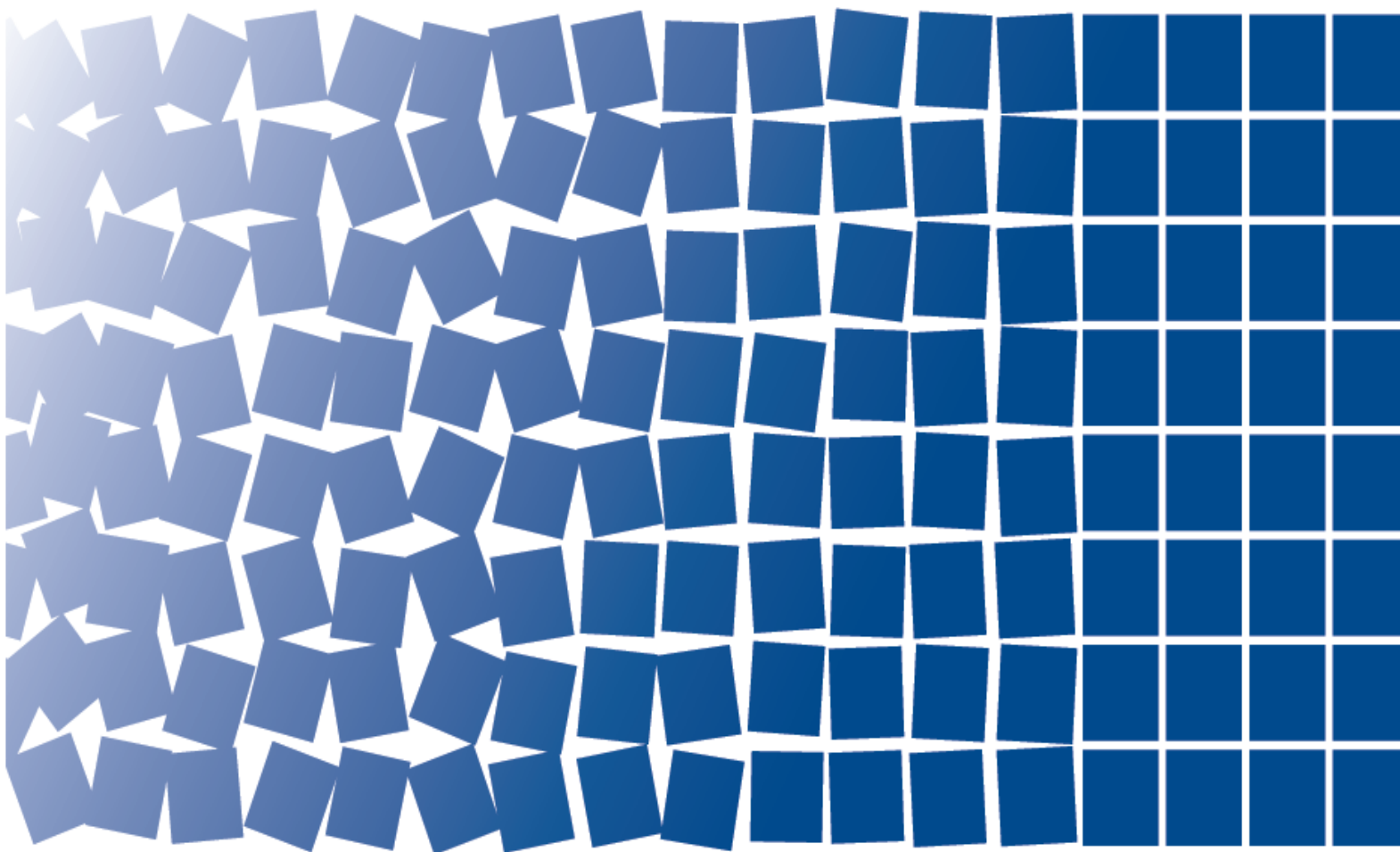


OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



INFORMATION SCHEDULE APPROVAL

Title: *Office of the Premier and Executive Council Operational Records Classification System (ORCS): Amendment 2*

Office of the Premier and Cabinet Office

Cabinet Operations

Scope of Schedule:

Section 1 of the *Office of the Premier and Executive Council ORCS* establishes a classification system and retention and disposition schedule for the operational records created by Cabinet Operations and the Deputy Minister to the Premier and Cabinet Secretary under the *Constitution Act* (RBSC 1996, c.66).

