covered by this ORCS.

The BC Geological Survey (BCGS), in particular, maintains a large catalogue of indexed publications, both historical and current, searchable and available for download from their website. The publications document the outcomes of BCGS geoscience programs and projects. Key examples of their current publications include Papers, Geoscience Maps, Open Files, GeoFiles, Information Circulars, and digital geoscience data releases. More details below:

- Papers series is reserved for reviews and final thematic or regional works. *Geological Fieldwork*, the annual review of field activities and current research, is released as the first paper of each year;
- Geoscience Maps series is the BCGS vehicle for publishing final maps;
- Open Files series present the interim results of ongoing research, particularly mapping projects. It also includes map indexes;
- GeoFiles series enables rapid release of extensive data tables from ongoing geochemical, geochronologic, and geophysical work. As such, they serve the same function as data repositories provided by many journals, providing immediate access to raw data from specific projects;
- Information Circulars series provide accessible geoscience information to a broad audience in government, industry, and the general public. Examples of publications covered under the Information Circular series are: *Provincial Overview of Exploration and Mining in British Columbia*, *British Columbia Coal Industry Overview*, and various mineral commodities brochures;
- Digital geoscience data releases - releases of digital datasets, extracted from BCGS geoscience repositories and databases, on a frequent and ad hoc basis.

The BCGS also publishes information products prepared by other program areas not covered by this ORCS (e.g., Petroleum Geoscience) and external organizations (e.g., Geoscience BC and Geological Survey of Canada) - classify these publications under [ARCS secondary 358-20](#).

Other specific examples of publications covered under this primary are: annual mineral statistics, which have been published in a variety of formats over the years, and published maps, with the exception of title reference maps maintained by Mineral Titles Branch, which are covered under secondary 40000-17.

For final policies and procedures, see secondary 10700-00.
For geoscience research project files, see primary 20200.

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

For mineral exploration and expenditure monitoring and reporting project files, see primary 20300.

For non-BCGS research outcomes, see secondary 10700-05.

For program planning outcomes, see secondary 10700-05.

For reference material/topical files, see [ARCS secondary 358-20](#).

For title reference maps maintained by the Mineral Titles Branch, see secondary 40000-17.

The ministry OPR is the program area responsible for the final information product unless otherwise noted below. See specific secondaries for OPR retention schedules.

10100	FINAL INFORMATION PRODUCTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-10	Final information products and indexes (includes publications and indexes)	CY	nil	SR
	RETENTION STATEMENT Transfer to the government archives, at the end of each calendar year, a set of final information products prepared that year (except for certain digital datasets that are updated on a frequent basis (e.g., daily, weekly or monthly)). Program area staff will also prepare an extract of any related indexes to accompany each transfer of publications. Destroy data releases updated on a frequent basis when superseded by a subsequent release and when no longer required for reference purposes.			
SR:	At the end of each calendar year, program area staff will prepare a set of final information products, prepared that year (except for certain datasets that are updated on a frequent basis (e.g., daily, weekly or monthly)) for transfer to the government archives. Data releases updated on a frequent basis will be destroyed when superseded by a subsequent release and when no longer required for reference purposes. Program area staff will also prepare an extract of any related indexes to accompany each transfer. Final information products selected for full retention have significant evidential, scientific, informational,			

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10100	FINAL INFORMATION PRODUCTS	A	SA	FD
	<p>and reference value. They provide evidence of the means used by government to disseminate official information pertaining to the management of the province's mineral exploration and mining sectors and geoscience research activities. The BCGS's final information products have significant scientific value, as they document the results of original geoscience research and illustrate the varied formats used to disseminate scientific information and make is accessible to government, the mineral exploration industry, public safety agencies, environmental organizations, communities, First Nations, research organizations, and the general public. The associated indexes have significant informational value and serve as both an access tool and a key source of metadata.</p> <p>NOTE: The MINFILE tables posted to the BCGS website daily are an example of dataset that will not be fully retained. Instead, the data maintained in the MINFILE System will be fully retained (secondary 20200-15). The same criteria apply to the ARIS, COALFILE, and Property File Systems data extracts frequently updated on the BCGS website.</p> <p>NOTE: In addition to the set of publications transferred to the government archives each year, program areas may also retain an additional set for their ongoing reference purposes. The set maintained for reference purposes should be classified under ARCS secondary 358-20.</p>			
-20	<p>Publication design and review files (covers publication design, review, and editorial activities) (includes publication initiation forms, checklists, consultation records, manuscript drafts and reviews, peer-review preparation and feedback records, photographs, and publication proofs) (arrange by publication type or name)</p> <p>RETENTION STATEMENT Destroy five years after the date of publication or when publication development is cancelled, and when no longer required for preparation of subsequent editions or future publications.</p> <p>SO: upon date of publication or when publication</p>	SO	5y	DE

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10100	FINAL INFORMATION PRODUCTS	A	SA	FD
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development is cancelled, and when no longer required for preparation of subsequent editions or future publications

NOTE: Final publications are classified under secondary 10100-10. Research project files maintained by authors, including source research data used in the publications, are classified under various secondaries in this ORCS: geoscience research project files are classified under secondary 20200-40 and 20200-50 while all other research project files are classified under secondary 10700-20. For administrative convenience, some authors may choose to file their publication design and review records on their applicable research project file.

END OF PRIMARY

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10200 GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT

Records relating to granting funds to eligible individuals, groups, and organizations to promote and stimulate mineral exploration, mine development, geoscience research, and related initiatives in British Columbia.

This primary covers the day-to-day administration of grant programs; application review and approval process; and recipient reporting and monitoring.

Grant programs are typically time-limited. Examples of past programs include the: Prospector's Assistance Program; Accelerated Mineral Development Program; Mineral Exploration Incentive Program; Financial Assistance to Mineral Exploration (FAME) Program; Explore British Columbia Program; Accelerated Mine Exploration Program; and various programs (e.g., Economic Development Program) funded under the Canada-British Columbia Mineral Development Agreement.

Funding is awarded according to established eligibility and program guidelines stipulated in policies and procedures.

NOTE: Records relating to the financial management and control of grants are covered under ARCS.

For the development, planning, and evaluation of grant programs, see primary 10700.

For eligibility criteria and associated policies and procedures, see secondary 10700-00.

For geoscience research project files, see primary 20200.

For Indigenous funding requests and agreement management, see primary 10400.

For grant accounting files, see [ARCS secondary 1150-20](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is the program area responsible for the administration and/or management of the grant program unless otherwise noted below. See specific secondaries for OPR retention schedules.

10200	GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-05	Grant program administration files (covers records relating to the day-to-day administration of	SO	nil	DE

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10200	GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT	A	SA	FD
	<p>grant programs not covered under a more specific secondary in this ORCS or in ARCS)</p> <p>(includes program status reports, meeting minutes, scoring sheets, tracking sheets, lists, working materials, and correspondence)</p> <p>RETENTION STATEMENT</p> <p>Destroy when no longer required to support the administration of the program.</p> <p>SO: when no longer required to support the administration of the program</p> <p>NOTE: Policies and procedures relating to grant programs are classified under primary 10700.</p>			
-10	<p>Grantee final deliverables</p> <p>(includes grantee final deliverables (e.g., studies, final reports and prospector diaries))</p> <p>RETENTION STATEMENT</p> <p>Transfer to the government archives seven years after deliverable is approved, and, if applicable, the confidentiality period has expired, and when no longer required for reference purposes.</p> <p>SO: when deliverable is approved, and, if applicable, the confidentiality period has expired, and when no longer required for reference purposes</p> <p>7y: The retention period satisfies branch operation and reference requirements.</p> <p>FR: The grantee final deliverables will be fully retained because they document the finding of research and exploration activities undertaken as result of grant funding. These records contribute to the understanding of the mineral exploration and mining history of the province.</p> <p>NOTE: Some of the grantee final deliverables are posted to Property File, searchable via MapPlace and MINFILE, and uploaded to the BC Data Catalogue. Geoscience research grantee study results may also have been published in Geological Fieldwork or in</p>	SO	7y	FR

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10200	GRANT PROGRAMS ADMINISTRATION AND MANAGEMENT	A	SA	FD
	another BC Geological Survey publication.			
-20	Grant program application files (includes applications, supporting documentation, approval or rejection letters, agreements, progress reports, and correspondence) (does not cover grantee final deliverables - classify these under secondary 10200-10) (arrange by grant application number or grantee name) RETENTION STATEMENT Destroy denied, withdrawn, or abandoned applications seven years after the denial, withdrawal, or abandonment. Destroy approved applications seven years after grant program conditions have been satisfied. Destroy approved applications that are subsequently withdrawn or cancelled, seven years after the withdrawal or cancellation. SO: when application is denied, withdrawn, or abandoned; or, if application is approved, when grant program conditions have been satisfied; or, when approved application is subsequently withdrawn or cancelled 7y: The retention period is consistent with the related grant program accounting files. The retention period also satisfies the program areas requirements to have access to previous applications while assessing new applications. DE: These records are appraised for destruction because grant program activities are adequately documented in grantee final deliverables (secondary 10200-10) and post-grant program evaluation reports (secondary 10700-05). NOTE: Historically, applications and grantee final deliverables may have been interfiled. To ensure the grantee final deliverables are fully retained, classify files organized in this manner under secondary 10200-10.	SO	7y	DE

END OF PRIMARY

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

10300 INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE

Records relating to the receipt, review, analysis, and response to incoming requests, referrals and consultations.

The following are examples of activities that may trigger a request, referral or consultation: development of land use plans; negotiation of agreements - where the ministry is not a signatory (e.g., Economic Community Development Agreements); First Nations treaty negotiations and proposed areas of treaty settlement land; reserve creation and management (e.g., agricultural land reserves, wilderness areas and reserves, and ecological reserves); establishment or modification of existing parks, recreation areas or conservancies; forest management; oil and gas related activities; transportation activities; recreation areas, and watersheds. Referrals originate from government organizations, non-government organizations, and the private sector.

The applicable program area conducts analysis and prepares a response, which may:

- describe conflicts or overlaps with existing reserve areas (see primary 40600 for a description of different reserve types);
- describe conflicts or overlaps with existing mineral, placer, and coal titles;
- assess and describe the regional geology, mineral exploration and mining history, and known mineral deposits in the impacted area;
- predict mineral potential in the impacted area; and
- forecast provincial revenues pertaining to mines.

This primary also covers referrals pertaining to proposed treaty settlement lands that do not result in an application for a No Registration Reserve (NRR). If the referral results in a NRR application, the referral records are filed with the related application records (secondary 40600-20).

NOTE: This primary does not cover referrals initiated by the program areas covered under this ORCS. These records are filed on the applicable case file generating the referral (e.g., mineral, placer or coal lease application file).

NOTE: This primary does not cover land use planning files where the ministry is the lead or co-lead on the land use plan. For these files, see primary 10700.

For agreements and memoranda of understanding, see [ARCS primary 146](#).
For committees, working groups, and task forces, see [ARCS primary 200](#) and [201](#).

For consultation and referral tracking, see secondary 10700-15.

For executive briefing notes and issues records, see [ARCS primary 280](#).

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

For geoscience research project files and data, see primary 20200.
For land use planning files, where the ministry is the lead or co-lead on the land use plan, see primary 10700.
For policies and procedures (e.g., methodologies, frameworks, guidelines, and handbooks) used to inform land use planning, see primary 10700.
For records relating to the establishment and maintenance of mineral, placer, and coal reserves, see primary 40600.
For records relating to the expropriation of mineral, placer, and coal titles and the payment of compensation, see primary 40300.

The ministry OPR is the program area responding to the consultation or referral unless otherwise noted below. See specific secondaries for OPR retention schedules.

10300	INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-20	Incoming consultations and referrals - analysis and response files (includes incoming referrals, notifications, requests, plans, reports, supporting documentation and working files, research and analysis records, meeting minutes (but not including committee meetings), copies of briefing notes, responses (e.g., maps, mineral potential models, mineral assessments, land analysis tables, forecasts and other response types), and correspondence) (does not cover geoscience research project files maintained by the BC Geological Survey (BCGS)) (does not cover referrals initiated by the program areas covered under this ORCS or where the ministry is the lead or co-lead on the land use plan)	SO	nil	DE
	RETENTION STATEMENT Destroy routine referrals, notifications, and responses when response (if necessary) is provided and when no longer required for reference. Destroy records pertaining to more comprehensive consultations and referrals (e.g., multi-year plans, those occurring on a cyclical basis, or those involving detailed research and analysis) when participation in the consultation and referral process is concluded, and when no longer required for ongoing reference, monitoring, and issues management purposes.			

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

10300	INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE	A	SA	FD
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SO: for routine referrals, notifications, and responses, when response (if necessary) is provided and when no longer required for reference; for records pertaining to more comprehensive consultations and referrals (e.g., multi-year plans, those occurring on a cyclical basis, or those involving detailed research and analysis) when participation in the consultation and referral process is concluded, and when no longer required for ongoing reference, monitoring, and issues management purposes

Various program areas receive and respond to consultations and referrals and their retention requirements vary considerably. Responses requiring minimal research and analysis will only be required for a short period whereas those involving detailed research and analysis will have longer reference requirements. Each program area is responsible for determining their own reference needs.

DE: These records are appraised for destruction because comprehensive records of consultation and referral outcomes are adequately documented in the following:

- Cabinet records (e.g., Environment and Land Use Committee minutes and reports and recommendations submitted to the Committee);
- minutes of and reports submitted to related sub-committees and ministry committees;
- records of the lead agency responsible for the plan, agreement, proposal, consultation or referral;
- executive records (e.g., briefing notes and issue files);
- final policies describing the process and framework by which the program areas participate in the consultation and referral activity (secondary 10700-00); and
- final information products (secondary 10100-10) and the various geoscience data repositories (secondary 20200-15), which document the outcomes of BCGS research activities (e.g., prospective mapping programs, regional geochemical surveys, and targeted mineral deposit studies), all of which are key resources

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10300	INCOMING CONSULTATIONS AND REFERRALS - ANALYSIS AND RESPONSE	A	SA	FD
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used to respond to consultation and referral requests.

Additionally, consultation and referral outcomes which impact existing titles or which result in an application for a mineral, placer or coal reserve will be fully retained (e.g., in expropriation and compensation claim files (secondary 40300-20) and in reserve and placer designated area files (secondary 40600-20)).

END OF PRIMARY

10400 INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT

This primary covers records relating to funding projects and initiatives that advance reconciliation with Indigenous peoples. The funds are allocated via funding envelopes and programs, such as the Indigenous Funding Program (IFP), a base budget program of the ministry responsible for Indigenous relations. The IFP supports priority engagements, agreements, and strategic initiatives between First Nations (FN), organizations that have collaborative relationships with FN, and the natural resource sector.

The various branches identify funding projects and initiatives based on government priorities and established criteria; submit the funding requests; and manage the resulting funding agreement. A ministry funding coordinator may also facilitate the requests and approvals for funding.

For briefing notes, see [ARCS primary 280](#).

For committee files, see [ARCS primaries 200](#) and [201](#).

For grant management and administration, see primary 10200.

For reference material/topical files, see [ARCS secondary 358-20](#).

For the transfer under agreement accounting files, see secondary [ARCS 1150-30](#).

The ministry OPR is stated below. See specific secondaries for OPR retention schedules.

10400	INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT			
	Destroy at the end of the second calendar year.			
	OPR: Fund coordinator and branch submitting funding request/managing the agreement			
-20	Funding files	SO	7y	DE
	(covers files maintained by the various branches managing the approved agreements with the funding recipients)			
	(includes copies of agreements, recipient monitoring and reporting records, and correspondence)			
	(does not cover original agreements - classify these under ARCS secondary 1150-30)			
	(arrange by agreement number, project or initiative name)			

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10400	INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT	A	SA	FD
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RETENTION STATEMENT

Destroy seven years after expiry or termination of agreement, and upon conclusion of requirements stipulated in the agreement.

OPR: Branch responsible for managing the agreement with the funding recipient

SO: upon expiry or termination of agreement, and upon conclusion of requirements stipulated in the agreement

7y: The retention period is consistent with the related agreement files classified under [ARCS secondary 1150-30](#).

DE: These records are appraised for destruction because adequate documentation of funding decisions and outcomes are adequately documented elsewhere in government (e.g., in the eligibility criteria and annual reports maintained by the ministry responsible for Indigenous relations and in the records maintained by Cabinet Operations and Treasury Board).

Funding outcomes are also captured in other operational files maintained by the branches engaging with the funding recipient (e.g., if the recipient is funded to participate in legislative amendment engagement sessions, the outcomes of the sessions would be captured and fully retained under secondary 10700-05.)

-30	Funding request coordination and tracking	FY+1y	6y	DE
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(covers the preparation and submission of funding requests; tracking of submissions, approvals and spending; and liaison activities involving branches, funding coordinators and the funding ministry)

(includes funding request submissions, status tracking, copies of spending plans, working materials and correspondence)
(arrange by fiscal year)

RETENTION STATEMENT

Destroy at the end of the eighth fiscal year.

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10400	INDIGENOUS FUNDING REQUESTS AND AGREEMENT MANAGEMENT	A	SA	FD
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OPR: Fund coordinator and branch submitting funding request/managing the agreement

8y: The retention period is consistent with the retention of related financial records in ARCS and satisfies branch operational and reference requirements.

NOTE: Use secondary 10700-15 for ongoing fund tracking and monitoring records (i.e., those that continue to be updated beyond the current fiscal year).

END OF PRIMARY

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10500 LEGACY RECORDS

This primary covers legacy records, which are no longer being created due to changes in legislation, record-keeping practices, or the introduction of electronic registry systems, and are eligible for immediate destruction or transfer to the government archives upon approval this ORCS. The primary facilitates the efficient scheduling of these types of records without the need to generate multiple classifications within the main body of this ORCS.

Legacy records with ongoing operational and reference value are not classified under this primary (e.g., record cards and mineral and placer claim forms).

Retention periods for the various types of records covered under this primary are defined in Appendix A - Legacy Records Final Disposition Instructions.

See Appendix A for OPR listing.

10500	LEGACY RECORDS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-20	Legacy records (covers records listed in Appendix A - Legacy Records Final Disposition Instructions)	SO	nil	SR
	RETENTION STATEMENT Selectively retain legacy records upon approval of this ORCS. Selection criteria is defined in Appendix A.			
	SO: upon approval of this ORCS			
	SR: Records will either be destroyed or transferred to the government archives according to the selection criteria defined in Appendix A - Legacy Records Final Disposition Instructions.			

END OF PRIMARY

10700 POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH

This primary covers records relating to the broad functional areas of policy development, evaluation and review; program planning, evaluation and review; research and analysis; and tracking and monitoring. A more detailed description of the activities and record types associated with these functions follows:

- development, approval, review, and evaluation of operational and strategic policies and guidelines, including: procedures, standards, handbooks, manuals, protocols, methodologies, recommended practices, and directives, for internal use, and also for external use by mineral explorationists, mining companies, First Nations, and stakeholders. This also includes the provision of policy interpretation and advice;
- development, approval, review, and evaluation of operational and strategic plans, initiatives, programs (including grant and funding programs), priorities, and strategies;
- research and analysis (e.g., undertaking studies, surveys, statistical analyses, projections, and equivalents), provided the activity is not covered under a more specific secondary elsewhere in this ORCS (see note below);
- tracking and monitoring the various programs managed and services performed by the branches covered by this ORCS; and
- tracking and monitoring the projects and activities undertaken by the mining and mineral exploration sector, provided the activity is not covered by a more specific secondary elsewhere in this ORCS (see note below);

This primary also covers records created:

- while leading or co-leading land use planning initiatives; however, primary 10300 covers records created by the ministry when not in a lead or co-lead role (e.g., while responding to incoming referrals and consultations);
- while developing policies, plans, frameworks, and roadmaps to ensure that commitments stipulated in agreements (including various agreements negotiated with First Nations) are acted upon; and
- during the planning and implementation phases of legislation development and amendment projects. Examples of record types created during these phases include studies, discussion papers, cross-jurisdictional scans, intentions papers, and policies and procedures of various types. However, this primary does not cover records created

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

during the legislation drafting phase (e.g., requests for legislation and legislative drafts) - these records are classified under [ARCS primary 140](#).

Lastly, this primary covers engagements and consultations undertaken while performing the various functions and activities described above. This includes engagements and consultations with First Nations, other government program areas, municipalities, industry, non-governmental organizations, and the public. The *What We Heard Report* is an example of an engagement outcome.

NOTE: This primary does not cover consultations with First Nations undertaken as part of licence and lease issuance or the designation of reserves or placer designated areas - these consultations are filed on the applicable case file to which they pertain.

NOTE: This primary also does not cover the following activities undertaken by the BC Geological Survey (BCGS): geoscience research - classify these under secondary 20200-40 or 20200-50; publication of geoscience research findings and other information products - classify these under secondary 10100-10; and, mineral exploration and expenditure monitoring and reporting - classify these under the applicable secondary in primary 20300.

For approved agreements, see the applicable secondary under [ARCS primary 140](#), [950](#), or [1150](#).

For briefing notes, see [ARCS primary 280](#).

For budget forecasting and estimates planning, see [ARCS primary 1000](#).

For Cabinet submissions, see [ARCS secondary 201-40](#).

For committees, working groups, and task forces (e.g., Mining Task Force), see [ARCS primary 200](#).

For equipment technical and operating manuals, see [ARCS primary 700](#).

For geoscience research projects, see primary 20200.

For grant administration and management files, see primary 10200.

For Indigenous funding requests and agreement management, see primary 10400.

For mineral exploration and expenditure monitoring and reporting project files, maintained by BCGS, see primary 20300.

For procurement and contract management files, see [ARCS primary 1070](#).

For publication development and final publications, see primary 10100.

For records relating to drafting legislation (e.g., requests for legislation and working papers), see [ARCS primary 140](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

For the research, analysis and response to incoming referrals and consultations, see primary 10300.

For system documentation, including user guides and manuals, see [ARCS secondary 6450-80](#).

For Treasury Board submissions, see [ARCS secondary 1250-20](#).

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

The ministry OPR is the branch responsible for the function generating the records unless otherwise noted below. See specific secondaries for OPR retention schedules.

10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy - final (covers final/approved operational and strategic policies and guidelines, including procedures, standards, handbooks, manuals, protocols, methodologies, models, recommended practices, directives, and equivalents pertaining to the functions and activities documented in this ORCS, and developed for internal or external use) (arrange by category, if necessary, then by policy name) RETENTION STATEMENT Transfer to the government archives five years after the policy is replaced or becomes irrelevant. SO: when the policy is replaced or becomes irrelevant FR: The government archives will fully retain final versions of operational and strategic policy documentation because they provide significant evidence of the governance of the functions and programs covered by this ORCS. NOTE: Policy development working files are classified under secondary 10700-20. Policy and process review final outcomes are classified under secondary 10700-05.	SO	5y	FR
-01	General RETENTION STATEMENT Destroy at the end of the second calendar year.	CY+1y	nil	DE
-05	Planning and research outcomes (covers the outcomes of the following activities: planning (including land-use planning where the ministry is the lead or co-lead and planning undertaken during legislation development projects); research and analysis; engagement activities; program and policy evaluation, review, and implementation; and, covers records which describe the mandate, programs, initiatives, priorities, strategies, services, and models developed and delivered by the program areas	SO	5y	FR

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	A	SA	FD
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covered under this ORCS) (does not cover BCGS research findings or publications - classify these under secondary 10100-10 nor does it cover the response to incoming land referrals and consultations - classify these under primary 10300) (includes reports, studies, reviews, evaluations, plans, overviews, jurisdictional scans, discussion papers, strategies, roadmaps, frameworks, and equivalents)				
RETENTION STATEMENT Transfer to the government archives five years after no longer required for planning, review and research purposes.				
SO: when no longer required for planning, review and research purposes				
FR: The government archives will fully retain these records because they document the results and findings of research, analysis, planning, engagement, evaluation, and review activities. These records, in conjunction with final policies classified under secondary 10700-00, document the institutional framework and context in which geoscience, mineral exploration and mining programs have evolved in the province. These records have significant evidential and informational value.				
<hr/>				
-15	Monitoring and tracking records (not covered elsewhere) (covers the tracking and monitoring of various aspects of the mining and mineral exploration sector and of the various programs managed and services performed by the program areas) (does not cover the mineral exploration and expenditure monitoring and reporting records maintained by the BCGS - classify these under the applicable secondary in primary 20300) (includes lists, spreadsheets, reports, mining company/mine project background information, survey-related records, statistical data received from the federal government, reference materials, and correspondence) (also includes historical survey coordination and approval files)	SO	nil	DE
RETENTION STATEMENT Destroy when no longer required for monitoring, tracking and statistical purposes.				
<hr/>				

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	A	SA	FD
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SO: when no longer required for monitoring, tracking and statistical purposes

DE: These records may be destroyed because annual and other cumulative monitoring, tracking and statistical information are adequately captured in internal publications (e.g., annual mineral statistics, the Chief Inspector's Annual Report and other branch publications covered under secondary 10100-10) and in reports and publications maintained by other ministries (e.g., the British Columbia Financial and Economic Review prepared by the ministry responsible for finance).

NOTE: Examples of records covered under this secondary include various production and commodity monitoring and tracking records (e.g., Daily Prices spreadsheets and master production spreadsheets) and related correspondence, maintained by Mineral Economists and Mineral Advisors. The records are used to provide an up-to-date list of certain commodity prices and financial indices. The Mineral Titles Branch also maintains various lists and spreadsheets to track the various services they perform.

NOTE: Statistics gathered for a specific function may be classified under the specific secondary to which it relates (e.g., statistics gathered for policy development purposes may be filed with the related records under secondary 10700-20).

NOTE: The Mineral Development Office classifies the statistics they gather for mineral exploration and expenditure monitoring and reporting purposes under the applicable secondary in primary 20300.

NOTE: This secondary also covers historical statistical survey coordination and approval files. The files pertain to statistical surveys, completed by mining and mineral exploration companies, and then submitted to the ministry and the federal government. The ministry was responsible for maintaining accurate distribution lists, circulating the surveys, and

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	A	SA	FD
	reviewing and approving the survey results. The federal government was responsible for publishing the aggregate survey results. Mining and mineral exploration companies now submit the information directly to the federal government and the ministry no longer receives a copy of the surveys or performs a coordination and approval role. The federal government continues to publish the aggregate statistics and shares the results with the ministry.			
-20	Policy, planning and research working files (covers the working files generated while performing the following: research and analysis; undertaking engagements; land use planning where the ministry is the lead or co-lead; planning for and implementing the results of legislation development projects; and while developing, reviewing, evaluating, advising, interpreting, and implementing policies and programs, provided the records are not covered by a more specific secondary elsewhere in this ORCS) (does not cover records relating to the following activities undertaken by BCGS: geoscience research - classify these under secondary 20200-40 or 20200-50; and, mineral exploration and expenditure monitoring - classify these under the applicable secondary in primary 20300) (does not cover the research and analysis undertaken while responding to incoming land referrals and consultations - classify these under primary 10300) (includes working materials, surveys, copies of briefing notes, copies of legal opinions, presentations, notes, statistics, reference materials, correspondence, and memoranda) (arrange by policy, program, project, topic or issue)	SO	5y	DE
	RETENTION STATEMENT Destroy five years after the working file is considered closed (e.g., when the policy development, planning or research activity is concluded or abandoned, and when no longer required for reference purposes). SO: when the working file is considered closed (e.g., when the policy, planning or research activity is concluded or abandoned, and when no longer required for reference purposes) DE: The working files may be destroyed because final outcomes are fully retained under secondaries 10700-00, 10700-05, and secondary 10100-10 or are			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10700	POLICY DEVELOPMENT, PROGRAM PLANNING AND RESEARCH	A	SA	FD
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captured in the recordkeeping system of the program area or executive that requested the analysis.

END OF PRIMARY

10800 SPATIAL ANALYSIS AND DATA MANAGEMENT SERVICES

Records relating to the preparation and maintenance of various geomatics products (e.g., maps, spatial layers, datasets, spreadsheets, and reports). Geomatics products are prepared routinely as part of ongoing operations, in response to specific requests and to support ministry and cross-ministry projects.

Examples of spatial analysis and data management activities include, but are not limited to the following:

- preparation and maintenance of mineral, placer, and coal title and reserve site spatial data (including mapping amendment requests) and uploading of the data to the title registry system;
- preparation of maps in support of branch functions (e.g., lease applications and reserve requests);
- preparation and maintenance of mine notice of work, mine permit boundary, mine disturbance area, and mine reclamation area spatial data and maps;
- preparation of maps to support policy development, executive level decision making, and projects;
- preparation of various geomatics products for uploading to the BC Data Catalogue;
- preparation of maps for free miners and mining companies.

This primary does not cover spatial analysis and data management services performed by the BC Geological Survey (BCGS).

For BCGS spatial analysis and data management services and products, see section 2.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For reference material/topical files, see [ARCS secondary 358-20](#).

For the spatial data uploaded to the title registry system, see secondary 41000-20.

For system descriptions, see the Systems Section.

For title reference maps, see secondary 40000-17.

The ministry OPR is the branch responsible for preparation of the geomatics products unless otherwise noted below. See specific secondaries for OPR retention schedules.

10800	SPATIAL ANALYSIS AND DATA MANAGEMENT SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

10800	SPATIAL ANALYSIS AND DATA MANAGEMENT SERVICES	A	SA	FD
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RETENTION STATEMENT

Destroy at the end of the second calendar year.

-20	Spatial analysis and data management files	SO	nil	DE
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(covers requests, correspondence, working files (e.g., scripts, layerfiles, map files (e.g., ArcMap .mxd files)), and products (e.g., maps, spatial layers, datasets, spreadsheets, and reports))

RETENTION STATEMENT

Destroy when no longer required to explain the methodology used to produce the product, or when no longer required to recreate the product, or when superseded by a subsequent iteration(s), or when no longer required for reference purposes.

SO: when no longer required to explain the methodology used to produce the product, or when no longer required to recreate the product, or when superseded by a subsequent iteration(s), or when no longer required for reference purposes

NOTE: Spatial data uploaded to the title registry system are classified and fully retained under secondary 41000-20.

NOTE: Requestors will incorporate the delivered geomatics products into their recordkeeping system, where they will be filed and retained according to the applicable ORCS or ARCS classification and retention period. For example, maps delivered in support of a placer lease application will be filed with the related application records and fully retained (secondary 40500-20).

END OF PRIMARY

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

SECTION 2

BC GEOLOGICAL SURVEY SERVICES

PRIMARY NUMBERS

20000 – 24999

Section 2 covers records relating primarily to the services performed by the BC Geological Survey (BCGS), including geoscience research activities; management of geoscience data repositories; mineral exploration and expenditure monitoring and reporting; mineral exploration promotion and marketing; and sampling and assay activities. This section also includes mineral title exploration and development reporting activities, which are jointly administered by the BCGS and Mineral Titles Branch.

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

SECTION 2 TABLE OF CONTENTS BC GEOLOGICAL SURVEY SERVICES

20000 - 24999

20200	GEOSCIENCE RESEARCH
20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING
20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING
20600	SAMPLING AND ASSAYING

20200 GEOSCIENCE RESEARCH

Records relating to geoscience research activities, including the management of various geoscience data repositories and web services. This primary also includes a unique collection of historical documents, known as Property File, maintained by the BC Geological Survey (BCGS).

Geoscience research activities:

The BCGS conducts field and desk-based research activities to assess the geological evolution and mineral resources of the province, promote exploration, support land use planning, and attract investment in the province's mineral resource sector. Research projects, either single or multi-year, are performed internally by branch staff and in partnership with other geoscience organizations, such as the Geological Survey of Canada. Examples of research activities include bedrock and surficial geology mapping programs, regional geochemical surveys, targeted mineral deposit studies, and geochronological investigations.

The life-cycle of a field-based research project may involve geological, geophysical, and geochemical field investigations employing various techniques, complemented by desk-based research, laboratory analytical work, geological interpretation, and compilation of findings. The BCGS also undertakes literature review projects, which do not involve field investigations. Research project findings are then publicly released on the branch website via research papers, maps, and data files (secondary 10100-10). Research project findings are also a key primary source for the various geoscience data repositories developed and managed by the BCGS.

Geoscience data repositories and web services:

The BCGS develops and maintains various geoscience data repositories to store and manage the voluminous amounts of data collected by geoscientists while inventorying and assessing the geology of the province. Repository examples include:

- MINFILE - an inventory of metallic, industrial mineral, and coal occurrences within specific British Columbia geological settings;
- BC Digital Geology - a repository for the bedrock geology of the entire province. The results of field-based mapping projects undertaken by the BCGS are a key primary source;
- various geochemical and geochronology compilation databases.

The BCGS has also developed a web service, MapPlace, which allows users to browse, visualize, and analyze geoscience data, housed in the various internal repositories, as well as related external data from other government agencies, and create custom maps.

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Maintenance of a collection of historical documents:

The BCGS collects and makes publicly available historical documents associated with the province's mineral occurrences, known as Property File. The items indexed in Property File consist of government records, records donated from individuals or their estates (e.g., retired and deceased geologists), universities, the private sector (e.g., mining companies), and other governments agencies. Property File documents date to the late 1800s.

NOTE: This primary does not cover final information products (published and unpublished), individual publications, and related indexes nor does it cover the design and review of these publications - classify these records under secondaries 10100-10 and 10100-20.

NOTE: Geological samples (e.g., rock and sediment) collected in the field do not meet the definition of recorded information and are therefore not scheduled under this ORCS. The samples are disposed of according to branch policy, industry standards and other guidelines.

For agreements and memoranda of understanding, see [ARCS primary 146](#).

For Assessment Report Indexing System (ARIS) data, see primary 20400.

For the B.C. Mining Clipper (an electronic news clipping, prepared by the BCGS), see [ARCS secondary 295-04](#).

For committees, working groups, and task forces, see [ARCS primary 200](#) and [201](#).

For COALFILE System data, see secondary 20400-13.

For policies and procedures, see primary 10700.

For program planning, evaluation, and review, see primary 10700.

For presentations, see [ARCS primary 324](#).

For publication design and review files, see secondary 10100-20.

For publications, see secondary 10100-10.

For reference material/topical files, see [ARCS secondary 358-20](#).

For system descriptions, see the Systems Section.

The ministry OPR is BC Geological Survey (BCGS) Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

20200	GEOSCIENCE RESEARCH	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT			
	Destroy at the end of the second calendar year.			
	NOTE: Throughout this section, this secondary covers			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
	miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-05	End of field season reports (covers reports, prepared by project leaders at the end of each field season, detailing the total number of person-days spent in the field, number of individuals on the crew, incidents, and recommendations for safety improvements) (does not cover regional geologists monthly site visit reports-classify these under secondary 20300-15) (arrange by field season) RETENTION STATEMENT Destroy at the end of the eighth calendar year. 8y: The retention period is consistent with work-related incident reporting files classified under ARCS secondary 1560-20 . NOTE: Records pertaining to incidents reported to WorkSafeBC are classified under ARCS secondary 1560-20 .	CY	7y	DE
-15	Geoscience data (covers data stored in the various geoscience data repositories created and maintained by the Survey) (includes MINFILE, geological mapping related databases and various geochemical and geochronology compilation databases) (does not cover datasets published to the BCGS website - classify those under secondary 10100-10) RETENTION STATEMENT Transfer the data to the government archives when no longer required to support mineral exploration, mining, and geoscience research. SO: when no longer required to support mineral exploration, mining, and geoscience research (see note below) FR: Geoscience repository data will be fully retained by the government archives because of its unique scientific and research value. The data records the results of bedrock and surficial geology mapping	SO	nil	FR

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
	<p>programs, regional geochemical surveys, targeted mineral deposit studies, and geochronological investigations. The data is organized into various repositories and collections, providing logical and searchable access to the voluminous amounts of data collected by the branch geologists and geoscientists. The data is a key resource used for geological research, exploration development, resource management, policy development, program and land use planning.</p> <p>NOTE: The Survey has indicated that the scientific and research value of the data does not diminish over time. Therefore, it is anticipated that they will retain custody of the data for a significant time period.</p> <p>NOTE: This secondary does not cover data stored in ARIS, COALFILE or Property File.</p>			
-17	MapPlace web service	SO	nil	DE
	<p>RETENTION STATEMENT</p> <p>Destroy the links, folder structure, and other components that comprise MapPlace when the service is discontinued.</p> <p>SO: when the service is discontinued</p> <p>NOTE: Source data, viewable in MapPlace, is scheduled for full retention under various secondaries in this ORCS (e.g., secondaries 10100-10, 20200-15, 20400-13, and 41000-20).</p>			
-20	Property File collections acquisition and management files	SO	nil	SR
	<p>(covers records relating to the acquisition and management of Property File collections, including donation records and correspondence)</p> <p>(arrange by collection)</p> <p>RETENTION STATEMENT</p> <p>A Property File collection's acquisition and management file is retained until the associated collection (see secondary 20200-30) is deaccessioned (i.e., permanently removed from Property File). If the deaccessioned collection is to be transferred to the government archives, then the acquisition and management file will be transferred along with it. If the</p>			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
	<p>deaccessioned collection is to be destroyed, then the acquisition and management file can also be destroyed when no longer required for reference.</p> <p>SO: when the associated collection (see secondary 20200-30) is deaccessioned (i.e., permanently removed from Property File). If the deaccessioned collection is to be transferred to the government archives, then the acquisition and management file will be transferred along with it. If the deaccessioned collection is to be destroyed, then the acquisition and management file can also be destroyed when no longer required for reference</p> <p>SR: Property File collections acquisition and management files document the provenance of the collections created or acquired by the BC Geological Survey. Files pertaining to collections appraised for transfer to the government archives (see secondary 20200-30) will be fully retained because they contain contextual details essential for understanding the collections. The files will also be a key resource for government archivists while performing arrangement and description. Collections acquisition and management files pertaining to collections appraised for destruction will be destroyed.</p>			
-30	Property File collections and index (covers source records, digital copies, and associated index)	SO	nil	SR
	<p>RETENTION STATEMENT</p> <p>Property File source records, digital copies, and index will be selectively retained. Selection will occur when a specific collection is deaccessioned (i.e., permanently removed from Property File) or when government ceases to maintain Property File. Selection criteria is described in the final disposition note.</p> <p>SO: when a specific collection is deaccessioned (i.e., permanently removed from Property File) or when government ceases to maintain Property File</p> <p>SR: The government archives will selectively retain Property File source records, digital copies, and index. There are four appraisal categories:</p> <p>1. Collections consisting solely of non-BC</p>			

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

20200	GEOSCIENCE RESEARCH	A	SA	FD
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government records (e.g., from private individuals, the private sector, the federal government, other provincial governments, and other bodies):

Selection of the source records and digital copies will be undertaken by central agency archivists in consultation with archivists from the government archive, and will take into account the following:

- whether the records are published and available elsewhere (e.g., newspaper clippings and industry newsletters);
- whether there is adequate documentation of the donation;
- the uniqueness of the collection, whether it complements existing private records in the custody of the government archives, and whether the records fall within the government archives' collections policy.

2. Collections consisting solely of BC government records acquired from former government employees, other areas of BCGS, the broader ministry and other government ministries:

Only copies of original government records should be retained in Property File. Original government records should be classified according to the context of their creation under the applicable ARCS or ORCS classification (e.g., financial assistance program records, regional geologists' monthly reports, and research project files) and managed accordingly. The copies can be destroyed once it is confirmed that the original government records have been appropriately managed.

3. Library file collection and other collections:

The library file was the first collection created by Property File staff. The collection originally consisted of physical files, arranged numerically by MINFILE number (combination of National Topographic System (NTS) map number and an occurrence number). A large percentage of the physical file contents consist of MINFILE computer printouts and the original input documents used to create the MINFILE database. Subsequent additions expanded the scope of the collection. For example, maps acquired from the Yukon Geological Survey were added in 2011.

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
	<p>Other collections in Property File may contain a combination of BC government and non-BC government records.</p> <p>Selection decisions for the library file collection and other collections will be made on a case-by-case basis, factoring in many of the considerations described above, and the criteria outlined in our appraisal policy.</p> <p>4. Index:</p> <p>Index information relating to collections appraised for full retention will be fully retained; index information relating to collections appraised for destruction will be destroyed.</p> <p>NOTE: For the related collection acquisition and management files, see secondary 20200-20.</p>			
-40	<p>Research project files - long-term value</p> <p>(covers the various geoscience research project records required by the Survey for long-term reference)</p> <p>(includes project proposals, field notes, survey results, annotated maps, original photographs, geochemical sample analyses, database files, spreadsheets, air photographs purchased from GeoBC, draft final products (e.g., maps, papers, studies) relating to abandoned projects, and correspondence)</p> <p>(does not include draft final products relating to completed projects - classify those under secondary 20200-50)</p> <p>(does not cover geological samples obtained during fieldwork)</p> <p>(arrange by project name)</p> <p>RETENTION STATEMENT</p> <p>Destroy 100 years after project is completed or abandoned.</p> <p>SO: when project is completed or abandoned</p> <p>100y: A lengthy semi-active period is required to meet the research needs of the Survey. Final information products documenting research outcomes, appraised for full retention under secondary 10100-10, are typically compilations, interpretations, and synthesis of the observational and analytical data contained in these research project files. The Chief Geologist states that the observational and analytical data is a</p>	SO	100y	DE

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
	<p>rich source of primary information with long-term research value to the Survey. Additionally, the raw data is typically acquired at significant expense during field based research projects in various remote areas of the province and is not easily reacquired.</p> <p>DE: These records are appraised for destruction because it is anticipated that any raw data of significant value will have been analyzed or re-analyzed within the 100 year semi-active period and the findings made available in final research products and/or incorporated into branch data repositories, all of which are fully retained under this ORCS.</p> <p>NOTE: Final information products are fully retained under secondary 10100-10. Publication design and review files are classified under secondary 10100-20. Data stored in geoscience data repositories are classified under secondary 20200-15.</p> <p>NOTE: Staff may file purchased air photographs on the long-term or short-term project file, depending on their research value. Alternatively, the photographs can be maintained separately as reference materials under ARCS secondary 358-20.</p>			
-50	<p>Research project files - short-term value (covers various geoscience research project records required by the Survey for short-term reference) (includes community consultation records, research and supporting materials (e.g., copies of publications, copies of Property File documents, and copies of mineral assessment reports), air photographs purchased from GeoBC, draft final products (e.g., maps, papers, studies) relating to completed projects, and correspondence) (does not include draft final products relating to abandoned projects - classify those under secondary 20200-40) (does not cover geological samples obtained during fieldwork) (arrange by project name)</p> <p>RETENTION STATEMENT Destroy when project is completed or abandoned and when no longer required for reference purposes.</p> <p>SO: when project is completed or abandoned and when</p>	SO	nil	DE

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20200	GEOSCIENCE RESEARCH	A	SA	FD
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no longer required for reference purposes

NOTE: Final information products are fully retained under secondary 10100-10. Publication design and review files are classified under secondary 10100-20. Data stored in geoscience data repositories are classified under secondary 20200-15.

NOTE: Staff may file purchased air photographs on the long-term or short-term project file, depending on their ongoing research value. Alternatively, the photographs can be maintained separately as reference materials under [ARCS secondary 358-20](#).

END OF PRIMARY

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20300 MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING

Records relating to tracking, monitoring, compiling, and reporting on mineral exploration projects and expenditures in the province. Mineral exploration projects are tracked at various stages, including: grassroots, early, advanced, mine evaluation, mine development, and mine production.

Regional geologists track, monitor, and compile information by undertaking surveys, completing site visits, reviewing external information (e.g., mining publications, company information releases, websites, and technical reports), and by reviewing internal BCGS publications, data repositories and reports.

The findings of the tracking and monitoring activities are summarized in site visit reports and in various publications, such as the *Provincial Overview of Exploration and Mining in British Columbia*, *British Columbia Mineral and Coal Exploration Survey*, maps, and various commodities brochures. Tracking systems are also used to facilitate the collection and dissemination of statistical information on mineral exploration projects and expenditures in the province.

This primary also covers mineral exploration marketing and promotion activities, including the delivery of presentations at conferences, trade missions, and within the community and the annual preparation and submission of articles to mining and mineral exploration organizations (e.g., the Association for Mineral Exploration).

For committees, task forces, and working groups, see [ARCS secondary 200-20](#).
For final publications and other information products (e.g., *Provincial Overview of Exploration and Mining in British Columbia*, *British Columbia Mineral and Coal Exploration Survey*, maps, posters, and commodities brochures), see secondary 10100-10.

For policies and procedures, see primary 10700.

For program planning, evaluation, and review, see primary 10700.

For publication design and review, see secondary 10100-20.

For reference material/topical files, see [ARCS secondary 358-20](#).

For system descriptions, see the Systems Section.