The purpose of this amendment is to update conflict of interest disclosures secondaries to reflect operational requirements regarding these records. It includes changes to titles, secondary notes, and the retention period for the non-reported disclosures secondary.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1891

The government body endorses this schedule and its implementation.

Client endorsement on file

Executive Director, Cabinet Operations

April 29th, 2019

Date

Name: Monica Gervais

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw, Chair

June 13, 2019

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Kerry Pridmore

July 16, 2019

Date

The attached 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 recordkeeping practices.

Schedule Developer: Katie Sloan

Endorsed by Government Records Service.

Emma Wright, Director, Archival and Records Initiatives

Date: April 12th, 2019

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Office of the Premier and Executive ORCS* in ascending order (i.e., the most recent changes appear first).

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Original schedule approval date: 1994/07/07

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
170436	Formal	2019/07/16	Section 1	Secondaries 10000-03 and 10000-04 are revised to reflect current operational procedures and practices. Minor amendments made to the 100000 primary to include wording changes in scope notes, secondary titles, and secondary notes. See concordance table for full details.
170438	Administrative	2019/05/07	Executive Summary	References to sections 1 and 2 of the <i>Freedom of Information and Protection of Privacy Act</i> were changed to s. 12, the correct exception to which the <i>ORCS</i> is referring to when cited.
206190	Formal	2012/05/31	Section 1	Addition of a new primary (10050 Advisory Services) to enable the classification and disposition of advisory records; removal of a primary (10600 Planning and Policy – General), which was never used by Cabinet Operations; addition of new secondaries to reflect current functions; consolidation of other secondaries to streamline records classification; and increases or decreases to retention periods as appropriate. Other amendments to primaries and secondaries have been made throughout the <i>ORCS</i> to include wording changes in scope notes, secondary titles, and secondary notes. See concordance

				table for full details.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

A SA FD

OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Cabinet Operations and the Deputy Minister to the Premier and Cabinet Secretary under the [Constitution Act \(RSBC 1996, c. 66\)](#).

This amendment reflects revised operational requirements, and includes: addition of a new primary (10050 Advisory Services) to enable the classification and disposition of advisory services records; removal of a primary (10600 Planning and Policy - General), which was never used by Cabinet Operations; addition of new secondaries to reflect current functions; consolidations of other secondaries to streamline records classification; and increases or decreases to retention periods as appropriate. Other amendments to primaries and secondaries have been made throughout the ORCS to including wording changes in scope notes, secondary titles and secondary notes.

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

The following summary describes the changes that affect retention periods and final disposition. Secondaries with a final disposition of destruction and a retention period of less than seven years are only described in detail if they were retained for greater than seven years in the previous versions of the ORCS. In this summary, records types are linked to the ORCS by primary and secondary numbers. Final disposition statements are provided only if they have changed. For a detailed description of all changes, please consult Appendix A: Summary of Changes to the *Office of the Premier and Executive Council ORCS* (concordance table).

- 1) Policy-final
(secondary -00 throughout ORCS) SO 5y FR

Throughout this ORCS, the government archives will fully retain all policies and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.
- 2) Cabinet and Cabinet committees deliberations
(secondaries 10200-01, 02, -03, -20, -30 and 10400-01, 02, -03, -20) CY+2y 13y FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

A SA FD

These records document the establishment, organization, deliberations, and meetings of Executive Council (Cabinet) and its committees (with the exception of the Treasury Board). They also document Orders in Council (OICs) background materials, prepared by ministries and Legislative Counsel, which are used to support OICs submitted to Cabinet for approval.

15y: The default retention period ensures that records of the deliberations of Cabinet and Cabinet committees are retained until such time as the records no longer qualify as exceptions under the [Freedom of Information and Protection of Privacy Act \(RSBC 1996, c. 165, s. 12\)](#)

FR: The government archives will fully retain Cabinet deliberations - general, Cabinet tracking, Cabinet administration records, Cabinet meeting files and OIC background materials and summaries because they document the establishment, organization, deliberations, and meetings of the Executive Council (Cabinet), which is the ultimate decision-making body in government and is accountable for all government decisions. These records have significant evidential, historical, legal, and informational value.