The ministry OPR is BC Geological Survey (BCGS) Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General (also includes routine inquiries and correspondence)	CY+1y	nil	DE
	RETENTION STATEMENT			

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING	A	SA	FD
Destroy at the end of the second calendar year.				
-05	Mineral exploration and production summary data (includes data in ExploreTrack and BC METAL)	SO	nil	FR
<p>RETENTION STATEMENT</p> <p>Transfer the data to the government archives when no longer required for monitoring, statistical, and reporting purposes.</p> <p>SO: when no longer required for monitoring, statistical, and reporting purposes</p> <p>FR: The data will be fully retained because it constitutes a comprehensive and standardized record of provincial mineral exploration projects, expenditures, and production levels and values.</p>				
-10	Mineral exploration promotion and marketing materials (covers the following: marketing and promotional materials (e.g. presentations) delivered at conferences, during trade missions abroad, to travelling delegations or foreign company representatives, and at meetings with industry and other government agencies concerned with trade; and, the annual submission of articles to mining and mineral exploration organizations) (does not cover promotion and marketing materials published by the BCGS (e.g., posters published as GeoFiles) - these records are classified and fully retained under secondary 10100-10)	SO	5y	FR
<p>RETENTION STATEMENT</p> <p>Transfer to the government archives five years after materials are no longer current.</p> <p>SO: when no longer current</p> <p>FR: Mineral exploration promotion and marketing materials are appraised for full retention because they provide evidence and insights into the methods used by government to promote and market the exploration of the province's mineral resources.</p>				
-15	Regional geologists site visit reports (covers reports, prepared by regional geologists, documenting mining and mineral exploration activities, claim and lease	CY	9y	FR

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING	A	SA	FD
	visits, mine visits, meetings, and field activities they undertook within their region during the reporting period) (some reports include photographs) (does not cover field notes taken while conducting field-based research projects - classify these records under secondary 20200-40) (previously known as monthly reports) RETENTION STATEMENT Transfer to the government archives at the end of the tenth calendar year. 10y: The retention period ensures the reports are available for a substantial period to support research, monitoring, statistical, and reporting activities. FR: These reports are appraised for full retention. They provide a first-hand narrative of mining and mineral exploration activities and discoveries occurring within specific regions over time. They also document the evolving work of the regional geologists and their interactions with explorationists and the wider community. Taken as a whole, they are a unique and rich primary source for understanding the history of mining and mineral exploration in British Columbia. NOTE: Some regional geologists reports have been scanned and uploaded to Property File.			
-20	Mineral exploration project monitoring files (includes survey-related records, project/company information, maps, spreadsheets, correspondence, and working materials) (does not cover photographic collections maintained by the regional geologists - classify those under secondary 10000-10) (arrangement varies widely (e.g., by region, project, company, deposit type, or regional geologist name)) RETENTION STATEMENT Destroy five years after no longer required for monitoring, statistical, and reporting purposes. SO: when no longer required for monitoring, statistical, and reporting purposes	SO	5y	DE

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20300	MINERAL EXPLORATION AND EXPENDITURE MONITORING AND REPORTING	A	SA	FD
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NOTE: Publication design and review files are classified under secondary 10100-20. Final publications, including annual survey results, are classified under secondary 10100-10.

END OF PRIMARY

20400 MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING

This primary covers the reporting of exploration and development activities conducted on mineral, placer, and coal titles pursuant to the [Coal Act \(SBC 2004, c. 15\)](#), [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), and regulations under these Acts.

Exploration and development work reporting:

Mineral and placer claim holders maintain their claims in good standing by performing and reporting either physical or technical exploration and development work or by reporting payment in-lieu-of work. Examples of physical exploration activities include: trenching, open cuts, placer panning and sluicing, drilling, preparatory surveying, road and trail work, and clearing land. Physical work reports outline the work completed and the results obtained. Examples of technical exploration development work include: archeological impact assessments, geological, geophysical and geochemical surveys, drilling, analysis of mineral or rock samples, and environmental baseline studies. Technical exploration and development work is documented in technical work reports.

Claims holders are provided incentives to conduct exploration and development activities as the required payment to maintain a claim for one year is greater than the value of the activities that would be required to maintain the claim. This incentive is intended to promote exploration generally in the province by advancing the knowledge of claim areas.

Payment-in-lieu of work is recorded solely in the title registry system.

All coal licensees and lessees are required to submit information and data pertaining to coal exploration activities on coal licenses and coal leases, including geological, geophysical, geochemical, drilling, physical and chemical sampling, prospecting, construction, geotechnical, hydrogeological, and environmental investigations on coal licenses and leases, either singly or combined. The work is documented in coal assessment reports.

Report indexing and retrieval systems:

The Assessment Report Indexing System (ARIS) contains summary information for each mineral technical report, while COALFILE contains summary information for each coal assessment report. The reports and associated digital data are publicly viewable via ARIS and COALFILE's web-enabled front ends.

Physical work reports, registered in the title registry system, are not made publicly available.

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Assessment credits:

This primary also covers records relating to Portable Assessment Credits (PAC), which are earned for technical work conducted on mineral claims. Account holders can apply their credits to maintain their claims in good standing (e.g., in-lieu-of making a cash payment or performing exploration and development work). Credits can also be used to determine claim expiration dates. PAC account details are maintained in ARIS.

For coal rental payments, see secondary 40900-05.

For non-compliance orders, see secondary 40800-20.

For policies and procedures, see primary 10700.

For program planning, evaluation, and review, see primary 10700.

For reference material/topical files, see [ARCS secondary 358-20](#).

For statement of work (SOW) data maintained in the title registry system, see secondary 41000-20.

For statistics and tracking (e.g., PAC Summary Statistics Report and SOW Event Tracking Sheet), see secondary 10700-15.

For system descriptions, see the Systems Section.

The ministry OPR is Mineral Titles Branch and BC Geological Survey (BCGS) Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-05	PAC account administration (covers PAC eligibility lists, working documents, calculations, reports, and correspondence)	SO	nil	DE
	RETENTION STATEMENT Destroy when no longer required to determine PAC eligibility percentages.			
	SO: when no longer required to determine PAC eligibility percentages			
-07	PAC account transaction data (covers PAC account transaction data stored in ARIS)	SO+8y	nil	DE

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

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20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
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RETENTION STATEMENT

Destroy eight years after account is closed.

SO: when account is closed

8y: The retention period provides a sufficient length of time to respond to questions from account holders regarding their transactions and to resolve any anomalies. In addition, the retention period is consistent with the eight-year retention period for financial transaction files classified under ARCS.

-09	PAC account transaction files	CY+1y	6y	DE
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(includes requests (e.g., requests for transfers and requests for the creation of a new PAC account (referred to as PAC credit applications)), reports, and correspondence)
(arrange by calendar year)

RETENTION STATEMENT

Destroy at the end of the eighth calendar year.

OPR: Mineral Titles Branch

8y: The retention period provides a sufficient length of time to respond to questions from account holders regarding their transactions and to resolve any anomalies. In addition, the retention period is consistent with the eight-year retention period for financial transaction files classified under ARCS.

NOTE: Not all PAC transactions generate the opening of a transaction file. Some transactions are only recorded in ARIS (see secondary 20400-07).

-11	Physical work reports - approved	SO+2y	8y	FR
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(includes approved reports, maps, photographs, and correspondence)
(arrange by calendar year, then by event number)

RETENTION STATEMENT

Transfer to the government archives 10 years after report is approved.

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

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20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
	OPR: Mineral Titles Branch			
	SO: when report is approved			
	10y: The retention period ensures the reports will be available for a significant period to research a title holder's physical work history and to respond to inquiries.			
	FR: Physical work reports will be fully retained because they provide, in conjunction with the technical reports, a detailed history of the reported mineral and placer exploration and development activities that have occurred in the province.			
	NOTE: Rejected reports are classified under secondary 20400-17. Physical work reports received prior to January 12, 2005 are classified under secondary 20400-12.			
-12	Statements of work - hardcopy (closed secondary - hardcopy statement of work (SOW) forms became obsolete in January 2005 when the Mineral Titles Online (MTO) System was launched; these forms have been boxed and sent to off-site storage)	SO	nil	SR
	RETENTION STATEMENT Destroy SOW forms reporting cash payments, that <i>have not been interfiled</i> and boxed with other SOW forms, upon approval of this ORCS. Transfer all other hardcopy SOW forms to the government archives when no longer required to support PAC eligibility determinations.			
	OPR: Mineral Titles Branch			
	SO: upon approval of this ORCS or when no longer required to support PAC eligibility determinations			
	SR: Hardcopy SOW forms will be selectively retained. SOW forms reporting cash payments, that <i>have not been interfiled</i> and boxed with other SOW forms, will be destroyed. These reports are a minimum of 16 years and old and have no ongoing operational or			

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

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20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
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financial value.

SOW forms reporting cash payments, that *have been interfiled* and boxed with other SOW forms, will be fully retained because it would be administratively burdensome to separate and re-box them.

SOW forms reporting physical or technical work performed will be fully retained because they provide, in conjunction with related records classified in this primary, a detailed history of the reported mineral and placer exploration and development activities that have occurred in the province.

NOTE: This secondary covers hardcopy SOW forms and predecessor forms used to record work (e.g., affidavit of work and certificate of work). Interfiling occurred primarily between 1988 and 2005. The multi-use forms reported the following:

- cash payment in lieu of performing exploration and development, or;
- physical exploration and development work performed (details were recorded directly on the SOW and in separate reports submitted and filed with the SOW), or;
- basic information relating to technical work performed (a report detailing the technical work performed was submitted later and retained separately under secondary 20400-13). The information was also used to support PAC eligibility determinations.

NOTE: The information previously captured on the hardcopy SOW form has now been incorporated into MTO online forms and is classified under secondary 41000-20. Approved physical and technical reports are classified under secondaries secondary 20400-11 and 20400-13. Rejected reports are classified under secondary 20400-17.

NOTE: Prior to the introduction of multi-purpose SOW forms, separate cash sheets were used to record cash-in-lieu of exploration and development work payments. Cash sheets are classified under secondary 10500-20.

-13	Technical and coal assessment work reports and data -	SO	nil	FR
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[Key to ARCS/ORCS Codes and Acronyms](#)

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
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approved

(includes approved digital reports, associated digital data, and data stored in ARIS, COALFILE, and equivalents)

RETENTION STATEMENT

Transfer to the government archives when no longer required to support mineral and coal exploration activities in the province.

OPR: BC Geological Survey Branch

SO: when no longer required to support mineral and coal exploration activities in the province

NOTE: The reports and data will be retained indefinitely by the BC Geological Survey because they act as a registry of exploration and development work in the province and are used continuously by the mineral exploration industry and government for mineral exploration investment planning, land-use planning, and for resource management purposes. Access to the complete history of exploration activities on a given piece of land is required, regardless of the time-line, when performing these activities.

FR: Technical and coal assessment work reports and data will be fully retained because they:

- provide a detailed history of the reported mineral and coal exploration and development activities that have occurred in the province, including identifying when discoveries of valuable deposits have occurred;
- contribute to mapping the location of the province's mineral and coal resources;
- provide evidence of the use of land for activities that may have a significant long-term environmental impact.

NOTE: Digital reports refer to born-digital reports or those converted to digital format (e.g., scanned). Hardcopy and microfilmed reports can be destroyed, under the terms outlined in special schedule 206175 [Redundant Source Information](#). Prior to destruction, the branch will engage in a confirmation process to

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20400	MINERAL TITLE EXPLORATION AND DEVELOPMENT REPORTING	A	SA	FD
	ensure the quality of the scanned images and all relevant summary information has been captured in ARIS or COALFILE.			
-15	Work reports and payment-in-lieu administration (covers records relating to the receipt and review of exploration and development work reports (all types), and the issuance of notices when reports are not received or require amendments; and records relating to resolving payment-in-lieu of work issues) (does not cover orders issued as a result of client non-compliance with exploration and development work reporting or payment-in-lieu requirements - classify these records under secondary 40800-20) (includes correspondence with clients, correspondence between Mineral Titles Branch and BC Geological Survey Branch, copies of statements of work, notices issued to clients and system reports) RETENTION STATEMENT Destroy at the end of the third calendar year. 3y: The retention period satisfies operational and reference needs as the records are routine in nature and follow-up is not required beyond a three year period. Non-compliance actions which lead to the issuance of an order are captured under secondary 40800-20. NOTE: Records relating to refunds are classified under ARCS secondary 1050-09 .	CY+2y	nil	DE
-17	Work reports - rejected (includes rejected reports (all types)) RETENTION STATEMENT Destroy at the end of the fifth calendar year. OPR: BC Geological Survey Branch is OPR for rejected technical and coal assessment reports. Mineral Titles Branch is OPR for rejected physical reports. 5y: The five-year retention period is necessary to respond to client enquiries.	CY+4y	nil	DE

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

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END OF PRIMARY

20600 SAMPLING AND ASSAYING

Records relating to the collection and assaying (i.e., testing and analysis) of geological samples and the monitoring of radioactive and other hazardous materials stored by the branch.

The Analytical and Assay Laboratory, which operated until the early 1990s, was responsible for assaying ore (i.e., rock and sediment) samples submitted by ministry staff and prospectors. The Laboratory was staffed and equipped to perform the analysis of materials by chemical, spectrographical, X-ray, and other means. Laboratory staff also participated in the certification of reference materials (i.e., a substance with a specific, defined characteristic that serves as a comparative value for laboratory analysis) and maintained a set of such materials.

Analytical services are currently performed by commercial laboratories. However, the branch still maintains a self-operated laboratory used primarily by in-house geologists/geoscientists, co-op students, and other authorized parties for sample preparation. A self-operated lapidary, where rocks can be cut and polished, remains operational. The branch still participates in the certification of reference materials and maintains a set for quality control purposes.

The majority of samples are obtained during the summer field season. The samples are either prepared in the field and submitted directly to commercial laboratories, or prepared in the in-house laboratory, and then submitted to commercial laboratories for detailed analyses. Preparation of sample batches may include the following: rock cutting, rock crushing, sample and duplicate sample preparation, and quality control sample preparation. The commercial laboratories return the samples and laboratory results to the requesting geologist/geoscientist. The results undergo additional quality control checks and then the samples are either destroyed or logged (secondary 20500-10) and stored in the rock sample archive. The laboratory reports are then filed on the applicable geoscience research project file (secondary 20200-40). The assay data may also be entered into applicable corporate databases (e.g., geochemical and geochronology compilation databases) and published as papers or GeoFiles (secondary 10100-10).

The sample rock archive provides secure storage for the geological samples from inactive projects and representative samples from completed projects. The samples may be re-analyzed as newer analytical methods become available or when an inactive project is reactivated.

NOTE: The geological samples do not meet the definition of recorded information and are therefore not scheduled under this ORCS. The samples are disposed of according to branch policy, industry standards and other guidelines.

For end of field season reports, see secondary 20200-05.

For insurance coverage, see [ARCS primary 450](#).

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

For laboratory equipment history files, see [ARCS primary 700](#) and [847](#).
For laboratory reports maintained by the requesting geologist/geoscientist and filed on the applicable geoscience research project file, see secondary 20200-40.
For occupational safety, health, and accident-related records (with the exception of radioactive and other hazardous materials monitoring records), see [ARCS primary 1560](#).
For policies and procedures, see primary 10700.
For procurement of equipment and supplies, see [ARCS primary 825](#).
For program planning and evaluation, including evaluation of the Analytical and Assay Laboratory's services, see primary 10700.
For reference material/topical files (e.g., copies of external certified reference material publications, policies, procedures, guidelines, manuals, brochures, and pamphlets), see [ARCS secondary 358-20](#).

The ministry OPR is BC Geological Survey (BCGS) Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

20600	SAMPLING AND ASSAYING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-05	Laboratory daily records (includes lab daily journal, lab sign-in sheet, lab calendars and equivalents)	SO+7y	nil	DE
	RETENTION STATEMENT Destroy at the end of the eighth calendar year or seven years after the record is closed, whichever is more applicable.			
	SO: at the end of the calendar year or when record is closed, whichever is more applicable			
	7y: The retention period is consistent with those of first aid treatment books (ARCS secondary 1560-04) and Health and Safety Committee files (ARCS secondary 200-20) and ensures the records are retained for a reasonable period to support health and safety investigations.			
	NOTE: Policy and procedures are classified under primary 10700.			

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

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20600	SAMPLING AND ASSAYING	A	SA	FD
-10	Laboratory inventory and sample tracking (covers the inventorying and tracking of the following: laboratory equipment, chemicals, certified reference materials, and other items used in the laboratories; samples analyzed by the Analytical and Assay Laboratory, some of which were logged in record books; samples prepared and submitted to commercial laboratories for analyses; and, rock and geochemical samples stored in the rock sample archive) (includes inventories, tracking sheets, record books, diagrams, layouts, photographs, and correspondence) RETENTION STATEMENT Destroy when no longer required for tracking, as determined by the Laboratory Manager and Chief Geologist. SO: when no longer required for tracking, as determined by the Laboratory Manager and Chief Geologist NOTE: The geological samples housed in the rock sample archive do not meet the definition of recorded information and are therefore not scheduled under this ORCS. The samples are disposed of according to branch policy, industry standards and other guidelines. NOTE: Laboratory equipment history files are classified under ARCS primary 700 and 847 .	SO	nil	DE
-15	Laboratory service requests and results (closed secondary - the branch no longer maintains a central set of requests and results) (covers assays performed by the Analytical and Assay Laboratory until the early 1990s and a central set of requests and results retained by the Laboratory Manager until the early 2010s) (does not covers analytical service requests and results filed by geologists/geoscientists on their geoscience research project files (secondary 20200-40)) (includes laboratory service requisitions, laboratory analytical results, sample index cards, and correspondence) (arrange by year, then by requestor) RETENTION STATEMENT Destroy when no longer required to support sample re-	SO	nil	DE

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20600	SAMPLING AND ASSAYING	A	SA	FD
	analysis and geoscience research, as determined by the Laboratory Manager and the Chief Geologist.			
	SO: when no longer required to support sample re-analysis and geoscience research, as determined by the Laboratory Manager and the Chief Geologist			
	NOTE: Analytical service requests and results are currently retained by the requesting geologist/geoscientist on their geoscience research project files.			
-20	Employee specific exposure monitoring files (covers employee specific exposure (e.g., radiation) monitoring) (includes exposure reports and correspondence) (arrange by employee name)	SO	30y	DE
	RETENTION STATEMENT Destroy 30 years after the monitored employee resigns, retires or is terminated. If the form records multiple employees, destroy thirty years after all employees listed on the form have resigned, retired or been terminated.			
	SO: when the monitored employee resigns, retires or is terminated, or if the form records the results of multiple employees, when all employees listed on the form have resigned, retired or been terminated			
	30y: The retention period satisfies the minimum 10-year period stated in WorkSafeBC's guidelines and in section 7.25 of the Occupational Health and Safety Regulation (Reg. 296/97) , as it pertains to employee specific radiation monitoring. The additional 20-year period provides a reasonable length of time for the effects of any exposure to occur and is consistent with the retention of employee specific latent biological hazard exposure files scheduled in the <i>Public Service Personnel Management ORCS</i> .			
	NOTE: Historical forms typically recorded the exposure results of multiple employees. In the future, to facilitate the disposition of these records, forms should only record the results of individual employees.			
	NOTE: In 1996, due to changes in services being performed			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

20600	SAMPLING AND ASSAYING	A	SA	FD
	by the laboratory, employees ceased operating the X-ray emitting equipment (e.g., X-ray diffractometer and X-ray fluorescence spectrometer). Consequently, employee specific monitoring and reporting to the National Dosimetry Service ceased. NOTE: Naturally occurring radioactive materials continue to be securely stored in the laboratory (e.g., uranium reference materials) but access and use is strictly limited and below the threshold required for employee specific monitoring. This secondary remains open in case circumstances change and employee specific monitoring is required.			
-30	Radioactive and other hazardous materials monitoring files (covers the monitoring of naturally occurring radioactive and other hazardous materials stored in the laboratory) (includes surveys and other monitoring records) (arrange by calendar year) RETENTION STATEMENT Destroy 30 years after survey is concluded. SO: when survey is concluded 30y: The retention period satisfies the minimum 10-year retention period stated in WorkSafeBC's guidelines and in section 7.25 of the Occupational Health and Safety Regulation (Reg. 296/97) , as it pertains to radiation surveys. The additional 20-year period is consistent with the retention of the employee specific monitoring files and reflects an abundance of caution given the nature of these materials. NOTE: Monitoring records pertaining to naturally occurring radioactive materials and other hazardous materials are being filed together for administrative convenience.	SO	30y	DE

END OF PRIMARY

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

SECTION 4

MINERAL, PLACER AND COAL TITLES SERVICES

PRIMARY NUMBERS

4 0 0 0 0 – 4 4 9 9 9

Section 4 covers records relating to mineral, placer, and coal title services, including the: issuance and maintenance of claims, licences and leases pursuant to the [Coal Act \(SBC 2004, c. 15\)](#), the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), predecessor legislation, and related regulations; disposition of crown granted 2 post claims that have escheated, forfeited, surrendered or otherwise been reverted to the Crown; expropriation of mineral, placer, and coal titles and the payment of compensation pursuant to the [Mining Rights Compensation Regulation - 19/99](#); issuance and maintenance of Free Miner Certificates (FMCs); establishment and maintenance of mineral, placer and coal reserves; compliance and enforcement actions, including inspections; and, maintenance of electronic title registries.

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MINERAL, PLACER AND COAL TITLES SERVICES

40000 - 44999

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40300	EXPROPRIATION AND COMPENSATION
40400	FREE MINER CERTIFICATE ISSUANCE AND MAINTENANCE
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40600	RESERVES AND DESIGNATED AREAS
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40900	TITLE MAINTENANCE AND CHANGES
41000	TITLE REGISTRIES

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40000 MINERAL, PLACER AND COAL TITLE SERVICES - GENERAL

This primary covers records pertaining to the following functions and activities, performed by various area of the branch, not covered elsewhere in this section.

- responding to routine inquiries and distributing bulk mail outs;
- reviewing proposed cancellation of survey parcels requests received from the Surveyor General, Land Title and Survey Authority (LTSA);
- reviewing and maintaining various surveys in support of the issuance of leases, including copies of approved legal surveys, unapproved surveys, technical surveys, and global positioning surveys;
- opening and closing pre-paid accounts, which clients use to pay for various services, such as photocopying, title searches, and on-line registrations.

This primary also covers title reference maps, which are referenced by various areas of the branch. The production of these maps ceased in 2005 with the introduction of digital staking practices. The maps provided a point-in-time visual representation of the location of mineral, placer, and coal titles, reserves and designated areas in the various mining divisions, and were used by free miners to identify available properties, and as the basis of location sketches, which they were required to submit along with their claim, licence or lease applications.

For the accounting and reconciliation of fee payments, see [ARCS secondary 935-20](#).

For fee payment-related transaction data stored in the Government Agents Revenue Management System (GARMS), see the *Government Agents ORCS*, schedule 117851.

For financial reports and statements, see [ARCS secondary 1180-20](#).

For legacy location sketches, see secondary 10500-20.

For mailing lists, see [ARCS secondary 375-07](#).

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For reference material/topical files, see [ARCS secondary 385-20](#).

For the spatial data maintained in the electronic title registry system, see secondary 41000-20.

For system descriptions, see the Systems Section. System Section

The ministry OPR is Mineral Titles Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

40000	MINERAL, PLACER AND COAL TITLE SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE

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DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40000	MINERAL, PLACER AND COAL TITLE SERVICES - GENERAL	A	SA	FD
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-10	Routine inquiries and bulk mail outs (arrange by calendar year)	CY+4y	nil	DE
	RETENTION STATEMENT Destroy at the end of the fifth calendar year.			
	NOTE: Examples of activities covered under this secondary include inquiries and questions received via the generic branch e-mail account and mailing address and bulk mail-outs to clients informing them of changes to branch services, systems, and procedures.			
	NOTE: Correspondence may also be filed on the applicable file to which it relates (e.g., a question regarding a specific mineral lease may also be filed on the applicable mineral lease file).			
	NOTE: For automatic emails sent to clients and the branch confirming completion of a transaction in the electronic title registry system, see secondary 41000-10.			
-15	Survey parcel cancellation reviews - received (covers survey parcel cancellation reviews received by the branch)	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
	NOTE: Survey parcel cancellation requests submitted by the branch to the Surveyor General are classified under secondary 40200-10.			
-17	Title reference maps (covers final title reference maps, and the base maps, thematic overlays, and other types of maps used to create the	SO	nil	SR

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DRAFT

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40000	MINERAL, PLACER AND COAL TITLE SERVICES - GENERAL	A	SA	FD
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final maps)

RETENTION STATEMENT

Transfer final title reference maps to the government archives when no longer required to research the location and status of coal, placer, and mineral titles, reserves and designated areas issued or established prior to introduction of digital staking practices and when no longer required to correct title overlaps and gaps. Destroy base maps, thematic overlays, and other types of maps used to create the final maps when no longer required for reference purposes.

SO: for final title reference maps, when no longer required to research the location and status of coal, placer, and mineral titles, reserves and designated areas issued or established prior to introduction of digital staking practices and when no longer required to correct title overlaps and gaps; for all other maps used to create the final maps, when no longer required for reference purposes

SR: Title reference maps will be selectively retained. The base maps, thematic overlays, and other types of maps used to create the final maps will be destroyed. The final title reference maps will be fully retained.

Title reference maps will be fully retained by the government archives because they depict the location of mineral, placer, and coal titles, reserves and designated areas issued or established prior to the introduction of digital staking methods. In conjunction with title reference maps already transferred to the government archives, and the spatial data currently maintained in the electronic registry system, they provide a comprehensive history of the location of mineral, placer, and coal titles, reserves and designated area in the province.

NOTE: The Vancouver Mineral Titles Office maintains the most complete set of final title reference maps in microfiche format. Therefore, only the microfiche format has been designated for full retention.

-30	Pre-paid account files (covers pre-paid accounts established so that clients may pay for certain services (e.g., title searches and on-line	SO+1y	6y	DE
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40000	MINERAL, PLACER AND COAL TITLE SERVICES - GENERAL	A	SA	FD
	registrations)) (includes client account forms and related correspondence) (arrange by fiscal year in which account becomes inactive) RETENTION STATEMENT Destroy seven years after the account becomes inactive. SO: when the account becomes inactive 7y: The retention period satisfies operational and reference needs and is consistent with the retention for the related accounts receivable files, account statement files and financial transaction batches classified in ARCS.			
-40	Surveys (includes all survey types, including copies of approved legal surveys, unapproved surveys, technical surveys, GPS surveys, other survey types, and correspondence) (arrange by survey type, then by file number) RETENTION STATEMENT Destroy when no longer required for reference purposes or to support the issuance of leases. SO: when no longer required for reference purposes or to support the issuance of leases NOTE: Approved, legal surveys are held by the LTSA. Surveys are filed separately from the associated lease application file for administrative convenience.	SO	nil	DE

END OF PRIMARY

40100 COAL TITLE ISSUANCE

Records relating to the application for and issuance of coal licences and leases in the province pursuant to the [Coal Act \(SBC 2004, c. 15\)](#), predecessor legislation, and related regulations. Coal is a combustible rock of carbonaceous material formed from compaction of altered plant remains.

A coal licence is the initial title applied for by someone interested in exploring for coal. Licence applications include a description of the application location and a map. The application process involves a land status review and referral and consultation, involving agencies, First Nations (FN), and other areas within government, as required. If approved, coal licence title holders have the exclusive right to explore and develop crown owned coal resources as defined in the [Coal Act](#). However, production is limited to a specified tonne sample for testing purposes.

Coal licences are demised into coal leases. Lease applications include a plan of operations showing the exploration, development and production to be carried out on the location during the term of the lease, supported by data, feasibility studies, and other information the minister may require. Additionally, a committee undertakes a land status review, agency referrals, and FN consultation, and submits a summary report. Coal leases are acquired when an operation moves to its production phase and bestows the title holder the exclusive right to explore for, develop, and produce coal on the lease location. A mining permit is also required.

Coal licences and leases expire, can be extended, reduced, surrendered, and forfeit.

Coal licence and lease data is maintained in the electronic title registry. Prior to the introduction of the electronic registry, summary information pertaining to key licence or lease events was captured on record cards.

For bulk-mailouts, see secondary 40000-10.

For coal assessment reports, see primary 20400.

For coal licence and lease maintenance records not captured on the application and title files, see primary 40900.

For coal reserve files, see primary 40600.

For coal title fee payment-related transaction data stored in the Government Agents Revenue Management System (GARMS), see the *Government Agents ORCS*, schedule 117851, secondary 40150-02.

For compliance and enforcement actions, see primary 40800.

For crown grants and survey documents maintained by the Land Title and Survey Authority (LTSA) see the *BC Lands ORCS*, schedule 101687.

For disposition of reverted crown granted 2 post claims records, see primary 40200.

For legal surveys, see secondary 40000-40.

For licence and lease data, see secondary 41000-20.

For lists, tracking sheets, and statistics, see secondary 10700-15.

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

For mineral and placer title issuance files, see primary 40500.
For policies and procedures, see primary 10700.
For program planning and evaluation, see primary 10700.
For system descriptions, see the Systems Section.
For title reference maps, see secondary 40000-17.

The ministry OPR is Mineral Titles unless otherwise noted below. See specific secondaries for OPR retention schedules.

40100	COAL TITLE ISSUANCE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-20	Coal licence and lease application and title files (covers record created during the application review process and records maintained over the life of an approved licence or lease) (also covers legacy record cards) (includes routing slips, applications (initial and extension), and supporting documentation (e.g., maps), land referrals, reports, reasons for decision, payment/refund transaction documents, signed licences and leases, surrender or reduction notifications, record cards, and correspondence) (arrange by title type, then by file number)	SO	10y	SR
	RETENTION STATEMENT Destroy abandoned and withdrawn applications 10 years after abandonment or withdrawal. Transfer denied applications to the government archives 10 years after denial. Transfer approved licences, that did not demise into lease, to the government archives 10 years after licence terminates. Transfer approved licences, that did demise into a lease, and the associated lease records, to the government archives 10 years after lease terminates. Transfer record cards to the government archives when the associated licence/lease recorded on the card has met the conditions described above.			
	SO: <ul style="list-style-type: none">• when application is abandoned, withdrawn, or denied; or,• if approved, when licence or lease terminates; and,• if licence demises into a lease, when lease			

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40100	COAL TITLE ISSUANCE	A	SA	FD
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terminates

10y: The retention provides a sufficient period for the branch to respond to enquiries and for the legal value of the records to be extinguished.

SR: Coal licence and lease application and title files will be selectively retained by the government archives. Approved and denied application files will be fully retained. Signed licences and leases, previously kept separate from the application files, and legacy record cards, will also be fully retained. Abandoned and withdrawn applications files will be destroyed.

Approved and denied application and title files provide evidence of how government has regulated the acquisition of coal titles in the province. Decisions whether to allow, restrict or prevent the exploration of coal resources reveal how government balances a wide range of uses, First Nations, and stakeholder interests. These files also complement the coal reserve files classified under secondary 40600-20.

Record cards will be fully retained because of their significant informational and evidential value. They summarize and provide a timeline for the key events associated with the province's early coal titles and are a key resource, in conjunction with the title registry system, for understanding the history of coal title issuance in the province.

NOTE: Recordkeeping practices have varied over the years. Signed licences and leases were previously maintained separately from the associated application files. File contents will vary depending on title type and application review outcome.

NOTE: Legal surveys prepared as part of the application process are classified under secondary 40000-40.

END OF PRIMARY

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

40200 CROWN GRANT DISPOSITIONS

Records relating to the disposition of crown granted 2 post claims (hereinafter "CG") that have escheated, forfeited, surrendered or otherwise been reverted to the Crown. CG's were issued by the crown between 1874 and 1960 and deposited at Land Registry Offices. The grants are maintained by the owner in perpetuity, provided payment of an annual assessed mineral land tax. Tax payments are administered by the Mineral, Oil, and Gas Revenue Branch, pursuant to the [Mineral Land Tax Act \(RSBC 1996, c. 290\)](#).

Mineral Titles administration of crown grants is mostly limited to their disposition. Once notified that a CG has escheated, forfeited, surrendered or otherwise reverted to the crown, they research each lot to confirm its termination and that the mineral rights are unfettered. Once termination is confirmed, the CG is made available for disposition under section 26 of the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#). The branch advertizes the disposition date in the BC Gazette, updates the lot status, and, where required, submits a survey parcel cancellation request to the Surveyor General.

This primary also covers requests by grant holders to top-up their good standing crown grants to include additional minerals currently available under the [Mineral Tenure Act](#). These requests are reviewed by Mineral Titles to determine the status of the mineral rights impacted by the request and to identify any conflicts. If approved by the Chief Gold Commissioner, the top-up is conveyed via an order in council (OIC).

For crown grant tax and disposition records maintained by the Mineral, Oil, and Gas Revenue Branch, see the *Mineral, Oil and Gas Revenue ORCS*, schedule 159500.

For crown grants and survey documents maintained by the Land Title and Survey Authority (LTSA) see the *BC Lands ORCS*, schedule 101687.

For inquiries, see secondary 40000-10.

For lists and tracking sheets (forfeiture lists, gazette lists, surveyed mineral claim lists, crown grant disposition master list, etc.), see secondary 10700-15.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For records relating to the acquisition, maintenance, and disposition of mineral, placer and coal rights formerly covered by a crown grant, see the applicable secondaries in this ORCS.

For research and reference materials, see [ARCS secondary 358-20](#).

For system descriptions, see the Systems Section.

The ministry OPR is Mineral Titles unless otherwise noted below. See specific secondaries for OPR retention schedules.

40200 CROWN GRANT DISPOSITIONS

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40200	CROWN GRANT DISPOSITIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-10	Survey parcel cancellation requests - submitted (covers survey parcel cancellation requests submitted to the Surveyor General, LTSA) (includes cancellation requests, copies of gazette notices listing cancelled lots, and correspondence)	SO	nil	DE
	RETENTION STATEMENT Destroy when notified that all parcels listed on the request have been cancelled.			
	SO: when notified that all parcels listed on the request have been cancelled			
	NOTE: For reviews of survey parcel cancellation requests received from the Surveyor General, see secondary 40000-15.			
-20	Crown granted claim top-up request files (covers requests by claim holders to top-up their good standing crown grants) (includes requests, background and research materials, briefing notes, copies of OICs, and correspondence) (arrange by requestor name)	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the following: <ul style="list-style-type: none"> request is denied; or, if approved, when related crown grant reverts. 			
	SO: when request is denied, or, if approved, when related crown grant reverts			
	5y: The retention period provides a sufficient period to respond to complaints/appeals and to access previous decisions should the requestor re-apply within a five year period.			

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40200	CROWN GRANT DISPOSITIONS	A	SA	FD
	FR: Top-up request files will be fully retained by the government archives because they provide evidence of the decision-making process and methods used by government to approve or deny the conveyance of additional mineral rights to crown grant holders. Approved request files define and describe the resource rights conveyed and provide contextual support to the related crown grant records fully retained under the <i>Mineral, Oil and Gas Revenue ORCS</i> , schedule 159500 and the <i>BC Lands ORCS</i> , schedule 101687.			
-30	Disposition of reverted crown granted 2 post claim files (covers the disposition of crown granted 2 post claims that have reverted, escheated, forfeited, surrendered or otherwise been acquired by the Crown) (includes copies of certificate of forfeiture, copies of surrender letters and forms, copies of certificates of vesting, worksheets, status review materials, copies of gazette notices, copies of OICs, maps, and correspondence) RETENTION STATEMENT Destroy five years after branch role in the disposal process is completed. SO: when branch role in the disposal process is completed 5y: The retention period provides a sufficient period to resolve errors and to have access to past decisions. DE: These files will be destroyed because the crown grant disposition function is adequately documented in records being fully retained under the <i>Mineral, Oil and Gas Revenue ORCS</i> , schedule 159500, <i>BC Lands ORCS</i> , schedule 101687, and in registry data, fully retained under secondary 41000-20.	SO	5y	DE

END OF PRIMARY

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40300 EXPROPRIATION AND COMPENSATION

Records relating to the expropriation of mineral, placer, and coal titles and the payment of compensation pursuant to the [Mining Rights Compensation Regulation - 19/99](#). Expropriation may occur for a variety of reasons, such as First Nations treaties, but is commonly the result of the establishment or enlargement of a park or conservancy. The [Park Act \(RSBC 1996, c. 344\)](#) authorizes the expropriation of any title rights under the [Coal Act \(SBC 2004, c. 15\)](#) or the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), which occur within these areas. As part of the expropriation process, the province is required to pay fair market value to the title holder. Evaluators are contracted to estimate the value of the property and the province undertakes settlement negotiations with the title holder. If negotiations are unsuccessful, the parties may proceed to arbitration. Once a settlement is agreed to, the title owner abandons, surrenders, or transfers the title to the Crown and the province pays the title holder the agreed upon compensation.

This primary also covers expropriations which occurred prior to the enactment of the [Mining Rights Compensation Regulation](#).

For committees and working groups, see [ARCS 200-20](#).

For executive issues, see [ARCS secondary 280-40](#).

For legal matters relating to expropriated mineral titles (e.g., judicial decisions), see [ARCS secondary 350-20](#).

For lists, tracking sheets, and statistics, see secondary 10700-15.

For policies and procedures, see primary 10700.

For procurement and contract management records, see [ARCS primary 1070](#).

For program planning and evaluation, see primary 10700.

For related reserve files, see primary 40600.

The ministry OPR is Mineral Titles unless otherwise noted below. See specific secondaries for OPR retention schedules.

40300	EXPROPRIATION AND COMPENSATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-10	Register of Expropriated Mineral Titles Arbitration Awards (includes spreadsheets and copies of arbitration awards)	SO	nil	DE
	RETENTION STATEMENT Destroy when the requirement to retain the register is removed from the Mining Rights Compensation Regulation - 19/99 and			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40300	EXPROPRIATION AND COMPENSATION	A	SA	FD
	when no longer required for reference purposes.			
	SO: when the requirement to retain the register is removed from the Mining Rights Compensation Regulation - 19/99 and when no longer required for reference purposes			
	DE: The register will be destroyed because they contain copies of arbitration awards which are fully retained in the expropriation and compensation files classified under secondary 40300-20.			
-20	Expropriation and compensation claim files (covers files documenting the compensation paid by the province to expropriated title holders) (includes introductory letters, framework dispute resolution agreements, copies of title records, valuation reports and supporting documentation, other reports, briefing notes, offer letters, responses, settlement letters, arbitration awards, copies of financial documentation (e.g., cheques), and correspondence) (arrange by file number)	SO	10y	FR
	RETENTION STATEMENT Transfer to the government archives 10 years after the expropriation and compensation process is completed.			
	SO: when the expropriation and compensation process is completed			
	10y: The retention period satisfies reference requirements to have access to previous expropriation outcomes when conducting future expropriations.			
	FR: Mineral title expropriation and compensation claim files will be fully retained by the government archives because they provide evidence of the decision-making process and methods used by the government to expropriate title holder's claims, licences, and leases and the compensation provided.			

END OF PRIMARY

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

40400 FREE MINER CERTIFICATE ISSUANCE AND MAINTENANCE

Records relating to the issuance and maintenance of Free Miner Certificates (FMCs). The [Mineral Tenure Act \(RSBC 1996, c. 292\)](#) stipulates that an individual, corporation or partnership must hold a valid FMC in order to acquire a mineral or placer title in British Columbia, and that all recorded mineral and placer title holders must hold a valid FMC when exploration and development work or a payment instead of exploration and development is registered on their titles.

FMCs are acquired via an application process. FMCs expire and are also renewable. Through the process of applying for a FMC, a unique, permanent client number is generated by the title registry system. Audits of the FMC holders' compliance with eligibility requirements are performed periodically.

In the event of a FMC holder's death, various FMC and title-related actions may be required by the branch to facilitate the probating of the estate (e.g., the issuance of a new FMC to the estate and the transfer of titles from the deceased to the estate FMC).

FMC details are recorded in the title registry system.

For encumbrances and branch registrations, see secondary 41000-05.

For enforcement actions resulting in the suspension or cancellation of a FMC, see secondary 40800-20.

For FMC data, see secondary 41000-20.

For FMC lists and tracking, see secondary 10700-15.

For legacy FMC knowledge tests and correspondence, see secondary 10500-20.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For system descriptions, see the Systems Section.

The ministry OPR is Mineral Titles Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

40400	FREE MINER CERTIFICATE ISSUANCE AND MAINTENANCE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-10	Free Miner Certificates - issued (covers initial applications for all certificate types (e.g., individual, corporate, partnership)) (includes application forms)	CY+5y	nil	DE

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40400	FREE MINER CERTIFICATE ISSUANCE AND MAINTENANCE	A	SA	FD
	(arrange by client number or date received)			
	RETENTION STATEMENT Destroy at the end of the sixth calendar year.			
	6y: The retention period satisfies operational and reference requirements.			
	NOTE: Certificates are issued for a set term (currently 12 months). Renewals are completed on-line.			
-13	Free Miner Certificates - audits (includes spreadsheets, system reports, BC Registries System search results, and correspondence) (arrange by audit type)	CY+5y	nil	DE
	RETENTION STATEMENT Destroy at the end of the sixth calendar year.			
	6y: The retention period satisfies operational and reference requirements.			
-17	Free Miner Certificates - rejections (includes applications forms, system reports, and correspondence) (arrange by calendar year)	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
	3y: The retention period satisfies operational and reference requirements.			
-30	Free Miner Certificates - estate files (includes death certificates, wills and other legal documentation, title search results, information notes, system reports, orders, and correspondence) (arrange by file number)	SO+2y	nil	DE
	RETENTION STATEMENT Destroy two years after file is closed.			
	SO: when file is closed (e.g., when all FMC and title-related estate actions are completed)			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40400	FREE MINER CERTIFICATE ISSUANCE AND MAINTENANCE	A	SA	FD
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DE: Estate files will be destroyed because data pertaining to FMC status and title transfers are fully retained under secondary 41000-20.

END OF PRIMARY

40500 MINERAL AND PLACER TITLE ISSUANCE

Records relating to the issuance of mineral and placer claims and leases in the province pursuant to the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), predecessor legislation and related regulations.

Minerals refer to ores of metal and other natural substances that can be mined in the place in which they are originally formed or deposited or in talus rock. The significant minerals mined in BC are copper, gold, silver, molybdenum, lead, and zinc. Placer minerals are ores of metal, and other natural substances, that are found in loose earth, gravel, and sand, having been transported from the original bedrock source by natural means such as glacier and water action. Gold is a significant type of placer mineral mined in BC.

Claims:

Historically, prospectors established their claims by physically "staking" posts into the ground to mark their claim area. They would scribe information about their claim onto metal tags and attach them to the posts. They would then submit a claim form, a location sketch, and the prescribed fee at the local mining office. If all was correct, the claim would be registered by the Chief Gold Commissioner (CGC). Since 2005, free miners obtain mineral and placer claims digitally via the title registry system. The process is virtual and the land is "staked" online by selecting one or more adjoining cells on the map in the title registry system.

A claim grants the recorded holder exclusive rights to explore and develop the mineral or placer resources. Claims are used for exploration and development purposes and have a production limit.

Leases:

Moving from exploration to production, as one would encounter in a fully operational mine, requires the conversion of an existing claim which is extinguished when the lease is issued. Leases do not have a production limit. A lease does not authorize mining activity but does ensure that the recorded holder retains the same exclusive right and minerals on the lease area that were previously held by the claim.

Claims holders apply for a lease by completing an online application via the title registry system. The application review process involves agency referrals, First Nations consultation and advertisement of the lease application. If the application is for a new or existing major mine or major mine expansion, a mine review committee may be formed. A summary report is also prepared, either from the committee, or in the case of a small mine, from the First Nations Advisor.

Claims and leases expire, can be extended, reduced, surrendered, and forfeit.

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Claim and lease data is maintained in the electronic title registry. Prior to the introduction of the electronic registry, summary information pertaining to key claim and lease events was captured on record cards.

NOTE: The following legacy records, rendered obsolete by the introduction of electronic title registries, are classified under secondary 10500-20: location sketches and mineral and placer index cards and registers.

For claim and lease data, see secondary 41000-20.

For claim and lease maintenance records not captured on the application and title files, see primary 40900.

For coal title issuance, see primary 40100.

For crown grants and survey documents maintained by the Land Title and Survey Authority (LTSA) see the *BC Lands ORCS*, schedule 101687.

For disposition of reverted crown granted 2 post claims records, see primary 40200.

For mineral title exploration and development reporting, see primary 20400.

For financial records pertaining to title issuance, see [ARCS 935-20](#).

For lists, tracking sheets, and statistics, see secondary 10700-15.

For mineral and placer reserve files, see primary 40600.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For system descriptions, see the Systems Section.