FR: The government archives will fully retain Cabinet committees deliberations - general, Cabinet committees tracking, and Cabinet committees administration records; and Cabinet committee meetings case files because they document the establishment, organization, deliberations, and meetings of Cabinet committees. Cabinet committees provide advice to Cabinet on key public policy recommendations and plans. These records have significant evidential, historical, legal, and informational value.

3) Legislation review and approval (secondaries 10610-01, -02, -03, and -20)

CY+2y 13y FR

These records document the development and coordination of the legislative review approval process.

FR: The default retention period ensures that records of the deliberations of Cabinet and Cabinet committees are retained until such time as the records no longer qualify as exceptions under the [Freedom of Information and Protection of Privacy Act \(RSBC 1996, c. 165, s. 12\)](#)

FR: The government archives will fully retain Legislation review and approval - general, Calls for legislation, Legislative approval process tracking records, and Legislation review and approval case files because they document the process of legislation

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

review and approval by the Executive Council and its committees. These records have evidential and informational value.

4) Conflict of interest disclosures - reported
(secondary 10000-04)

CY+2y 5y FR

These records document conflicts of interest reported to the Conflict of Interest Commissioner.

7y: The retention period meets operational and reference requirements

FR: The government archives will fully retain conflict of interest reports and disclosures because they document Cabinet compliance with the [Members' Conflict of Interest Act \(RSBC 1996, c. 287\)](#). These records have evidential, historical, and informational value.

5) Deputy Ministers' Council
(secondary 10500-02)

SO 7y FR

These records document the establishment, organization, functions, deliberations, and meetings of the Deputy Ministers' Council. The Deputy Ministers' Council, chaired by the Deputy Minister to the Premier and Cabinet Secretary, is a strategic planning and problem-solving forum for deputy ministers, with a focus on corporate issues.

SO: when the council is no longer active and/or file/volume has been closed for one year

FR: The government archives will fully retain Deputy Ministers' Council meeting case files because they document the review of and provision of advice to Cabinet on major corporate issues. These records have significant evidential, historical, legal and informational value.

6) Cabinet Operations final products
(secondary 10050-30)

SO+2y 3y FR

These records document cross-government, cross-ministry, and cross-sectional reviews conducted primarily at the request of the Deputy Minister to the Premier and Cabinet Secretary, the Deputy Ministers' Council, or the Assistant Deputy Minister. Requests can also originate from the ministries. All requests have a corporate perspective.

SO: when final product is complete

FR: The government archives will fully retain Cabinet Operations final products because they document the internal and high level

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

review and analysis of and recommendations about issues and initiatives with a significant cross-government or corporate relevance. These records have evidential, historical, and informational value.

- 7) General
(secondary 10001-01 and 10050-01)
(secondary 10500-01)

CY+2y nil DE
SO 10y DE

These records document general records classified under the Cabinet Operations - General, Advisory Services, and Deputy Ministers' Council primaries and is intended for documents of a general nature that do not reflect actions or decisions of the creating office.

DE: General records relating to the Cabinet Operations - General Primary can be destroyed upon authorization of the Records Officer because activities of Cabinet are adequately documented in policy and procedures and other fully retained secondaries throughout this section.

DE: General records relating to the Advisory Services primary can be destroyed upon authorization of the Records Officer because advice to the Cabinet Secretary and the Deputy Ministers' Council is adequately documented in Cabinet Operations final products (secondary 10050-20), Cabinet meeting case files (secondary 10200-20), Cabinet Committee meeting case files (secondary 10400-20), and Legislation review and approval case files (secondary 10610-20), all of which are fully retained.

DE: General records relating to the Deputy Ministers' Council primary can be destroyed upon authorization of the Records Officer because the activities of the Deputy Ministers' Council are adequately documented under Deputy Ministers' Council meeting case files (secondary 10500-20), which are fully retained. This archival appraisal is in accordance with the selective retention provisions of the Executive Records Schedule (Special Schedule 102906).

- 8) Government transition briefings
(secondary 10100-02)

SO nil DE

These records include government transition briefing binders prepared by the ministries. Cabinet Operations develops the template for the briefing binders, receives a copy of the completed binder, and reviews the briefings to identify urgent issues that may need to be addressed by Cabinet.