For title reference maps, see secondary 40000-17.

The ministry OPR is Mineral Titles Office unless otherwise noted below. See specific secondaries for OPR retention schedules.

40500	MINERAL AND PLACER TITLE ISSUANCE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-20	Mineral and placer claim and lease application and title files (covers records created during the application review process and records maintained over the life of an approved claim or lease) (also covers legacy record cards) (includes routing slips, applications, tenure searches, sketches/maps, shapefiles, technical plans, referral letters, advertising notices, copies of ads, referral and consultation reports, supporting documentation, reasons for decision, signed claims and leases, notices and orders, record cards,	SO	10y	SR

DRAFT

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40500	MINERAL AND PLACER TITLE ISSUANCE	A	SA	FD
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and correspondence)
(arrange by title type, then by claim/title number or file number)

RETENTION STATEMENT

Destroy abandoned and withdrawn applications 10 years after abandonment or withdrawal. Transfer denied applications to the government archives 10 years after denial. Transfer approved claims, that did not demise into a lease, to the government archives 10 years after claim terminates. Transfer approved claims, that did demise into a lease, and the associated lease records, to the government archives 10 years after lease terminates. Transfer record cards to the government archives when the associated claim/lease recorded on the card has met the conditions described above.

SO:

- when application is abandoned, withdrawn, or denied; or,
- if approved, when claim or lease terminates; and,
- if claim demises into a lease, when lease terminates

10y: The retention provides a sufficient period for the branch to respond to enquiries and for the legal value of the records to be extinguished.

SR: Mineral and placer claim and lease application and title files will be selectively retained by the government archives. Approved and denied application and title will be fully retained. Abandoned and withdrawn applications will be destroyed.

Approved and denied application and title files provide evidence of how government has regulated the acquisition of mineral and placer claims and leases in the province. Decisions whether to allow, restrict or prevent the exploration of mineral and placer resources reveal how government balances a wide range of uses, First Nations, and stakeholder interests. These files also complement the mineral and placer reserve files classified under secondary 40600-20.

Record cards will be fully retained because of their significant informational and evidential value. They summarize and provide a timeline for the key events

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40500	MINERAL AND PLACER TITLE ISSUANCE	A	SA	FD
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associated with the province's early mineral and placer titles and are a key resource, in conjunction with the title registry system, for understanding the history of mineral and placer title issuance in the province.

NOTE: Claim issuance forms, which ceased being generated in 2005, varied over time and included affidavits and record cards or just record cards (dual purpose application and record of claim form). Signed leases were previously maintained separately from the associated application files. File contents will vary depending on title type (e.g., claim vs. lease) and application review outcome.

NOTE: Legal surveys prepared as part of the application process are classified under secondary 40000-40.

END OF PRIMARY

40600 RESERVES AND DESIGNATED AREAS

Records relating to the establishment and maintenance of mineral, placer, and coal reserves, which are the legal instruments used to prevent or restrict the acquisition of mineral, placer, and coal tenure on mineral and coal lands. Reserves are established by a regulation of the Chief Gold Commissioner (CGC) under the [Coal Act \(SBC 2004, c. 15\)](#) and the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#).

Reserve types include:

- Conditional Registration Reserve (CRR) imposes specific conditions on mineral claims, placer claims, or both mineral and placer claims on a particular parcel of land. This type of reserve may be used to ensure that the acquisition and/or the use of the tenure does not interfere with another use of the land. For example, a CRR over a proposed hydro transmission line right-of-way would allow acquisition of a mineral claim but provide that the recorded holder or agent must not interfere with, obstruct or endanger the construction, operation or maintenance of that project identified in the regulation;
- No Registration Reserve (NRR), previously termed No Staking Reserve (NSR), prohibits a free miner from registering a mineral claim and/or a placer claim over a parcel of land. This provision is often used to prevent further registration of claims in an area proposed as possible treaty settlement land or an area proposed for some alternative use such as a park, conservancy, or a drinking watershed. Moratoria are implemented via a NRR (e.g., uranium and thorium). The province has also created a number of recreational panning reserves under this reserve type. They are open to the general public to use for recreational gold panning;
- Coal Land Reserve (CLR) designates an area of coal land as a coal land reserve and prohibits a person from applying for a coal license over that parcel of land.

Any person may request a reserve; however, provincial ministries and agencies are the primary requestors. Approved requests are made effective by a regulation. Requests may also be denied by the CGC due to considerations such as mineral potential, the need for multiple land use capability in the area, or another pre-existing use of the land. Periodic reviews of existing reserves are conducted to determine whether a reserve is still required or whether it can be rescinded or amended.

The province is currently covered by a placer reserve that prohibits the acquisition of placer claims and leases except in specific areas designated by the CGC as placer lease designated areas or areas simply opened for claim acquisition only. This primary also covers the designation and rescindment of these areas.

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Reserve and designated area site details are recorded in the title registry system.

For reserve and designated area site detail data, see secondary 41000-20.

For title reference maps, see secondary 40000-17.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For tracking sheets, statistics, and lists (including lists of reserves posted to the website), see secondary 10700-15.

The ministry OPR is Mineral Titles unless otherwise noted below. See specific secondaries for OPR retention schedules.

40600	RESERVES AND DESIGNATED AREAS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-10	Reserve and placer designation overview maps (covers maps providing a point-in-time overview of the various reserves and placer designated areas in the province)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives when map is updated and when no longer required for reference purposes.			
	SO: when map is updated and when no longer required for reference purposes			
	FR: Overview maps will be fully retained by the government archives because they provide a point-in-time visual representation of reserves and placer designated areas.			
	NOTE: Examples of maps covered under this secondary include the Placer Designation Overview Map and the BC Recreational Panning Reserves Overview Map posted to the Mineral Titles website.			
-20	Reserve and placer designated area files (covers records created during the request review process and records maintained over the life of an approved reserve or placer designated area) (also covers reserves created outside the request process)	SO	10y	SR

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

40600	RESERVES AND DESIGNATED AREAS	A	SA	FD
	<p>(e.g., recreational panning reserves)) (includes routing sheets, request forms, supporting documentation, maps, referrals, briefing notes, requests for legal advice, fact sheets, copies of regulations, periodic review decisions, and correspondence) (arrange by request type, then by file number or name)</p> <p>RETENTION STATEMENT Destroy abandoned and withdrawn applications 10 years after abandonment or withdrawal. Transfer denied applications to the government archives 10 years after denial. Transfer approved reserve and placer designated area files to the government archives 10 years after reserve or placer designated area is rescinded.</p> <p>SO: when request is abandoned, withdrawn, or denied; or, when approved reserve or placer designated area is rescinded</p> <p>10y: The retention period satisfies reference requirements to have access to previous decisions when reviewing future requests.</p> <p>SR: Reserve and placer designated area files will be selectively retained by the government archives. Approved and denied requests will be fully retained because they provide evidence of how government has regulated the acquisition of mineral, placer, and coal tenures in the province over time. Decisions whether to allow, restrict or prevent the exploration of mineral, placer, and coal resources reveal how government balances a wide range of uses, First Nations and stakeholder interests. These files also complement the official regulation files which are fully retained under the <i>Order in Council Administration ORCS</i>, schedule 107559.</p> <p> Abandoned and withdrawn requests will be destroyed.</p>			
-30	<p>Reserve review working files (covers working files created while undertaking periodic reviews to determine if reserves are still required or can be rescinded) (does not cover the actual reserve review decisions - those are filed on the applicable reserve case file classified under secondary 40600-20)</p>	SO	10y	DE

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40600	RESERVES AND DESIGNATED AREAS	A	SA	FD
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(includes meeting minutes, spreadsheets, maps, and correspondence)

(arrange by review cycle)

RETENTION STATEMENT

Destroy 10 years after review cycle is completed.

SO: when review cycle is completed

10y: The retention period satisfies operational requirements to have access to previous project methodologies and outcomes when conducting future reviews.

DE: Reserve review project files will be destroyed because review decisions pertaining to a specific reserve are fully retained on the applicable reserve file (secondary 40600-20).

END OF PRIMARY

40800 TITLE COMPLIANCE AND ENFORCEMENT

Records relating to ensuring that mineral, placer, and coal titles are issued and maintained in compliance with the [Coal Act \(SBC 2004, c. 15\)](#), the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), and related and predecessor legislation.

Compliance issues are identified by: conducting field inspections, reviewing physical and technical work reports, and, by investigating third party complaints and disputes (e.g., right of entry on private land, conflicting titles, and alleged contraventions of the legislation).

Enforcement actions may be undertaken in response to non-compliance, including the issuance of orders by the Chief Gold Commissioner (CGC) or the Minister. Orders may cancel the registration of exploration and development work, reduce the value of work credits calculated in physical and technical work reports, or cancel a title. Orders may also identify specific actions that must be completed by the title holder to maintain their title in good standing (e.g., removal of unauthorized buildings or equipment from the site and land remediation). Orders may also be issued to resolve conflicts and disputes.

In the case of Free Miner Certificates (FMC), contraventions of the legislation can result in an order cancelling the FMC and suspending the ability to re-apply. Free miners can request a hearing regarding the order.

Orders may be filed at any time in a Supreme Court registry and enforced as if it were an order of the Court. Decisions may be appealed to the Supreme Court and/or the Court of Appeal, as applicable. Certain disputes (e.g., those regarding access to private land) which do not resolve in a settlement can be escalated to the Surface Rights Board, which will mediate and if necessary, impose a binding agreement.

Infrequently, non-compliance may result in the laying of charges. A person convicted of an offence under the legislation is liable to a fine and/or imprisonment.

For compliance and enforcement data, see secondary 41000-20.

For legal matters, see [ARCS 350-20](#).

For lists, tracking sheets, and statistics, see secondary 10700-15.

For notices and orders issued as a result of non-payment of annual rental obligations under the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), see secondary 40500-20.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For system descriptions, see the Systems Section.

For work reports (approved and rejected), see primary 20400.

For work reports and payment-in-lieu administration, see secondary 20400-15.

The ministry OPR is Mineral Titles unless otherwise noted below. See specific secondaries for OPR retention schedules.

DRAFT

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40800	TITLE COMPLIANCE AND ENFORCEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-20	Title compliance and enforcement files (includes copies of inspection reports, photographs, maps, complaint forms, supporting documentation, reasons for decision, notices, determinations, orders, hearing records, appeal records, settlement records, legal records, and correspondence) (arrange by applicable legislation/regulation provision, as appropriate, then by file number)	SO	30y	DE
	RETENTION STATEMENT Destroy 30 years after investigation or review is concluded; and, upon conclusion of arbitration and expiry of appeal periods and appeals; and, if an order was issued, when any conditions have been satisfied; and, when any other issues have been resolved.			
	SO: when investigation or review is concluded; and, upon conclusion of arbitration and expiry of appeal periods and appeals; and, if an order was issued, when conditions have been satisfied; and, when any other issues have been resolved			
	30y: The retention period satisfies operational requirements to track a title holder's compliance history over a substantial period and to have access to this information when conducting future investigations.			
	DE: Compliance and enforcement files will be destroyed because the summary details pertaining to key title actions (e.g., suspensions/cancellations), FMCs (e.g., suspensions/cancellations); and work credit reductions and cancellations are recorded in the title registry system or in predecessor record cards, both of which are fully retained. The compliance and enforcement function is also documented in ministerial orders, legislation and policy and procedures, all of which are designated for full			

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40800	TITLE COMPLIANCE AND ENFORCEMENT	A	SA	FD
	retention by the government archives.			
-30	Title inspection files (covers inspections of mineral, placer, and coal titles) (includes inspection reports, photographs, maps, supporting documentation, and correspondence) (arrange by file number) RETENTION STATEMENT Destroy 30 years after inspection report is finalized. SO: when inspection report is finalized 30y: The retention period is necessary to provide access to previous inspection results when conducting new inspections and provides a reasonable period for the legal value of the records to be extinguished. DE: Title inspection files will be destroyed because summary details pertaining to key actions that may result from an inspection (e.g., title cancellations, FMC suspensions/cancellations, and work credit reductions) are recorded in the title registry system or in predecessor record cards, both of which are fully retained. A compliance and enforcement file (secondary 40800-20), which is retained for a substantial period prior to destruction, is also opened for any inspections which result in the issuance of an order.	SO	30y	DE

END OF PRIMARY

40900 TITLE MAINTENANCE AND CHANGES

This primary covers records relating to title maintenance and change activities which are not documented on one of the following: applicable coal, mineral or placer title issuance file (primary 40100 and 40500), applicable exploration and development reporting file (primary 20400), or applicable compliance and enforcement file (primary 40800). This primary only covers a subset of mineral and placer title maintenance and change records as most of these actions are now completed online via the title registry system.

Title Ownership Transfers Involving Delinquent Co-Recorded Holders (all titles types):

Records relating to reviews and determinations of whether to order a title transfer in response to a claim by one co-recorded holder that another co-recorded holder has not contributed to the required maintenance of their title.

Title Protection and Time Extensions (all title types):

Records relating to orders extending the time period that a title holder has to perform work to keep their title(s) in good standing and to reverse forfeitures that occurred due to circumstances outside the responsibility of the title holder (e.g., during a pandemic). One order can apply to multiple titles.

Fee Payments (primarily coal):

Records relating to various fee payments, such as coal annual rents, and fees charged for applications, extensions, transfers, and dispositions.

Title Changes (primarily coal):

Records relating to title transfers, sales, name changes, and licence anniversary changes.

Note: Records covered under this primary are appraised for destruction because any actions impacting the title (e.g., transfers, name changes, extensions, etc.,) are captured in the title registry system (secondary 41000-20) and in predecessor record cards, indexes, and title reference maps all of which are fully retained.

NOTE: Legacy title maintenance and change records are classified under secondary 10500-20.

For coal title issuance, see primary 40100.

For encumbrances, see secondary 41000-05.

For lists, tracking sheets, and statistics, see secondary 10700-15.

For maintenance and change data, see secondary 41000-20.

For mineral and placer title issuance, see primary 40500.

For policies and procedures, see primary 10700.

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For pre-paid account files, see secondary 40000-30.
For program planning and evaluation, see primary 10700.
For statement of work data, see secondary 41000-20.
For statements of work - hardcopy, see secondary 20400-12.
For system descriptions, see the Systems Section.
For title compliance and enforcement actions, see primary 40800.
For work reports (approved and rejected), see primary 20400.
For work reports and payment-in-lieu administration, see primary 20400.

The ministry OPR is Mineral Titles Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

40900	TITLE MAINTENANCE AND CHANGES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-05	Fee payments (includes correspondence with payees, supporting documentation, copies of financial records, and system confirmations) (arrange by fiscal year)	FY+1y	6y	DE
	RETENTION STATEMENT Destroy at the end of the eighth fiscal year.			
	8y: The retention period is consistent with the related accounts receivable files classified under ARCS.			
	NOTE: This secondary does not cover payment-in-lieu of performing work data maintained in the electronic title registry (secondary 41000-20) or predecessor hardcopy mineral or placer statement of work forms (secondary 20400-12). For pre-paid account files, see secondary 40000-30.			
-10	Title changes (does not cover title ownership transfers involving delinquent co-recorded holders - these records are classified under secondary 40900-20) (includes requesting correspondence, supporting documentation (e.g., power of attorney, bills of sale, and certificates of name change)) (arrange by calendar year, then by event number, if	CY+4y	5y	DE

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40900	TITLE MAINTENANCE AND CHANGES	A	SA	FD
	applicable) RETENTION STATEMENT Destroy at the end of the tenth calendar year. 10y: The retention period provides an adequate period to respond to any issues relating to the change and for the legal value of the records to be extinguished. NOTE: Change requests can apply to multiple titles (e.g., multiple titles can be transferred on one bill of sale and partial transfers are also permitted).			
-20	Title ownership transfer files - delinquent co-recorded holders (includes status sheets, notices, supporting documentation, reasons for decision, orders, and correspondence) (arrange by file number) RETENTION STATEMENT Destroy 10 years after the transfer is completed or 10 years after decision is made that transfer is not warranted. SO: when transfer is completed; or, when decision is made that transfer is not warranted 10y: The retention period provides an adequate period to respond to any issues relating to the transfer request and for the legal value of the records to be extinguished.	SO	10y	DE
-30	Title protection and time extension orders (includes orders, system confirmations, and correspondence) (arrange by order status (e.g., active or expired), then by file number) RETENTION STATEMENT Destroy five years after the end of the calendar year in which the extension order expired. SO: end of calendar year in which the extension order expired 5y: The retention period provides a reasonable period to respond to questions pertaining to the expiration of the order and to review the source records in the	SO	5y	DE

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40900	TITLE MAINTENANCE AND CHANGES	A	SA	FD
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event of a data entry error.

END OF PRIMARY

41000 TITLE REGISTRIES

Records relating to registering and recording coal, mineral, and placer resource rights pursuant to the [Coal Act \(SBC 2004, c. 15\)](#), the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#), predecessor legislation, and relevant regulations under these Acts.

Mineral Titles Online (MTO), introduced in 2005, is the electronic title registry system and is used for all aspects of registration, including applications, renewals, maintenance and changes, forfeitures, and receipt of documents and notices pertaining to a title. MTO also registers Free Miner Certificates (FMC); coal, mineral, and placer reserve sites; and, placer designated areas.

The method used to acquire resource rights in the province has evolved since the late 1800s. Historically, the process of acquiring these rights involved the physical "staking" of the land being acquired and the completion of paper forms. The "staking" process is now primarily digital, with the land "staked" online by selecting one or more adjoining cells on the MTO map and completing MTO forms.

Currently, coal licence and lease registration and maintenance remains a paper-based process. However, clients use the MTO map to identify the coordinates for their licence/lease area. Branch staff then record the title events in MTO.

Prior to the introduction of electronic registries, summary information pertaining to key title events was captured on record cards.

This primary covers the following:

- all MTO data, including spatial data;
- all data stored in the Mineral Inventory Data Administration (MIDA) System, the predecessor to MTO;
- MTO-related records, such as registry transaction confirmation emails, branch registrations, system generated confirmation reports;
- encumbrances, as well as legacy encumbrances received prior to the introduction of the electronic registries.

For coal record cards, see secondary 40100-20.

For mineral and placer record cards, see secondary 10500-20.

For policies and procedures, see primary 10700.

For program planning and evaluation, see primary 10700.

For system descriptions, see the Systems Section.

The ministry OPR is The Mineral Titles Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

41000	TITLE REGISTRIES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-05	Encumbrances and branch registrations (includes system generated confirmation reports, original documents not classified elsewhere, and copies of records classified elsewhere in this ORCS) (arrange by event or document number)	SO	20y	DE
	RETENTION STATEMENT Destroy 20 years after recorded.			
	SO: when recorded			
	20y: The retention period provides a reasonable period to respond to requests for access to encumbrances and for the legal value of the records to be extinguished.			
	DE: Registry transaction confirmations and encumbrances will be destroyed because summary details pertaining to key title actions are recorded in the title registry system (secondary 41000-20) or in predecessor record cards (secondaries 40100-20 and 40500-20), all of which are fully retained.			
	NOTE: Whenever branch staff complete a transaction in the registry system an event number and confirmation report detailing the event are generated. The confirmation reports are all classified under this secondary. For some transactions, such as the registration of the receipt of encumbrances, this secondary captures all records related to the transaction. Encumbrances include various legal records, such as builders liens, court orders, lis pendens, and sheriff's writs of seizure, and business related records retained for informational purposes only. For other transactions, this secondary will cover the confirmation report and copies of selected supporting documents. A separate, corresponding file classified elsewhere in this ORCS captures the full details of the action (e.g., protection and time			

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41000	TITLE REGISTRIES	A	SA	FD
	extension orders (secondary 40900-30) or title compliance and enforcement files (secondary 40800-20)).			
	NOTE: This secondary also covers legacy encumbrances, received prior to the introduction of title registry systems, which were assigned a document number and filed by mining division.			
-10	Registry transaction confirmations emails (covers automatic emails sent to the branch confirming completion of a transaction in MTO (e.g., new claim registration and other transactions, refunds, forfeitures, etc.)) (arrange by calendar year, then by transaction type)	CY+10y	nil	DE
	RETENTION STATEMENT Destroy at the end of the eleventh calendar year.			
	11y: The retention period satisfies operational and reference requirements, as these emails are frequently referred to by staff when responding to client inquiries regarding transactions relating to their titles.			
-20	Registration and administration data (covers data maintained in the title registry systems (MTO and MIDA), including spatial data)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives when no longer required to support the registration and administration of resource rights in the province.			
	SO: when no longer required to support the registration and administration of resource rights in the province			
	FR: Registry data, a successor to the record cards, will be fully retained by the government archives because of its significant informational, evidential, and statistical value. It summarizes and provides a time line of the key events associated with mineral, placer, and coal titles and reserve and placer designated areas in the province. It also provides a spatial view of their current and historical boundaries and locations. It is key resource, in conjunction with the record cards, for understanding the provincial history			

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

41000	TITLE REGISTRIES	A	SA	FD
of coal, mineral and placer resource rights.				

END OF PRIMARY

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MINES AND MINERAL RESOURCES ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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

SYSTEM SECTION

ASSESSMENT REPORT INDEXING SYSTEM (ARIS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch and Mineral Titles Branch

Date of System Description

December 16, 2021

Purpose

ARIS, launched in 1988, is a web-based application that acts as an index and search tool for retrieving information about mineral technical exploration and development activities in the province. These activities are documented in mineral assessment reports (also called technical reports), which date back to 1947, and in associated digital data submissions. Mineral explorationists submit the information to maintain their mineral claims in compliance with the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#) regulations.

ARIS captures summary information on each report and also hyperlinks to the full report and associated digital data submissions. This information is made publicly available to support and enable explorationists to advance projects without duplicating previous work.

ARIS is modeled on MINFILE, the province's mineral inventory database.

ARIS also tracks Portable Assessment Credits (PAC) account balances and produces statements. The technical work detailed in the assessments reports is assigned a value, which can be subsequently used for claim maintenance purposes. Regulations stipulate that the value of any approved technical work that is not applied to the claim(s) may be credited to the PAC account of the recorded holder or the person who performed the technical exploration and development.

Information Content

As of 2021, ARIS contains summary information about and hyperlinks to over 38,000 assessment reports. Over 500 assessment reports include digital data attachments. The reports and digital data document geological, geophysical, geochemical, drilling, and other exploration-related activities. After a confidentiality period, the reports and digital data become an open resource for planning mineral exploration investment, research, land-use planning, and resource management.

Summary information includes: report number, claim names, property name, operator name, mining division name, National Topographic System (NTS) map number, British Columbia Geographic System (BCGS) map number, latitude/longitude, mining camp name, keywords (including digital data types), date report was no longer confidential, report year, report author, report page numbers, and file size.

ARIS allows users to search for and download the reports and associated digital data. It also includes hyperlinks to the related MINFILE records and to related reports.

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

PAC account information includes: account holder demographic information, assessment report number, and credit/debit transaction details (e.g., transaction date, transaction description, debit amount, credit amount, and balance).

Inputs, Processes, and Outputs

Clients submit assessment reports and associated digital data files (e.g., Geographic Information System (GIS) data, image files, and Microsoft Excel files). Mineral Titles Branch staff receive, log and number the reports. BCGS geoscientists then check the reports for compliance with the regulations and either approve, request amendments, or reject the reports. The geoscientists manually enter the summary information into ARIS. The reports and associated data files are stored on servers and made accessible to the public via the web-based user interface.

The geoscientists determine the value of the work credits to attribute to the reports. Mineral Titles Branch staff then manually credit or debit the PAC accounts based on the value assigned to the approved assessment reports.

Mineral Titles branch staff are also responsible for opening new PAC accounts in ARIS. ARIS accounts have a status of active or inactive. Active accounts have had a transaction within the past 5 years. Credits can be banked indefinitely.

ARIS generates a series of standard and ad hoc internal reports. External users can download the assessment reports and associated digital data, ARIS database tables, and ARIS spatial files (.SHP files of ARIS point data) via the ARIS website. The reports are also viewable and downloadable via MapPlace. ARIS data is also uploaded to the BC Data Catalogue on a routine basis. ARIS is also a data source for MINFILE.

The PAC module of ARIS produces PAC statements for distribution to account holders.

Historical Note

Historically, the reports were submitted in hard-copy. These reports have been scanned.

DRAFT

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ARIS

DATA RETENTION PLAN

Data Description	Data Retention Period
PAC account transaction data Classification 20400-07	Destroy eight years after account is closed.
Technical and coal assessment work reports and data - approved Classification 20400-13	Transfer the reports and data to the government archives when no longer required to support mineral and coal exploration activities in the province.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

2022/11/14

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MMRE ORCS

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BC GEOLOGICAL SURVEY PUBLICATIONS CATALOGUE

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

The [BCGS Publications Catalogue](#) is a web-accessible index over 5500 (as of 2021) publications, articles and databases of the BCGS, Petroleum Geoscience, Geoscience BC, and other non-government organizations. BCGS publications are distributed primarily in digital format but some are also available in hard-copy format. The Catalogue includes entries for publications produced since 1874. Current BCGS publication series examples include: Papers, Geoscience Maps, Open Files, GeoFiles, and Information Circulars.

Information Content

Publication information captured in the catalogue includes: issue identification, title, author(s), series name, publication year, National Topographic Service (NTS) map sheet(s), place keywords, Latitude/Longitude (NSWE), theme keyword(s), additional link(s), and abstract.

Hyperlinks are provided to the indexed publications and, where applicable, to the associated digital geoscience data.

Inputs, Processes, and Outputs

BCGS publications are submitted to the Science Editor for review and revision (secondary 10100-20). Accepted publications are catalogued in the database and published to the website.

Selected non-BCGS publications are also entered into the Catalogue and hyperlinks provided to the external publication.

The catalogue is searchable via the BCGS website. The Exploration Assistant on MapPlace also has a Search Publications section featuring searches by author, title, keyword, abstract, year, NTS map, scale, series, publication number, map extent, and all fields. Search results are displayed as footprints and a report with a URL link to the publication in PDF and/or digital formats. The bibliography field in MINFILE lists publications stored in the catalogue.

The current version of the catalogue is made available for download, in various formats, from the BCGS website and the BC Data Catalogue.

Digital Archives Considerations

BCGS staff will prepare an extract of the index to accompany each transfer of ministry publications to the government archives.

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

Historical Note

This catalogue was created from the former Metadata Catalogue of the Canadian Geoscience Knowledge Network (CGKN) of the National Geological Surveys Committee initiated in 2000. The Catalogue was discontinued from CGKN in 2015.

BC GEOLOGICAL SURVEY PUBLICATIONS CATALOGUE

DATA RETENTION PLAN

Data Description	Data Retention Period
Final information products and index Classification 10100-10	Transfer to the government archives, at the end each calendar year, a set of ministry publications prepared and released that year (with the exception of certain digital datasets that are updated on a routine basis (e.g., daily, weekly or monthly)). BCGS staff will also prepare an extract of the index to accompany each transfer of publications. Destroy data releases updated on a routine basis when superseded by a subsequent release and when no longer required for reference purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

BC METAL

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division

Date of System Description

December 16, 2021

Purpose

BC METAL is the historical metal production database, containing information about 1452 mines that operated within the province between 1888 and 1988.

Information Content

The Microsoft Access database consists of 2 tables: the BCMETAL_ID table, containing mine attributes, including mine id and name, mining division, National Topographic Service (NTS) map, latitude/longitude, descriptor location, historical name changes, MINFILE number, if known, and comments; and the BCMETAL_PROD table, containing metal production data by year. The production table includes amount of ore mined and milled, type of product, comments and amount of gold, silver, copper, lead, zinc, molybdenum, and other (cadmium, iron, mercury, nickel, tin and tungsten) produced.

Inputs, Processes, and Outputs

The Mineral Statistics Section created the database to extract information captured on various statistical survey forms. The forms were completed by mining companies and then submitted to the province and the federal government. The statistical survey forms were microfiched and are referred to as BC Metal Fiche.

The director, Resource Information Section, acquired the BC Metal Fiche and database from the now defunct Mineral Statistics Section.

Much of the data has been incorporated into MINFILE. The database tables and reports containing information extracted from the database are available for download from the BCGS website and from the BC Data Catalogue.

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

BC METAL

DATA RETENTION PLAN

Data Description	Data Retention Period
Mineral exploration and production summary data Classification 20300-05	Transfer the data to the government archives when no longer required for monitoring, statistical, and reporting purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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MMRE ORCS

SYSTEMS - 8

COALFILE

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch and Mineral Titles Branch

Date of System Description

December 16, 2021

Purpose

COALFILE, launched in 1992, is a web-based application that acts as an index and search tool for retrieving information about coal exploration and development activities in the province dating from 1900. These activities are documented in coal assessment reports and in associated digital data submissions. Coal explorationists submit the information in compliance with the [Coal Act \(SBC 2004, c. 15\)](#) regulations.

COALFILE contains summary information for each report and also links to the full report and associated supporting documentation. This information is made publicly available to support and enable explorationists to advance projects without duplicating previous work.

Information Content

As of 2021, COALFILE contains summary information about and hyperlinks to over 1000 assessment reports and associated digital data attachments. After a confidentiality period, the reports and digital data become an open resource for planning coal exploration investment, research, land-use planning, and resource management. Selected information remains confidential, per the regulations, and is not made publicly available.

Summary information includes: COALFILE number, title, author, report year, property name, owner, operator, coal field, National Topographic System (NTS) map information, latitude, longitude, number of boreholes and bulk samples, and comments.

COALFILE allows users to search for and download the reports and associated data files that was submitted, such as spatial information on boreholes, bulk samples and trenches, and geophysical logs. COALFILE also includes links to MINFILE, MapPlace, and KML files for use in Google Earth.

COALFILE also contains index data and hyperlinks to various reports pertaining to coal geology and coal exploration and development, acquired from BC Hydro and other sources, such as the Ministry Library. These documents are indexed in COALFILE to facilitate access and retrieval.

Inputs, Processes, and Outputs

Coal licensees and lessees submit reports and associated data files. Reports include text, maps, diagrams, logs, cross-sections, tables, and spreadsheets necessary to describe, illustrate, explain, and interpret their activities. Branch staff review the reports for compliance with the regulations and data

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

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enter summary information, extracted from the reports, into the database. The reports and associated data files are stored on servers, and made accessible to the public via the web-based user interface.

The reports and associated data files are available for download in multiple formats from the BCGS website. The reports are also viewable and downloadable via MapPlace. Data is also uploaded to the BC Data Catalogue on a routine basis. COALFILE is also a data source for MINFILE.

Historical Note

Historically, the reports were submitted in hard-copy. These reports have been scanned.

COALFILE

DATA RETENTION PLAN

Data Description	Data Retention Period
Technical and coal assessment work reports and data - approved Classification 20400-13	Transfer the data to the government archives when no longer required to support mineral and coal exploration activities in the province.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

EXPLORETRACK (BC MINING AND EXPLORATION TRACKER SYSTEM)

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

ExploreTrack, launched in September 2019, facilitates the collection and dissemination of statistics on mineral exploration projects and expenditures in the province. The collected data is used internally for reporting purposes and as a key information source for publications, such as the annual *Provincial Overview of Exploration and Mining in British Columbia*.

Information Content

ExploreTrack is a comprehensive, standardized, historical record of mineral exploration projects and expenditures in the province dating from 2017. As of 2021, ExploreTrack contains information on more than 500 exploration projects. Examples of information recorded include: project/property details (including name, type, status, MINFILE number, Mine Management System (MMS) number, latitude, longitude, region, sector, community closest; owner/operator; annual activity (including expenditures); permitting and approval; deposit, commodity, drilling information; and, production, reserve and resource.

Inputs, Processes, and Outputs

Regional geologists and the director, Mineral Development Office, manually enter the data. Data entry sources include information collected from the mineral exploration industry, the results of regional geologists site visits, and information published in the annual *British Columbia Mineral and Coal Exploration Survey*.

ExploreTrack outputs include custom and ad hoc reports (e.g., statistical reports by region). Data can also be extracted in table format (e.g., spreadsheets). ExploreTrack contains Geographical Information System (GIS) ready data types (e.g., latitude and longitude) that can be used for map production. ExploreTrack information is also included in ministry publications.

Historical Note

ExploreTrack was initiated to facilitate the reporting of mineral exploration projects by standardizing the data collection process. Previously, the information was maintained in different formats (e.g., word and spreadsheets) and lacked standardized data elements.

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

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EXPLORETRACK (BC MINING AND EXPLORATION TRACKER SYSTEM)

DATA RETENTION PLAN

Data Description	Data Retention Period
Mineral exploration project monitoring summary data Classification 20300-05	Transfer the data to the government archives when no longer required for monitoring, statistical and reporting purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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MMRE ORCS

SYSTEMS - 12

GEOCHEMICAL AND GEOCHRONOLOGY COMPILATION DATABASES

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

BCGS develops and maintains a variety of geochemical compilation databases and related indexes for the purpose of compiling the results of published and unpublished chemical analyses, performed by BCGS geoscientists and their partners, of different media samples (e.g., bedrock, sediment, subglacial till, coal ash, etc.) acquired during field-based geoscience research projects. BCGS also maintains geochronology databases and related indexes that compile the published and unpublished chemical analyses of rocks. These chemical analyses are used to determine the age of rocks.

Prior to the development of compilation databases, users would review the results of individual projects and studies (some published on the BCGS website) and compile the results themselves.

The compiled data is used by the mining industry to identify new exploration targets, by BCGS geoscientists as a central data source for field and desk-based studies, and by wider government for resource management, land use planning and environmental assessment. The data is also released to the public in formats that are amenable to evaluation using geospatial and analytical software.

Examples of current compilation geochemical and related index databases include:

- Assessment Report-Sourced Surface Sediment Geochemical database - contains surface sediment geochemical data (e.g., soil, silt, stream sediment, and till);
- Coal Ash Geochemical database - contains analyses of the inorganic residue remaining after coal combustion;
- Lithochemical database (also referred to as the Rock Geochemical database) - contains analyses from bedrock samples;
- Regional Geochemical Survey (RGS) Geochemical database - contains analyses from water and stream-, lake- and moss mat- sediment samples;
- Till Geochemical database - contains analyses from subglacial till samples;
- Till Geochemical Survey Index database - georeferenced index of regional- and property-scale subglacial till geochemical and mineralogical surveys targeting base and precious metals in British Columbia.

The geochronology databases include the BCAGE database, developed in 2004, and the Litho-geochronology database, developed in 2020, which integrates BCAGE data with results published since 2004.

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

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Note: It is anticipated that additional geochemical, geochronology and related index databases will be developed. This data will also be scheduled under secondary 20200-15.

Information Content

The geochemical databases contain sample analyses details, such as:

- sample information (e.g., identification, name, medium, description);
- publication information (e.g., identification of the publication where a sample was reported);
- analytical laboratory information (e.g., laboratory name);
- analytical method information (e.g., description and determination).

The number of samples and determinations recorded in the various databases changes as new data is added. For illustrative purposes, as of 2019, the Lithogeochemical database contains data compiled from 230 BCGS publications released since 1986. It includes 11,635 samples with more than 520,000 determinations analyzed by 27 analytical methods in 23 laboratories.

The BCAGE database contains 7759 ages retrieved from 662 papers published between 1960 and 2004. The new Geochronology database contains 532 ages retrieved from 66 papers and reports published since 2004. These reports include British Columbia Geological Survey publications (Geological Fieldwork, Open Files, GeoFiles), GeoscienceBC works, and external publications. The ages were determined using ten mineral-isotopic systems and six dating methods, predominantly U-Pb zircon.

The Till Geochemical Survey Index database consists of a shape file with the following till survey publication attributes: survey author name, publication year, publication title, publication URL, etc. It also includes attributes for publications that use the data, such as compilations. Lastly, it includes the survey location and scale.

Inputs, Processes, and Outputs

Information is primarily extracted from final information products, technical and coal assessment work reports and data, and external publications. For example, the Coal Ash Geochemical database includes data extracted from COALFILE as well as external publications.

Note: Copies of final information products, technical and coal assessment work reports, and external publications used solely for the purposes of populating the compilation databases can be destroyed as [transitory systems information](#) when no longer required for reference.

Data management personnel prepare data products, derived from the geochemical and geochronology databases, in various formats, including simple tabular formats, such as Comma Separated-Value (CSV), which can be brought into Geographic Information System (GIS) and geochemical data evaluation software for visualization and analysis. The products are released as part of a GeoFile, Open File or other release type and are available for download from the branch website. The Till Geochemistry Survey Index database is released as an Open File. The index data associated with the Open File can be downloaded in variety of formats (e.g., PDF, ESRI Map Package, Shapefile, File Geodatabase, and KMZ formats).

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

DRAFT

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The data can also be accessed via MapPlace. Data is also uploaded to the BC Data Catalogue.

Digital Archives Considerations

The data will be fully preserved by retaining the point-in-time releases (secondary 10100-10) and by a final data capture of the contents of the database when the data is no longer required to support mineral exploration, mining and geoscience research.

GEOCHEMICAL AND GEOCHRONOLOGY COMPILATION DATABASES

DATA RETENTION PLAN

Data Description	Data Retention Period
Geoscience repository data Classification 20200-15	Transfer the data to the government archives when no longer required to support mineral exploration, mining and geoscience research.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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MMRE ORCS

SYSTEMS - 15

GEOLOGICAL MAPPING RELATED DATABASES

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

The BCGS develops and maintains a variety of geological mapping related databases. Their purpose is to compile the results of bedrock and surficial (unconsolidated geological materials lying on top of bedrock) geology field mapping programs, undertaken by the BCGS and external organizations, and make the compilations available in a standardized format that can be used to support and inform mineral exploration, mining, land use planning and other uses.

Examples of databases covered under this overview include:

BC Digital Geology:

This database records the bedrock geology of the province. Traditionally, the bedrock geology was presented in hard-copy map format. Since 2008, the information is held in a spatial database, thereby enabling computations such as geological map rendering for visualization, spatial and non-spatial queries, statistical analysis, and production of custom maps. In addition, field observations too detailed to include in the original published sources (secondary 10100-10) are stored in the database, enabling users to access the highest level of detail possible.

Ice Flow Indicators:

This database contains a compilation of ice-flow indicators for British Columbia and the Yukon, illustrating major ice-flow directions for the Canadian sector of the Cordilleran Ice Sheet during the Late Pleistocene. The purpose of the database is to provide a better understanding of the Cordilleran Ice Sheet flow history when designing, implementing, and interpreting geochemical and mineralogical data from drift prospecting surveys.

British Columbia Surficial Geology Map Index:

This database serves as a finding aid to the various surficial geology maps that have been produced in the province.

Note: It is anticipated that additional geological mapping related databases will be developed. The data will also be scheduled under secondary 20200-15.

Information Content

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

2022/11/14

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MMRE ORCS

SYSTEMS - 16

BC Digital Geology:

BCGS staff continually update the database with information gathered during bedrock mapping programs, such as bedrock boundaries, stratigraphic units, ages, rock types, structural and faults and all details from compilations of field mapping programs at scales from 1:25,000 to 1:250,000. The database may contain information that has not yet been released as a GeoFile, Open File or Geoscience Map.

Ice Flow Indicators:

As of 2021, a total of 506 ice-flow features in British Columbia have been added to the database from 25 bedrock geology maps and from various imagery sources. There are 152,980 measurements in the database.

British Columbia Surficial Geology Map Index:

As of 2021, the index covers 241 maps produced by the BCGS, the Geological Survey of Canada, and Geoscience BC, which are available for digital download. Index fields include source map title, year, author, creating organization, publication details, scale, format, urls, and shape length and area.

Inputs, Processes, and Outputs

BC Digital Geology:

The results of BCGS staff bedrock field mapping programs are a key data source. Bedrock mapping performed by the Geological Survey of Canada and other agencies are also data sources.

BCGS geoscientists review, validate and standardize the field mapping data and other source data, store it in the database, and then compile the BC Digital Geology map, which is made available to the public in the form of data releases (secondary 10100-10). The data releases are freely available for download from the BCGS web site and the map is also available for display and query via MapPlace. The releases are also uploaded to the BC Data Catalogue, including datasets pertaining to the following tables: bedrock geology, geology faults, and geology quaternary alluvium and cover. Geological information contained in MINFILE is sourced from the database, including geological fields, such as host rock, formation names, stratigraphic ages, and terrains, derived from the provincial geology data.

Ice Flow Indicators:

The data is derived from published and unpublished surficial geology, terrain, bedrock geology, and glacial feature maps and from digital stereo air photographs, digital derived-stereo orthophoto mosaics, and digital derived-stereo Satellite Pour l'Observation de la Terre (SPOT) imagery.

The data is available for download from the BCGS website via an Open File, which consists of a paper or map describing the compilation as well as a downloadable extract of the database (secondary 10100-10). The extract contains all of the components necessary to view the data (e.g., shape file and geodatabase) in a Geographic Information System (GIS). Metadata necessary to interpret and analyze

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

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the data is also included. The first compilation release was issued in 2013. The data is also uploaded to and available for download from the BC Data Catalogue.

British Columbia Surficial Geology Map Index:

The index is populated with information extracted from the source maps.

The index is released to the public via an Open File on the BCGS website (secondary 10100-10). The index data is also uploaded to and available for download from the BC Data Catalogue. The index can also be viewed, with reports linked to the data, on MapPlace.

Digital Archives Considerations

The databases described in this overview are routinely updated to reflect the results of bedrock and surficial mapping programs. Point-in-time compilation releases of the data are made available to the public via Open Files, GeoFiles and other publication types on the BCGS website.

The data will be fully preserved by retaining the point-in-time releases (secondary 10100-10) and by a final data capture of the contents of each database when the data is no longer required to support mineral exploration, mining and geoscience research.

Historical Note

BC Digital Geology:

The BCGS started digital map compilation in the late 1980s, using Computer Aided Drafting (CAD) and, later, Geographic Information Systems (GIS) software. As part of mineral potential assessment projects from 1992 to 1996, the BCGS completed bedrock geology compilations of the entire province. In 2005, the first province-wide digital geological map of British Columbia was released. In 2008, the BCGS implemented a spatial database to handle the large volume of data, rapidly integrate new data, and allowing multiple users to work from the database at the same time.

Individual maps published by the BCGS are classified under secondary 10100-10.

GEOLOGICAL MAPPING RELATED DATABASES

DATA RETENTION PLAN

Data Description	Data Retention Period
Geoscience repository data Classification 20200-15	Transfer the data to the government archives when no longer required to support mineral exploration, mining and geoscience research.

For additional classification details, including retention rationales, click on the links above.

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

DRAFT

In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Government Records Officer](#).

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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MMRE ORCS

SYSTEMS - 19

MAPPLACE

WEB SERVICE OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

MapPlace is a publicly available web-based service which allows users to browse, visualize, and analyze multidisciplinary geoscience data, housed in various branch and external databases, and create custom maps. Users include the mineral exploration industry, resource planners, public safety agencies, communities, First Nations, government, research organizations, and the general public.

Information Content

MapPlace users can browse, extract, analyze, and visualize information from various sources. Examples include: base maps, including imagery from Google, OpenStreetMap, and Bing Maps; BC Digital Geology; various geochemical and geochronology compilation databases; MINFILE; COALFILE; ARIS; Property File; Mineral Titles Online; and, other data from external organizations.

Inputs, Processes, and Outputs

MapPlace communicates with databases enabling users to conduct simple searches (e.g., publications about a given area or rock unit), or more complex custom queries (e.g., copper anomalies in tenures acquired by a particular company in a given time frame); download query results as Excel files or on Google Earth; display results on base maps and imagery of choice; create thematic maps that define, for example, geochemical anomaly trends or clusters; personalize maps by adding points, lines, polygons, and labels; print and save maps as PDF files with essential cartographic features such as a title, legend, scale bar, north arrow, and coordinates; and, access third-party base maps and imagery from sources such as Google, Bing Maps and OpenStreetMap.

Digital Archives Considerations

The links, folder structure and other components that comprise MapPlace will be destroyed when the service is discontinued. BCGS source data, browsable in MapPlace, is scheduled for full retention under various secondaries in this ORCS (e.g., secondaries 10100-10, 20200-15, 20200-60, 20400-13, and 41000-20).

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

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MAPPLACE

DATA RETENTION PLAN

Data Description	Data Retention Period
MapPlace web service Classification 20200-17	Destroy the links, folder structure, and other components that comprise MapPlace when the service is discontinued.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

2022/11/14

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MMRE ORCS

SYSTEMS - 21

MINERAL DATA ADMINISTRATION SYSTEM (MIDA)

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
Mineral Titles Branch

Date of System Description

June 4, 2021

Purpose

MIDA data entry ceased on May 21, 2019. Mineral Titles Online (MTO) (see MTO System Overview) is now used to record all title types.

MIDA, introduced in 1991, initially recorded mineral, placer and coal titles. When MTO was launched in 2005, it took over the recording of placer and mineral titles and MIDA was used solely to record coal titles.