SO: when no longer required for the government transition planning purposes

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

A SA FD

DE: These records can be destroyed upon authorization of the Records Officer because government transition planning is adequately documented by individual ministries under ARCS secondary 280-20 (Executive briefing notes) or under the Executive Records Schedule (Special Schedule 102906), which are selectively retained.

9) All Other Records

DE

All other records added by this amendment are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this ORCS, as well as in briefing notes to the ministry executive (ARCS secondary 280-20) and annual reports (ARCS secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

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.](#)
- [Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SECTION 1

CABINET OPERATIONS

PRIMARY NUMBERS

10000 – 10999

Section 1 covers records relating to the Executive Council (Cabinet) of the Province of British Columbia with its committees and its secretariat, Cabinet Operations. Cabinet is established under section 9 of the [Constitution Act \(RSBC 1996, c. 66\)](#). This includes records relating to: provision of cross-ministry advisory services; coordination and approval of government's strategic planning and service planning processes; establishment organization, functions, deliberations, and meetings of Cabinet and Cabinet committees; preparation of materials to assist ministries during changes in government; and development and coordination of the legislative review and approval process. Section 1 also includes records relating to meetings of the Deputy Ministers' Council.

NOTE: In the event of a change of government, the records of the previous Executive Council and its committees will be accepted by the central records management agency for semi-active storage immediately and retained with authorized access limitations for a combined total active and semi-active retention period of 15 years, at which time they will be ready for final disposition.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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10500	DEPUTY MINISTERS' COUNCIL DELIBERATIONS
10610	LEGISLATION REVIEW AND APPROVAL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10000 CABINET OPERATIONS - GENERAL

Records not shown elsewhere in the Cabinet Operations section which relate generally to the administration of the Executive Council (Cabinet) of British Columbia and its committees.

This primary includes conflict of interest reports, conflict of interest disclosures, and web sites.

Record types include correspondence, memoranda, data and reports.

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

For Cabinet operations workshops, see [ARCS primary 1735](#).

For websites, see [ARCS primary 340](#)

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10000	CABINET OPERATIONS - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
	FR: Throughout this section, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
-01	General	CY+2y	nil	DE
	DE: These records can be destroyed upon authorization of the Records Officer because activities of Cabinet Operations are adequately documented in policy and procedures and other fully retained secondaries throughout this section.			
-03	Conflict of interest disclosures - non-reported (arrange by calendar year in which disclosures are declared) (includes conflict of interest disclosures that have not been reported to the Conflict of Interest Commissioner, spreadsheets, and correspondence)	CY+2y	13y	FR
	15y: The retention period ensures that non-reported conflict of interest disclosures and associated records are retained until such time that the records no longer qualify as exceptions under the Freedom of Information and Protection of Privacy Act (RSBC)			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10000	CABINET OPERATIONS - GENERAL	A	SA	FD
	1996, c. 165, s. 12).			
	FR: The government archives will fully retain conflict of interest disclosures and reports because they document the types of conflicts that were recorded over time and they provide evidence of Cabinet compliance with the Members' Conflict of Interest Act (RSBC 1996, c. 287) .			
	NOTE: A conflict of interest is typically declared while Cabinet or a Cabinet Committee is deliberating a matter, and is only reported to the Conflict of Interest Commissioner after the decision on the matter has been made public. If deliberations end without a decision, as can happen during a change in government, a conflict of interest may be declared but never reported.			
	NOTE: After the disclosure is reported, re-classify to secondary -04 (Conflict of interest disclosures – reported).			
	NOTE: Copies of conflict of interest disclosures are also filed in the applicable Cabinet meeting or Cabinet Committee meeting file.			
-04	Conflict of interest disclosures - reported (arrange by calendar year in which disclosures are declared) (includes conflict of interest disclosures and monthly reports submitted to the Conflict of Interest Commissioner, spreadsheets, and correspondence)	CY+2y	5y	FR
	7y: The retention period meets operational and reference needs. These records do not qualify as exceptions under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 12) as they document disclosures which have been reported to the Conflict of Interest Commissioner and are available for public inspection.			
	FR: The government archives will fully retain conflict of interest reports and disclosures because they document the types of conflicts that were reported over time and they provide evidence of Cabinet compliance with the Members' Conflict of Interest Act (RSBC 1996, c. 287) .			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10000	CABINET OPERATIONS - GENERAL	A	SA	FD
	NOTE: Copies of the conflict of interest disclosure are also filed in the applicable Cabinet meeting or Cabinet committee meeting file.			
	NOTE: This secondary also contains monthly reports received from the Treasury Board with information pertaining to conflicts of interest declared at Treasury Board Committee meetings from 1990 to mid-2018. The practice of providing these reports to the OPR has been discontinued.			
-20	(superseded by secondaries -03 Conflict of interest disclosures - non reported and -04 Conflict of interest disclosures - reported)			
-30	Cabinet Operations agenda data (covers data stored on the Cabinet Operations Agenda Database)	SO	nil	DE
	SO: when no longer required for Cabinet or Cabinet committee meeting planning or tracking purposes			
	DE: The data can be destroyed upon authorization of the Records Officer because Cabinet and Cabinet committee meetings final agenda and minutes are fully retained under secondaries 10200-20 and 10400-20.			
	NOTE: This secondary is not for filing. It is used to schedule the data within the database.			
-40	Cabinet Operations Agenda Database (covers data stored on the Cabinet Operations Agenda Database)	SO	nil	DE
	SO: when the functions supported by the database are no longer performed by government			
	DE: This electronic system can only be destroyed when the approved retention schedules covering the information on it has elapsed, or when the information has been made accessible elsewhere.			
	NOTE: This in-house database created in MS Access is used for planning and tracking Cabinet and Cabinet committee meetings. Because this is a simple system, an information system overview has not been developed.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10000	CABINET OPERATIONS - GENERAL	A	SA	FD
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NOTE: This secondary is not for filing. It is used to schedule the system itself.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10050 ADVISORY SERVICES

Records relating to the provision of advice, conduct of research and analysis, and the preparation of policies, models and decision papers.

Cabinet Operations provides advice to ministries on the preparation of Cabinet documents and presentations and also conducts specific research, analysis and policy advice at the request of the Cabinet Secretary. In addition, at the request of their executive or at the request of ministries, Cabinet Operations will also undertake corporate reviews.

This primary also covers the coordination and approval of the government's strategic planning and service planning processes.

Record types include draft submissions, draft plans, reviews, models, and other types of records as indicated under relevant secondaries.

For final annual reports, see [ARCS secondary 400-02](#).

For final Cabinet and Cabinet committee submissions, see secondary 10200-20 and secondary 10400-20.

For final internal strategic and business plans, see [ARCS secondary 400-10](#).

For legislation review and approval case files, see secondary 10610-20.

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10050	ADVISORY SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
-01	General	CY+2y	nil	DE
	DE: These records can be destroyed upon authorization of the Records Officer because advice to the Cabinet Secretary and the Deputy Ministers' Council is adequately documented in Cabinet Operations final products (secondary 10050-02), Cabinet meeting case files (secondary 10200-20) and Legislation review and approval case files (secondary 10610-20), all of which are fully retained.			
-02	Cabinet Operations final products	SO+2y	3y	FR
	SO: when final product is complete			
	FR: The government archives will fully retain Cabinet Operations final products because they document the internal and high level review and analysis of and recommendations about issues and initiatives with a			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10050	ADVISORY SERVICES	A	SA	FD
	significant cross-government or corporate relevance. These records have evidential, historical, and informational value.			
	NOTE: This secondary covers cross-government, cross-ministry, and cross-sectional reviews conducted primarily at the request of the Deputy Minister to the Premier and Cabinet Secretary, the Deputy Ministers' Council, or the Assistant Deputy Minister. Requests can also originate from the ministries. All requests have a corporate perspective.			
	NOTE: Examples include the Aboriginal Expenditure Review, Grant Review Model, funding models and decision papers.			
-20	Cabinet Secretary advisory case files (arrange by ministry, initiative or topic) (covers the conducting of research and analysis, and the provision of advice at the request of the Cabinet Secretary)	SO+2y	3y	DE
	SO: when research and analysis is complete and advice has been provided			
	5y: The retention period ensures that records will be available for a sufficient period to respond to similar requests in a consistent manner.			
	DE: These records can be destroyed upon authorization of the Records Officer because advice to the Cabinet Secretary and the Deputy Ministers' Council is adequately documented in Cabinet Operations final products (secondary 10050-02), Cabinet meeting case files (secondary 10200-20) and Legislation review and approval case files (secondary 10610-20), all of which are fully retained.			
	NOTE: For advice related to Cabinet submissions, see secondary -30.			
-30	Cabinet submission advisory case files (includes draft submissions and related feedback) (arrange by ministry) (covers the provision of advice related to Cabinet submissions)	SO	nil	DE
	SO: when submissions is presented to Cabinet or when withdrawn from Cabinet consideration; and when no			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10050	ADVISORY SERVICES	A	SA	FD
	longer required for reference purposes			
	DE: These records can be destroyed upon authorization of the Records Officer because advice to the Cabinet Secretary and the Deputy Ministers' Council is adequately documented in Cabinet Operations final products (secondary 10050-02), Cabinet meeting case files (secondary 10200-20) and Legislation review and approval case files (secondary 10610-20), all of which are fully retained.			
-40	Cabinet Operations project case file (arrange by project)	SO+2y	3y	DE
	SO: when the project is completed, cancelled, paused or abandoned; and when no longer required for reference purposes			
	DE: These records may be destroyed upon authorization of the Records Officer because project final products are fully retained under secondary -02 (Cabinet Operations final products).			
	NOTE: Examples of projects include cross-government, cross-ministry, and cross-sectional reviews.			
-50	Strategic and service planning coordination case files (includes draft plans, feedback, spreadsheets, reports and working documents) (arrange by ministry)	SO+2y	3y	DE
	SO: when no longer required for planning and performance evaluation and reporting			
	DE: These records may be destroyed upon authorization of the Records Officer because final strategic and service plans are fully retained by individual ministries under ARCS 400-10 (Final internal strategic and business plans).			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10100 GOVERNMENT TRANSITION