Information Content

MIDA contains mineral title event details from June 1, 1991 and placer title event details from September 15, 1991 to January 12, 2005.

MIDA contains coal licence event details from July 1, 1994, coal lease event details from September 6, 2001, and coal licence applications event details from September 13, 2001 to May 21, 2019.

MIDA contains Crown Granted 2 post mineral claims data. This data was transitioned to the Crown Land Registry (Tantalis) in March 2021

Examples of information captured in MIDA includes:

- client details: name, address, client number, Free Miner Certificate #, status;
- tenure details: tenure number, old tenure number, tenure type, status, area, map numbers, lease type, term expiration, owner number, names, % interest, mining division name);
- surveyed lot details (e.g., crown granted 2 post mineral claims (CG's) and reverted crown grants (RCG's): lot number, land district, lot name, land titles PIN, crown lands PIN, folio, claim name, NTS, and BCGS. Also indicates crown grant lot status (e.g., whether lot was reverted, escheated, or surrendered and whether it is open for staking).

Note: Not all of the data in MIDA was converted to MTO (e.g., certain descriptive note fields).

Inputs, Processes, and Outputs

Coal titles staff manually entered client information, licence and lease application information (including applications details, withdrawals, refusals and approvals) and licence and lease maintenance and

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transfer information (including anniversary dates, extensions, annual rental payments, assignment/transfer details, surrender and forfeiture dates).

MIDA generated licence and lease application numbers and licence and lease numbers.

When a coal lease issuance event was data entered into MIDA, all the coal licences that were part of the coal lease application event in MIDA were automatically updated to a status of demised.

Mapping staff manually updated the coal title reference map, viewable in MTO, to reflect the current status of coal applications, licences and leases.

Fee payments were processed in the Revenue Management System (eGARMS), the web enabled front-end version of GARMS, which is owned by Service BC. The data stored in GARMS is scheduled under the *Government Agents Services ORCS*, schedule 117851.

MIDA data was uploaded nightly to MTO. MIDA also produced various reports, such as the tenure master report, which lists all events relating to a particular tenure.

As part of the MIDA decommissioning project, crown grant data was uploaded to the Crown Land Registry (Tantalus) in March 2021.

Digital Archives Considerations

Not all MIDA data was converted to MTO. Consequently, analysis will be required to determine which subsets of MIDA data capture for permanent preservation.

Historical Note

Originally, all title records for the province were managed manually. The first database used for administering mineral, placer and coal titles was the Mineral Administration Title System (MATS), which contained limited data fields for recording client and title details. MIDA replaced MATS in 1991.

MINERAL DATA ADMINISTRATION SYSTEM (MIDA)

DATA RETENTION PLAN

Data Description	Data Retention Period
Registration and administration data Classification 41000-20	Transfer to the digital archives when no longer required to support the registration and administration of resource rights in the province.

For additional classification details, including retention rationales, click on the links above. For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

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

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MMRE ORCS

SYSTEMS - 23

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END OF OVERVIEW

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

2022/11/14

Schedule: 164438

MMRE ORCS

SYSTEMS - 24

MINERAL TITLES ONLINE (MTO)

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
Mineral Titles Branch

Date of System Description

May 26, 2021

Purpose

Mineral Titles Online (MTO), introduced on January 12, 2005, is a web-based registry system. It maintains a history of key events associated with the management of mineral, placer and coal resource rights in British Columbia. In order to acquire these rights, clients must "stake" a claim to a particular tract of land. Historically, the process of acquiring these rights involved the physical "staking" of the land being acquired. In MTO, the process is virtual and the land is "staked" online by selecting one or more adjoining cells on the electronic MTO map.

MTO enables the following:

- prospectors to electronically renew their Free Miner Certificates (FMC);
- FMC holders and their agents to electronically acquire, maintain, and make changes to their mineral and placer claims and leases;
- branch staff to record coal licence and lease acquisition, maintenance, and change events on behalf of clients (clients still complete paper forms);
- branch staff to record coal, mineral and placer reserve sites and placer designated areas;
- clients and the public to search current and historical details relating to the above activities and view the information spatially (e.g., via digital maps).

MTO is established and maintained by the Chief Gold Commissioner pursuant to section 6.2 (1) of the [Mineral Tenure Act \(RSBC 1996, c. 292\)](#). MTO is the front-end database. MemProduction is the Oracle based back-end database.

Information Content

MTO contains information on clients; claims, licences and leases; and reserve sites. Key identifiers used in MTO include: FMC number, client number, title number, and site number.

Examples of client information includes: client number, client name, address, FMC number, FMC issue date, FMC from date, FMC expiry date, and FMC status.

Examples of title information includes: title number, event number, title type, title subtype, mining division, good to date, issue date, demised to, termination type, termination comments, termination date, tag number, claim name, old titles code, area in hectares, title event details and map number.

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

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Examples of reserve site information includes: site number, reserve requestor, site status code, site name, site reason code, termination type code, total area, reserve type, reserve restriction, creation date, termination comments, termination date, Order in Council number, Chief Gold Commissioner number, Ministerial Order number, BC Regulation number, review date, and map number.

MTO also includes spatial information (e.g., shape and location information for current and historical claims, licences, leases and reserve sites). The spatial information is viewable via the MTO map viewer.

Inputs, Processes, and Outputs

MTO transactions are performed by registered clients/agents and branch staff. All successful transactions in MTO are issued an event number, which is used to keep track of the various events or documents being registered. Examples of key events registered in MTO include:

- creation of a new client and client information updates;
- FMC application, issuance, renewal, suspension and cancellation;
- claim, licence, and lease application, issuance, maintenance, transfer, sale, extension, renewal, conversion and forfeiture;
- physical or technical work registration or payment in lieu of work;
- fee payment;
- receipt of encumbrances for registration;
- reserve site application, issuance, review and termination.

MTO generates automatic confirmation emails and confirmation reports. Spatial and non-spatial data from MemProduction is uploaded nightly to the BC Data Catalogue, allowing users to view and download the data in various formats.

Historical Note

Originally, all title records for the province were managed manually. The first database used for recording mineral, placer and coal title details was the Mineral Administration Title System (MATS), which contained limited data fields for recording client and title details. The Mineral Inventory Data Administration System (MIDA) (see MIDA system overview) replaced MATS in 1991.

When MTO was introduced in 2005, the paper-based application process and physical staking method of acquiring mineral and placer titles was replaced by an online cell registration process.

In 2019, MTO also became the system of record for registering coal licences and leases. While coal clients use the MTO coal map to identify available coal cells they are unable to acquire the licence/lease location electronically and must submit paper forms.

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MINERAL TITLES ONLINE (MTO)

DATA RETENTION PLAN

Data Description	Data Retention Period
Registration and administration data Classification 41000-20	Transfer to the digital archives when no longer required to support the registration and administration of resource rights in the province.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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MMRE ORCS

SYSTEMS - 27

MINFILE

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geological Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

MINFILE, launched in 1976, is the province's publicly available, web-accessible, mineral inventory database containing information on metallic, industrial mineral, and coal occurrences within specific British Columbia geological settings. The database functions as a "desktop prospecting" tool, used for planning exploration programs, investment, resource management, policy, land use, teaching and research.

Information Content

MINFILE contains geological, location and economic information on each occurrence. An occurrence is defined as in-situ bedrock or placer mineralization, on surface, in drill holes, or in underground workings; generally, it does not include float, geochemical or geophysical anomalies. MINFILE is continually updated. As of December 2021, MINFILE describes 15,142 occurrences.

MINFILE fields include: MINFILE name and number; commodity; status (showings to producers) and/or National Topographic System (NTS) map; National Mining Inventory (NMI); mining division; deposit type (based on BC mineral deposit profiles); tectonic belt, terrain and/or latitude/longitude; mineralogy (significant, associated, alteration); deposit character/classification; formal/informal host; rock type/lithology; stratigraphic age; capsule geology and bibliography. Also includes inventory and production details, where applicable.

Some of the fields are hyperlinked, including the NMI field and some bibliographic entries. The NMI field includes hyperlinks to copies of 3766 national mining inventory cards. The cards were maintained by Natural Resources Canada as part of a national mineral occurrence inventory that was disbanded once the provinces began to build their own occurrence databases. The copies were obtained by the branch, scanned, indexed and made available via MINFILE and Property File.

Inputs, Processes and Outputs

Data entry is performed by BCGS staff or authorized contractors. The information coded into MINFILE is sourced from mineral and coal assessment reports; results of field work (including both published and unpublished results); mining industry news releases, websites, and company reports; and Property File. Much of the data contained in BC Metal was also incorporated into MINFILE.

MINFILE users can generate, print and download reports in various formats. They can also link directly from MINFILE to MapPlace to view their search results spatially. MINFILE data can also be queried and viewed directly from MapPlace. MINFILE information can be plotted on MapPlace by clicking on

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

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the latitude/longitude link or by using other computer aided mapping systems and/or integrated with conventional geographic information systems.

Bibliographic entries may include hyperlinks to entries in Property File.

The MINFILE number is also added to ARIS and COALFILE entries. ARIS and COALFILE search results include hyperlinks to associated MINFILE numbers.

Data is uploaded to the BC Data Catalogue on a routine basis and is available for download in a variety of formats.

Digital Archives Considerations

The MINFILE tables posted to the website on a daily basis are classified under secondary 10100-10 and have a final disposition of destruction. A final data capture of the contents of the database will be taken when the data is no longer required to support mineral exploration, mining and geoscience research. The final data capture will be fully retained.

Historical Note

MINFILE replaces the paper files and manual inventory card file system that was introduced in the 1960s. All of the information contained in these records has been entered into MINFILE and can be disposed of as [transitory systems information](#). MINFILE data was also used to produce hardcopy point-in-time mineral inventory maps. These maps, classified under secondary 10100-10, are no longer produced.

MINFILE

DATA RETENTION PLAN

Data Description	Data Retention Period
Geoscience repository data Classification 20200-15	Transfer the data to the government archives when no longer required to support mineral exploration, mining and geoscience research.

For additional classification details, including retention rationales, click on the links above. For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

PROPERTY FILE

SYSTEM OVERVIEW

Creating Agency

Ministry of Energy, Mines and Low Carbon Innovation
Mines Competitiveness and Authorizations Division
BC Geographical Survey (BCGS) Branch

Date of System Description

December 16, 2021

Purpose

Property File, a web-accessible database, provides public access to historical records, dating to the late 1800s, associated with British Columbia's mineral occurrences. The items indexed in Property File consist of government records, records donated from individuals or their estates (e.g., retired and deceased geologists), universities, the private sector (e.g., mining companies), and other governments agencies.

Information Content

As of 2021, over 90,000 items have been indexed, scanned, and made available to the public via Property File. Items include unpublished reports, theses, papers, newsletters, field notes, company prospectuses, correspondence, hand-drawn maps, drilling data, claim maps, mine plans, and photographs.

Property File contains the following summary information for each item: collection name, MINFILE system number, document number, project name, title, author, document type, map sheet, map scale, area, dates, page numbers, keywords, and publication status.

Inputs, Processes, and Outputs

Items are indexed, scanned and made available for viewing via the Property File web application.

Property File is cross-linked to MINFILE. MINFILE search results include hyperlinks to Property File items. Users can also browse, extract, analyze, and visualize information from Property File in MapPlace.

Property file index data is uploaded to the BC Data Catalogue and available for download in various formats.

Historical Note

In the early 1970's, the term Property File was assigned to the ad hoc collection of historical documents being maintained by the BCGS. The documents, filed by mineral occurrence using the MINFILE numbering system, consisted primarily of government records acquired from various areas of the branch.

The first of the major private donations to Property File occurred in the 1980s. Scanning and indexing of items began in 2004. The Property File web-accessible indexing system was launched in 2009.

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

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PROPERTY FILE

DATA RETENTION PLAN

Data Description	Data Retention Period
Property File collections and index Classification 20200-30	Property File source records, digital copies and index data will be selectively retained. Selection will occur when a specific collection is deaccessioned (i.e., permanently removed) from Property File or when government ceases to maintain Property File. Refer to secondary 20200-60 for selection criteria.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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

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APPENDIX A - LEGACY RECORDS FINAL DISPOSITION INSTRUCTIONS

This appendix defines whether records classified under secondary 10500-20 Legacy records are to be destroyed or fully retained upon approval of this *ORCS*. Records listed in the appendix are no longer being created due to changes in legislation, record-keeping practices, or the introduction of electronic registry systems, and are eligible for immediate destruction or transfer to the government archives upon approval this *ORCS*.

Only legacy records that are eligible for immediate destruction or transfer to the government archives are listed in this appendix.

This appendix is organized according to the sections listed in the 1989 *Mineral Resources ORCS*. Only sections containing legacy records are listed below.

Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
SECTION 3 - MAPPING AND PHOTOGRAPHY				
Location sketches (filed separately from the associated application forms)	Primary 12120, all secondaries OPR is Mineral Titles Branch	Records consist of sketches of the location of title properties provided by persons applying for a title. The form and method by which sketches were submitted varied. At one point, sketches were drawn on the back of the application form (these sketches are managed as part of the application form). At a different point, sketches were provided on a separate sheet of paper. Earliest sketches were	SO/nil/FR Transfer to the government archives upon approval of this <i>ORCS</i> . Legal value of the sketches expired in 2008 with the completion of the MTO Map Confirmation Project. Associated application forms will be transferred to the government	Location sketches, which visually represent the location of the title being applied for, will be fully retained because they were an integral part of the issuance and mapping of titles in the province prior to the introduction of digital staking practices in 2005. They provide information about the history of title rights in the province and the management

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
		<p>provided on onion skins. At some point, sketches were filed separately from the associated application form.</p> <p>The sketches were also used to produce title reference maps. In 2005, digital staking practices were introduced, rendering location sketches obsolete.</p> <p>Sketches are arranged according to title number, not status.</p> <p>Effective January 1, 2008, legacy titles are determined to hold rights to the ground as depicted on the Mineral Titles Online (MTO) map, regardless of where the legal posts are situated or what is indicated on the sketches or the legacy title reference maps.</p>	archives when the title terminates.	of the province's mineral resources.

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Title of Records	Classification listed in the 1989 Mineral Resources ORCS and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
<p style="text-align: center;">SECTION 4 - TITLE MAINTENANCE</p> <p>Prior to the introduction of Mineral Titles Online (MTO) in 2005, mineral and placer title maintenance activities were completed via a manual, paper-based process. Historically, paper forms were submitted to the various gold commissioners in the various mining divisions. Forms received in the mining divisions were filed according to record type and numbered sequentially. Post-MTO, recordkeeping was consolidated in the Vancouver and Victoria offices and many of the hardcopy forms were rendered obsolete. Most of the remaining hardcopy forms ceased being filed as described in Section 4.</p> <p>Many coal transactions are still initiated manually. Many of the hardcopy forms described in Section 4 are obsolete and/or recordkeeping practices have changed so that records are no longer being maintained in the manner described.</p> <p>Current mineral, placer and coal records are to be classified and scheduled under the new <i>Mines and Mineral Resources ORCS</i>.</p>				
Abandonments	Primary 13010, all secondaries OPR is Mineral Titles Branch	<u>Legacy forms:</u> The legacy forms consist of notifications of abandonment and relocation of titles. The abandonment/relocation action was also recorded on the record cards or MIDA, depending on the date the form was completed. Mineral and placer clients now register these actions directly in MTO.	SO/nil/DE Destroy upon approval of this ORCS.	Records are appraised for destruction because the event was captured on the record cards or MIDA and reflected on title maps, all of which are fully retained by the government archives. Records are a minimum of 16 years old which exceeds the 10 year retention period for similar records classified in the ORCS (e.g. Title changes). The retention period provides an

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
		<p><u>Current coal practices:</u> Abandonment is not a term currently applied to coal titles. Instead, coal clients submit a surrender notification letter (no form), which is filed on secondary 40100-20 Coal licence and lease application and title. Branch staff then register the event in MTO.</p>		adequate period to respond to any issues relating to the abandonment and for the legal value of the records to be extinguished.
Cash sheets	<p>Primary 13025, all secondaries</p> <p>OPR is Mineral Titles Branch</p>	<p>These legacy forms recorded cash-in-lieu of exploration and development work payments made by clients to maintain their titles in good standing.</p> <p>Note: Cash Sheets (Form L), were replaced by the combined Statement of Work/Cash Payment (Form MTL 112), in August 1988. Statement of Work/Cash Payment forms are not covered by this appendix. Instead, they are classified under secondary 20400-12 in the main body of the ORCS.</p>	<p>SO/nil/DE</p> <p>Destroy upon approval of this <i>ORCS</i></p> <p>NOTE: Primary 13025 continued to be used post 1988 to classify the statement of work/cash payments forms, primarily for SOW forms used to record cash payments. Any forms older than 1988 classified under primary 13025 should be reviewed to ensure they don't include forms used to record work performed as</p>	<p>Records are appraised for destruction because payment records are not required beyond 8 years (consistent with other financial records).</p> <p>The payment event was also captured on the record cards, which are fully retained by the government archives.</p> <p>Records are a minimum of 16 years old.</p>

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Title of Records	Classification listed in the 1989 Mineral Resources ORCS and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
			these forms are appraised for full retention and classified in the main body of the ORCS under secondary 20400-12.	
Dispositions	Primary 13075, secondaries -01, and -03 to -05 OPR is Mineral Titles Branch	These obsolete forms consist of bills of sale and owner name changes. The actions were recorded on the record cards or MIDA, depending on the date the form was completed. Mineral and placer clients now register these actions directly in MTO.	SO/nil/DE Destroy upon approval of this ORCS.	Records are appraised for destruction because the action was captured on the record cards or MIDA, which are fully retained by the government archives. Records are a minimum of 16 years old which exceeds the 10 year retention period for similar records classified in the ORCS (e.g. Title changes). The retention period provides an adequate period to respond to any issues relating to the disposition and for the legal value of the records to be extinguished.
Grouping notices	Primary 13100, all secondaries	Records consist of forms and correspondence relating to requests to group adjoining miner	SO/nil/DE	Records are appraised for destruction because they do not have operational,

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Title of Records	Classification listed in the 1989 Mineral Resources ORCS and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
	OPR is Mineral Titles Branch	<p>or placer titles for reporting purposes. Post-2005, mineral and placer clients can register work on one or more claims in one statement of work event in MTO if the claims are contiguous (adjoining).</p> <p>The requirement to group titles has been discontinued.</p>	Destroy upon approval of this information schedule.	<p>reference or legal value beyond 7 years.</p> <p>Records are a minimum of 16 years old.</p>
Powers of Attorney (alpha by owner's name)	<p>Primary 13120, all secondaries</p> <p>OPR is Mineral Titles Branch</p>	<p>Records consist of power of attorney forms filed in alpha order by owner's name.</p> <p>Forms are no longer filed separately in this manner. If a form was received today, it would be filed with the matter to which it pertains and retained accordingly (e.g., with the records relating to a sale or transfer of ownership).</p>	<p>SO/nil/DE</p> <p>Destroy upon approval of this ORCS.</p>	Records are appraised for destruction because they are a minimum of 16 years old and their operational, reference and legal value has expired.
Reductions	<p>Primary 13140, all secondaries</p> <p>OPR is Mineral Titles Branch</p>	<p><u>Legacy forms:</u></p> <p>These obsolete forms consist of applications to reduce the size of a title area. The reduction action was also recorded on the record cards</p>	<p>SO/nil/DE</p> <p>Destroy upon approval of this ORCS.</p>	Records are appraised for destruction because the action was captured on the record cards or MIDA and reflected on title maps, all of which are fully

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
		<p>or MIDA, depending on the date the form was completed.</p> <p>Mineral and placer clients now register these actions directly in MTO.</p> <p><u>Current coal practices:</u></p> <p>Currently, reduction notifications are received via a letter (no form) and filed on secondary 40100-20 Coal licence and lease application and title files. Branch staff then register the event in MTO.</p>		<p>retained by the government archives.</p> <p>Records are a minimum of 16 years old which exceeds the 10 year retention period for similar records classified in the <i>ORCS</i> (e.g. Title changes). The retention period provides an adequate period to respond to any issues relating to the reduction and for the legal value of the records to be extinguished.</p>
Inclusions	<p>Primary 13150, all secondaries</p> <p>OPR is Mineral Titles Branch</p>	<p>These legacy forms were completed when a free miner had existing claims and then over-staked themselves with another claim that typically was a larger area, the free miner resulted in duplicate title (ha's) for some of the area. The inclusion allowed the free miner to include the ground acquired (mineral rights) by one claim and transfer it to the overlapping claim</p>	<p>SO/nil/DE</p> <p>Destroy upon approval of this <i>ORCS</i>.</p>	<p>Records are appraised for destruction because the inclusion action was captured on the record cards or MIDA and reflected on title maps, all of which are fully retained by the government archives.</p> <p>These records are a minimum of 16 years old which exceeds the 10 year retention period for similar records classified in</p>

last revised: 2021-06-03

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MMRE ORCS

APPENDIX A - 7

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In accordance with the *Information Management Act* (SBC 2015, c. 27), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Records Officer](#).

Title of Records	Classification listed in the 1989 Mineral Resources ORCS and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
		resulting in a removal of the duplicate ground.		the <i>ORCS</i> (e.g. Title changes). The retention period provides an adequate period to respond to any issues relating to the inclusion and for the legal value of the records to be extinguished.
Worksheets	Primary 13200, all secondaries OPR is Mineral Titles Branch	<p>These legacy forms assisted in determining how to apply work value to titles.</p> <p>The information previously captured on the hardcopy worksheets has been incorporated into two MTO online forms: Payment Instead of Exploration and Development Work or the Exploration and Development Work / Expiry Date Change.</p> <p>For worksheets attached to work reporting forms, see primary 13160 above.</p>	SO/nil/DE Destroy upon approval of this <i>ORCS</i> .	<p>Records are appraised for destruction. These forms had short-term value during the period when work value could be challenged, or the owner thought there was an error in how work was applied.</p> <p>Records are a minimum of 16 years old.</p> <p>The final exploration and development work reports will be fully retained.</p>

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Title of Records	Classification listed in the 1989 Mineral Resources ORCS and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
SECTION 5 - TITLES This section is organized alphabetically by record title, then numerically by classification number, to reduce the number of repeat entries.				
Coal titles – limited production permits	Primary 13765, secondaries -01 to -03 OPR is Mineral Titles Branch	Records relating to the granting of limited production permits.	Destroy upon approval of this ORCS.	Records are appraised for destruction. Branch staff have no knowledge of this secondary nor could any records be found relating to this function. These records were scheduled for destruction under the previous ORCS.
Index cards and registers (various)	The following classifications cover index cards and registers. Primary 13845, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)	Index cards were introduced in the early 1940s. The advent of computers in the 1990s rendered them obsolete. The cards were mainly used as a quick x-reference to locate information relating to a title by owner name, title name or another unique identifier. Prior to index cards, registers were used for a similar purpose. Includes ownership cards, claim name cards, metal identification tag index cards and registers.	SO/nil/SR Transfer selected records to the government archives upon approval of this ORCS.	Index cards and registers will be selectively retained for their significant informational value in providing a means of locating legacy titles by identifiers other than the title number (e.g., by owner name or title name). Index cards and registers which provide a cross-reference by owner name or title name will be fully retained.