Records relating to the preparation of materials, by Cabinet Operations, to assist ministries during general elections and government transitions, including orientation materials and guides for new ministers, the Premier, and public servants. Government transitions include changes in administration; changes in political party; and government re-organizations general elections, by-elections, changes in leadership, Cabinet shuffles and government re-organization.

This primary also includes copies of government transition briefing binders prepared by the ministries. Cabinet Operations develops the template for the briefing binders, receives a copy of the completed binder, and reviews the briefings to identify urgent issues that may need to be addressed by Cabinet.

Record types include guides, handbooks, manuals, briefing binders, correspondence, memoranda, and reports.

For Cabinet appointments and signed oaths, see secondary 10200-03.
For Cabinet committee appointment letters and signed oaths, see secondary 10400-03.

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10100	GOVERNMENT TRANSITION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
	NOTE: This secondary includes guides, handbooks, manuals, instructions, checklists, workbooks, and memoranda.			
-01	General	CY+2y	nil	DE
-02	Government transition briefing binders (arrange by transition year) (covers copies of briefing binders received from the ministries)	SO	nil	DE
	SO: when no longer required for government transition planning purposes			
	DE: These records can be destroyed upon authorization of the Records Officer because government transition planning is adequately documented by individual ministries under ARCS secondary 280-20 (Executive briefing notes) or under the Executive Records Schedule (Special Schedule 102906), which are selectively retained.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10200 CABINET DELIBERATIONS

Records relating to the establishment, organization, deliberations, and meetings of Executive Council (Cabinet). Cabinet is chaired by the Premier and consists of all Cabinet ministers. It is the central decision-making body of government; a collective body for Cabinet ministers to decide significant government issues.

This primary also includes Orders in Council (OICs) background material, prepared by ministries and Legislative Counsel, which are used to support OICs submitted to Cabinet for approval. The OIC Coordinator, within Cabinet Operations, is responsible for reviewing OICs for completeness, ensuring that the appropriate supporting documentation is received, and for summarizing the information for Cabinet's use in decision making. If approved, the OIC is delivered to the OIC Office, within the Ministry of Attorney General, for processing and Lieutenant Governor signature. The OIC Office is the office of primary responsibility for signed OICs.

For approved orders in council, see the *Orders in Council Administration ORCS*, Schedule 107559, secondary 93500-20.

For the Cabinet Operations Agenda Database, see secondary 10000-40.

For conflict of interest reports and disclosures relating to Cabinet, see secondary 10000-03.

For ministry copies of cabinet committee records, see [ARCS secondary 201-20](#).