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
	<p>Primary 13860, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)</p> <p>Primary 13870, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)</p> <p>Primary 13880, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)</p>	<p>Arranged alphabetically or numerically, depending on index/register type.</p> <p>Note: The indexes and registers are incomplete as some were already destroyed under the 1989 <i>Mineral Resources ORCS</i>.</p>		<p>Metal identification tag index cards will be destroyed. Tag index cards are of no ongoing value as searches of legacy titles by tag number are not anticipated.</p> <p>Registers and indexes that provide a x-reference to bills of sale and other title maintenance functions will also be destroyed.</p>

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
	<p>Primary 13900, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)</p> <p>Primary 13920, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards -03-04 Tag Index Cards)</p> <p>Primary 13980, secondary -03, tertiaries: -03-02 Owner Index Cards -03-03 Claim Index Cards</p>			

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Title of Records	Classification listed in the 1989 <i>Mineral Resources ORCS</i> and OPR (if applicable)	Description of Records	Retention Period	Final Disposition Rationale
	<p>-03-04 Tag Index Cards)</p> <p>Primary 13990, secondary -03</p> <p>Note: Secondaries 13845-02 and 13980-02 may also cover microfiche version of index cards.</p> <p>OPR is Mineral Titles Branch</p>			
SECTION 6 - REGULATION - TITLES				
Free Miner Certificate (FMC) Knowledge Test and correspondence to applicant	<p>Primary 14310, secondary -07</p> <p>OPR is Mineral Titles Branch</p>	<p>Records consist of completed exams, administered in the 1990s and early 2000s by individuals applying for an FMC. Also includes correspondence.</p> <p>Test completion is no longer a requirement for obtaining an FMC.</p>	<p>SO/nil/DE</p> <p>Destroy upon approval of this <i>ORCS</i>.</p>	Records are appraised for destruction because test completion is no longer a requirement and all operational and reference values have expired.

Frankl, Dave EMLI:EX

From: Gallentes, Angela CITZ:EX
Sent: February 6, 2023 11:54 AM
To: Nault, Lisa EMLI:EX; Frankl, Dave EMLI:EX
Cc: Wright, Richelle CITZ:EX; Kohl, Karen CITZ:EX
Subject: Notification – Reclassification of your records in EDRMS
Attachments: MCAD Reclassed Records ERES-MRES.tr5

Hello Dave and Lisa,

We are sending you this notification because we have identified that some of your records in EDRMS have been misclassified. **EMLI Mines Competitiveness and Authorizations Division** has some records under the ORCS classification ERES (Energy Resources Schedule 871196), instead of MRES (Mineral Resources Schedule 105086).

We have reclassified the following records to match their corresponding MRES classification. You will be required to print off new labels reflecting the new record numbers and classifications for your onsite records. An EDRMS reference to the records listed below is attached in this email.

Please use the appropriate schedule, **Mineral Resources (MRES) ORCS Schedule 105086** in your future recordkeeping operations, until the new MMRE ORCS is approved.

If you have any questions regarding this action or need further assistance, please feel free to reach out.

Please note that this change has affected the records' **classification** and **record number** in EDRMS. The following changes have been applied:

OLD RECORD NUMBER	NEW RECORD NUMBER	ACTION
Section 10 17000-17999: Certification		
ERES-17000-01/60000110A	MRES-17000-01/322F	reclassified
ERES-17020-04/60000108A	MRES-17020-04/422F	reclassified
ERES-17020-10/60000192A	MRES-17020-10/222F	reclassified
ERES-17040-02/60000112A	MRES-17040-02/422F	reclassified
ERES-17140-03/60000108A	MRES-17140-03/1222F	reclassified
ERES-17140-03/60000109A	MRES-17140-03/1322F	reclassified
ERES-17140-11/60000112A	MRES-17140-11/222F	reclassified
ERES-17160-02/60000105A	MRES-17160-02/122F	reclassified
ERES-17160-02/60000205A	MRES-17160-02/222F	reclassified
Section 11 18000-18999: Inspection		
ERES-18000-01/60000108A	MRES-18000-01/222F	reclassified
ERES-18000-01/60000208A	MRES-18000-01/322F	reclassified
ERES-18000-01/60000109A	MRES-18000-01/422F	reclassified
ERES-18020-02/60000112A	MRES-18020-02/1122F	reclassified
ERES-18020-02/60000107A	MRES-18020-02/1222F	reclassified
ERES-18030-02/60000100A	MRES-18030-02/122F	reclassified
ERES-18040-01/60000108A	MRES-18040-01/423F	reclassified
ERES-18040-01/60000208A	MRES-18040-01/523F	reclassified
ERES-18040-02/60000104A	MRES-18040-02/5123F	reclassified

ERES-18040-02/60000105A	MRES-18040-02/5223F	reclassified
ERES-18040-02/60000107A	MRES-18040-02/5323F	reclassified
ERES-18040-02/60000207A	MRES-18040-02/5523F	reclassified
ERES-18040-02/60000108A	MRES-18040-02/5423F	reclassified
ERES-18040-02/60000109A	MRES-18040-02/5723F	reclassified
ERES-18040-06/60000105A	MRES-18040-06/623F	reclassified
ERES-18040-06/60000208A	MRES-18040-06/723F	reclassified
ERES-18050-02/60000111A	MRES-18050-02/1023F	reclassified
ERES-18050-02/60000102A	MRES-18050-02/1123F	reclassified
ERES-18050-02/60000108A	MRES-18050-02/1223F	reclassified
ERES-18050-02/60000106A	MRES-18050-02/1323F	reclassified
ERES-18050-02/60000206A	MRES-18050-02/1423F	reclassified
ERES-18050-02/60000189A	MRES-18050-02/1523F	reclassified
ERES-18050-02/60000107A	MRES-18050-02/1623F	reclassified
ERES-18050-02/60000100A	MRES-18050-02/923F	reclassified
ERES-18050-02/60000199A	MRES-18050-02/1923F	reclassified
ERES-18050-02/60000104A	MRES-18050-02/1723F	reclassified
ERES-18050-02/60000306A	MRES-18050-02/1823F	reclassified
ERES-18050-02/60000289A	MRES-18050-02/2023F	reclassified
ERES-18050-02/60000191A	MRES-18050-02/2123F	reclassified
ERES-18050-02/60000200A	MRES-18050-02/2223F	reclassified
ERES-18050-02/60000109A	MRES-18050-02/2723F	reclassified
ERES-18050-02/60000182A	MRES-18050-02/2423F	reclassified
ERES-18050-02/60000209A	MRES-18050-02/2523F	reclassified
ERES-18050-02/60000309A	MRES-18050-02/2623F	reclassified
ERES-18050-02/60000409A	MRES-18050-02/2323F	reclassified
ERES-18060-02/60000111A	MRES-18060-02/423F	reclassified
ERES-18060-02/60000179A	MRES-18060-02/523F	reclassified
ERES-18060-02/60000294A	MRES-18060-02/623F	reclassified
ERES-18060-02/60000194A	MRES-18060-02/1123F	reclassified
ERES-18060-02/60000192A	MRES-18060-02/823F	reclassified
ERES-18060-02/60000109A	MRES-18060-02/923F	reclassified
ERES-18060-02/60000209A	MRES-18060-02/1023F	reclassified
ERES-18060-02/60000309A	MRES-18060-02/723F	reclassified
ERES-18070-02/60000190A	MRES-18070-02/1123F	reclassified
ERES-18070-02/60000107A	MRES-18070-02/1223F	reclassified
ERES-18070-02/60000108A	MRES-18070-02/1323F	reclassified
ERES-18070-02/60000207A	MRES-18070-02/1423F	reclassified
ERES-18070-02/60000109A	MRES-18070-02/1823F	reclassified
ERES-18070-02/60000209A	MRES-18070-02/1523F	reclassified
ERES-18070-02/60000309A	MRES-18070-02/1623F	reclassified
ERES-18070-02/60000100A	MRES-18070-02/1723F	reclassified
ERES-18070-02/60000174A~01	MRES-18070-02/1923F~01	reclassified
ERES-18070-02/60000174A~02	MRES-18070-02/1923F~02	reclassified
ERES-18070-05/60000196A	MRES-18070-05/223F	reclassified
ERES-18070-06/60000108A	MRES-18070-06/123F	reclassified

ERES-18070-06/60000208A	MRES-18070-06/223F	reclassified
ERES-18070-06/60000308A	MRES-18070-06/523F	reclassified
ERES-18070-06/60000408A	MRES-18070-06/423F	reclassified
ERES-18070-06/60000109A	MRES-18070-06/323F	reclassified
ERES-18100-20/60000111A	MRES-18100-20/3023F	reclassified
ERES-18100-20/60000110A	MRES-18100-20/3123F	reclassified
ERES-18100-20/60000210A	MRES-18100-20/3223F	reclassified
ERES-18100-20/60000310A	MRES-18100-20/3323F	reclassified
ERES-18100-20/60000410A	MRES-18100-20/3423F	reclassified
ERES-18100-20/60000510A	MRES-18100-20/4123F	reclassified
ERES-18100-20/60000311A	MRES-18100-20/3623F	reclassified
ERES-18100-20/60000112A	MRES-18100-20/3723F	reclassified
ERES-18100-20/60000105A	MRES-18100-20/3823F	reclassified
ERES-18100-20/60000107A	MRES-18100-20/3923F	reclassified
ERES-18100-20/60000108A	MRES-18100-20/4023F	reclassified
ERES-18100-20/60000208A	MRES-18100-20/3523F	reclassified
Section 12 19000-19999: Enforcement		
ERES-19000-20/60000105A	MRES-19000-20/823F	reclassified
ERES-19000-20/60000205A	MRES-19000-20/1023F	reclassified
ERES-19000-20/60000108A	MRES-19000-20/923F	reclassified
Section 13 20000-20999: Monitoring		
ERES-20000-00/60000109A	MRES-20000-00/123F	reclassified
ERES-20010-01/60000105A	MRES-20010-01/223F	reclassified
ERES-20010-01/60000108A	MRES-20010-01/423F	reclassified
ERES-20010-01/60000104A	MRES-20010-01/323F	reclassified
ERES-20010-02/60000111A	MRES-20010-02/1523F	reclassified
ERES-20010-02/60000208A	MRES-20010-02/1623F	reclassified
ERES-20010-02/60000107A	MRES-20010-02/1723F	reclassified
ERES-20010-02/60000108A	MRES-20010-02/1823F	reclassified
ERES-20010-02/60000193A	MRES-20010-02/1923F	reclassified
ERES-20010-02/60000308A	MRES-20010-02/2623F	reclassified
ERES-20010-02/60000167A~02	MRES-20010-02/2123F	reclassified
ERES-20010-02/60000167A~03	MRES-20010-02/2223F	reclassified
ERES-20010-02/60000167A~04	MRES-20010-02/2323F	reclassified
ERES-20010-02/60000167A~01	MRES-20010-02/2423F	reclassified
ERES-20010-02/60000176A~01	MRES-20010-02/2023F	reclassified
ERES-20010-02/60000176A~02	MRES-20010-02/2523F	reclassified
ERES-20012-00/60000111A	MRES-20012-00/223F	reclassified
ERES-20012-01/60000112A	MRES-20012-01/223F	reclassified
ERES-20012-02/60000210A	MRES-20012-02/3423F	reclassified
ERES-20012-02/60000110A	MRES-20012-02/3223F	reclassified
ERES-20012-02/60000310A	MRES-20012-02/3623F	reclassified
ERES-20012-02/60000105A	MRES-20012-02/2923F	reclassified
ERES-20012-02/60000108A	MRES-20012-02/3023F	reclassified
ERES-20012-02/60000208A	MRES-20012-02/3323F	reclassified
ERES-20012-02/60000308A	MRES-20012-02/3523F	reclassified

ERES-20012-02/60000408A	MRES-20012-02/3723F	reclassified
ERES-20012-02/60000109A	MRES-20012-02/3123F	reclassified
ERES-20012-03/60000110A	MRES-20012-03/4523F	reclassified
ERES-20012-03/60000202A	MRES-20012-03/4923F	reclassified
ERES-20012-03/60000203A	MRES-20012-03/5023F	reclassified
ERES-20012-03/60000302A	MRES-20012-03/5423F	reclassified
ERES-20012-03/60000101A	MRES-20012-03/4123F	reclassified
ERES-20012-03/60000105A	MRES-20012-03/4323F	reclassified
ERES-20012-03/60000104A	MRES-20012-03/4223F	reclassified
ERES-20012-03/60000100A	MRES-20012-03/4023F	reclassified
ERES-20012-03/60000210A	MRES-20012-03/5223F	reclassified
ERES-20012-03/60000111A	MRES-20012-03/4623F	reclassified
ERES-20012-03/60000112A	MRES-20012-03/4723F	reclassified
ERES-20012-03/60000212A	MRES-20012-03/5323F	reclassified
ERES-20012-03/60000312A	MRES-20012-03/5623F	reclassified
ERES-20012-03/60000412A	MRES-20012-03/5823F	reclassified
ERES-20012-03/60000175A	MRES-20012-03/4823F	reclassified
ERES-20012-03/60000177A~01	MRES-20012-03/6023F	reclassified
ERES-20012-03/60000177A~02	MRES-20012-03/6123F	reclassified
ERES-20012-03/60000109A	MRES-20012-03/4423F	reclassified
ERES-20012-03/60000409A	MRES-20012-03/5723F	reclassified
ERES-20012-03/60000509A	MRES-20012-03/5923F	reclassified
ERES-20012-03/60000209A	MRES-20012-03/5123F	reclassified
ERES-20012-03/60000309A	MRES-20012-03/5523F	reclassified
ERES-20060-30/60000108A	MRES-20060-30/223F	reclassified
ERES-20140-20/60000105A	MRES-20140-20/4123F	reclassified
ERES-20140-40/60000109A	MRES-20140-40/123F	reclassified
ERES-20220-02/60000193A	MRES-20220-02/1123F	reclassified
ERES-20220-05/60000108A	MRES-20220-05/123F	reclassified
Section 14 21000-21999: Policy, Programming and Project Analysis		
ERES-21000-00/60000110A	MRES-21000-00/123F	reclassified
ERES-21120-30/60000194A	MRES-21120-30/123F	reclassified
ERES-21490-01/60000107A	MRES-21490-01/123F	reclassified
ERES-21570-20/60000101A	MRES-21570-20/123F	reclassified
ERES-21570-30/60000191A	MRES-21570-30/823F	reclassified
ERES-21570-30/60000197A	MRES-21570-30/923F	reclassified
ERES-21570-30/60000199A	MRES-21570-30/1023F	reclassified
Section 15 22000-22999: Research		
ERES-22000-01/60000104A	MRES-22000-01/323F	reclassified
Section 16 23000-23999: Infrastructure and Technology		
ERES-23020-01/60000108A	MRES-22000-01/423F	reclassified
ERES-23020-01/60000208A	MRES-22000-01/523F	reclassified
ERES-23060-07/60000107A	MRES-23060-07/123F	reclassified
ERES-23080-00/60000107A	MRES-23080-00/123F	reclassified

ERES-23180-00/60000107A	MRES-23080-00/223F	reclassified
Section 20 30000-30999: Reference		
ERES-30300-01/60000112A	MRES-30300-01/4523F	reclassified
ERES-30350-20/60000109A	MRES-30350-20/223F	reclassified
ERES-30500-05/60000109A	MRES-30500-05/123F	reclassified

Best,

Angela Gallentes | Government Records Analyst |
 Government Records Service (GRS) | Ministry of Citizens' Services
[Transforming government through IM solutions](#)
[GRS Learning](#)

I respectfully acknowledge the traditional territory of the Ləkʷəŋən, W̓SÁNEĆ, and T'Sou-ke peoples, on whose traditional territories I live, work, and grow on.



Managing your records outside the office

Do my recordkeeping responsibilities change when working outside the workplace?

No, the same basic principles apply to all workspaces, regardless if you work in a traditional office, at home, a public space or a mobile workspace. Government bodies need to create and keep complete and accurate records sufficient to document their decision-making and work activities. This applies to all types of government records, including documents in all formats and workspaces that provide the best evidence of government business activities, transactions, policy or decisions. These records must be managed in accordance with government records management policy and standards.

Responsibilities

Program areas are responsible for ensuring that there are:

- recorded policies and procedures
- defined roles and responsibilities
- appropriate recordkeeping systems
- ongoing training
- compliance monitoring programs

Employees are responsible for documenting their work by ensuring key records they create or receive are filed in their recordkeeping system.

Records Management Basics

File your records in an appropriate system

Wherever you work, it's important to routinely file your records in an appropriate system so that your co-workers have access to them. Records are inaccessible when left in individual email folders and on personal drives.

Using this approach will help you keep related records together and maintain complete files of specific activities, cases, or topics. This isn't possible if records are scattered across various individual email accounts, network drives and convenience files.

Identify transitory information

When deciding what records you need to file, ask yourself: Is it transitory?

Transitory information is information of temporary usefulness that is needed only for a limited period of time in order to complete a routine action or prepare a final record. It can exist in any format or

Appropriate recordkeeping systems include:

- **Local Area Network (LAN) / Shared Drives** structured according to *Administrative Records Classification System (ARCS)* and *Operational Records Classification System (ORCS)*
- **Enterprise Document and Records Management System (EDRMS)** Content Manager (formerly TRIM) is the government standard.
- **Line of business applications** (e.g. case management systems, SharePoint)
- **Physical filing system structured according to ARCS and ORCS**

medium (paper or digital) and can be created and shared using a variety of technologies (e.g. email, social media, Skype for Business, SharePoint, wikis). Transitory information is not required for financial, legal, audit or statutory purposes and is not filed in the recordkeeping system. Transitory records are covered by the [Transitory Records Special Schedule](#) (102901).

To learn more about transitory information, review the [Transitory Information Records Guide](#).



How can I protect government information when working away from the office?

If you work away from the office, you need to take extra precautions to ensure that sensitive government information is secure.

When working remotely:

- **Obtain your supervisor's approval** to work with confidential and/or personal information and take records outside the workplace.
- **Use the government network and/or a government-issued device** (e.g. laptop or mobile phone) whenever possible to store and access work information, rather than printing paper copies. (this reduces the risk of unauthorized disclosure or loss)
- **Limit the amount of confidential/and or personal information transmitted over email.**
- **Only disclose confidential information to authorized individuals** in a secure manner according to ministry approved processes.
- **Protect the information, particularly when working in a public environment** (e.g. ensuring that information is not viewable or accessible by others).
- **Physically secure government information when used outside the office** (e.g. locking and/or securing unattended devices to prevent unauthorized use or theft).
- **Destroy confidential records** either by returning them to the office and placing them into the locked disposal bins, or by running them through a cross-cut shredder that creates a fine shred ensuring confidentiality before putting the material in your recycle bins. If working in another government office, use the secure, locked disposal bins provided there.

When using a secure remote connection like VPN or DTS:

- **Do not download or save attachments to the local hard drive of a nongovernment device** as the files may contain confidential information.
- **Do not print any emails, attachments, or other documents when using remote access tools** (unless you are printing to a printer on the government network).

Also see relevant Office of the Chief Information Office (OCIO) documentation:

[Working Outside the Workplace Policy](#) provides direction on how to safeguard electronic and paper-based confidential information when working remotely.

[Appropriate Use Policy](#) sets out the policy requirements that all government employees must follow when accessing and managing government information (particularly confidential information); and using information technology (IT) resources.

[Information Security Policy](#) includes requirements for secure management of government information systems and devices.

Additional Information

Contact your [Records Team](#) or check out the rest of the [Records Management website](#).



Managing Drafts and Working Materials

Do I need to manage drafts and working materials in all formats?

Yes. [Information schedules](#) (ARCS/ORCS) apply to all types of records regardless of format or media. This includes textual, graphic, photographic, and audiovisual records held in digital or physical forms (e.g. paper, journals/notebooks, USB drives, DVDs, CDs, and any alternative media).

Government bodies must create and maintain adequate records of their decisions to meet their obligations under the *Information Management Act*. If your drafts contain important decisions, they must be retained. For more information on the requirements to document government decisions see the [Documenting Government Decisions guidelines](#)

You need to create and keep adequate records sufficient to document your decision-making and work activities.

For example, if you are working on a document with others, designate one person to be responsible for filing the official copy of the final version as well as relevant working materials. That person determines what to keep and what to destroy. The first step is to decide what records are transitory.

What are transitory records?

Transitory records are records of temporary usefulness that are not regularly filed with standard records or filing systems, and are only required for a limited period of to complete a routine action or prepare an ongoing record. Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

Are all drafts and working materials transitory records?

No. Originals or copies required for statutory, legal, fiscal, administrative or operational purposes need to be retained in your office recordkeeping system and disposed of in accord with approved information schedules. Where copies are accepted as “official records” (i.e. when you digitize a paper record) the original source records may be treated as [redundant](#) and destroyed.

What drafts to retain

Retain draft documents and working materials that contain significant annotations, comments, approvals and substantial changes, such as:

- Working materials relating to the preparation of legislation (ARCS 140-20)
- Treasury Board submissions (ARCS 1250-20)
- Cabinet submissions (ARCS 201-40)
- Operational records covered by your office's ORCS/ORS (e.g. Office of the Comptroller General ORCS secondary 22210-30, Compliance audit project working file)

Retain any developmental drafts that, in your judgment, reflect important decisions, such as:

- Decisions informing the government body or others about the evolution of the government body's programs, policies or enactments;
- Decisions protecting the legal or financial rights or obligations of the government body, the Crown, or any person, group of persons, government or organization that is directly and materially affected by the decision;
- Decisions facilitating the government body's accountability for its decisions, including through internal or external evaluation, audit or review.

Additional Information

Contact your [Records Team](#) or check out the [Records Management website](#).