For ministry copies of Cabinet submissions, draft Cabinet submissions and related records, see [ARCS secondary 201-40](#).

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10200	CABINET DELIBERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
-01	General	CY+2y	13y	FR
-02	Cabinet tracking (includes chronological summaries, Cabinet forecasts and reports)	CY+2y	13y	FR
-03	Cabinet administration (includes members lists, terms of reference, rolling agendas, schedules, appointment OICs, and signed oaths)	CY+2y	13y	FR

NOTE: This secondary covers the administration of Cabinet meetings, including the preparation of oaths and the swearing-in-of Cabinet.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10200	CABINET DELIBERATIONS	A	SA	FD
-20	Cabinet meetings case files (includes agendas, minutes, attendance sheets ["surveys"], and records of decision) (arrange by meeting date) (paper and microfilm) NOTE: This secondary includes microfilm of the Cabinet meeting case files (November 4, 1982 to April 30, 2003), stored off-site under accession 95-2524. Not all of the contents of the corresponding physical files have been microfilmed. Microfilming has since been discontinued.	CY+2y	13y	FR
-30	OIC background materials and summaries (includes OIC summaries, OIC information sheets, OIC briefing notes, legal opinions ("tags"), copies of OICs, and additional supporting documentation) (arrange by cabinet meeting date) 15y: The default retention period ensures that records of the deliberations of Cabinet are retained until such time as the records no longer qualify as exceptions until such time as the records no longer qualify as exceptions under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 12) . FR: The government archives will fully retain Cabinet deliberations - general, Cabinet tracking, Cabinet administration records, Cabinet meetings case files, and OIC background materials and summaries because they document the establishment, organization, deliberations, and meetings of the Executive Council (Cabinet), which is the ultimate decision-making body in government and is accountable for all government decisions. These records have significant evidential, historical, legal, and informational value.	CY+2y	13y	FR

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10400 CABINET COMMITTEES DELIBERATIONS

Records relating to the establishment, organization, deliberations, and meetings of Cabinet committees (with the exception of the Treasury Board).

Cabinet committees are established to enact the government's policy framework. They provide a confidential forum of ministers for thorough analysis of an issue. They also fulfill mandates enunciated by statute. The Premier establishes the committees and their mandates, selects the chair, and chooses their membership, decides the degree of authority or decision making delegated to the committees, and changes these elements as she or he sees fit.

Record types include correspondence, notices, agendas, minutes, records of decision, reports, presentation handouts, draft legislation, certificates of readiness, supporting documentation and other types of records as indicated under relevant secondaries.

For the Cabinet Operations Agenda Database, see secondary 10000-40.

For conflict of interest reports and disclosures relating to Cabinet committees, see secondary 10000-03.

For ministry copies of Cabinet committee records, see [ARCS secondary 201-20](#).

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10400	CABINET COMMITTEES DELIBERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
-01	General	CY+2y	13y	FR
-02	Cabinet committees tracking (includes chronological summaries and reports)	CY+2y	13y	FR
-03	Cabinet committees administration (includes members lists, terms of reference, rolling agendas, schedules, appointment letters, and signed oaths)	CY+2y	13y	FR
	NOTE: This secondary covers the administration of Cabinet committee meetings, including the preparation of oaths and the swearing-in of Cabinet committees.			
-20	Cabinet committees meeting case files (includes agendas, minutes, and records of decision) (arrange by committee, then by date of meeting) (paper and microfilm)	CY+2y	13y	FR
	15y: The default retention period ensures that records of			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10400	CABINET COMMITTEES DELIBERATIONS	A	SA	FD
	<p>the deliberations of Cabinet are retained until such time as the records no longer qualify as exceptions until such time as the records no longer qualify as exceptions under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 12).</p> <p>FR: The government archives will fully retain Cabinet committees deliberations - general, Cabinet committees tracking, and Cabinet Committees administration records; and Cabinet committees meeting case files because they document the establishment, organization, deliberations, and meetings of Cabinet committees. Cabinet committees provide advice to Cabinet on key public policy recommendations and plans. These records have significant evidential, historical, legal and informational value.</p> <p>NOTE: This secondary includes microfilm of the Cabinet Committee on Planning and Priorities files (1976 to 1983), stored off-site under accession 95-2523. Not all of the contents of the corresponding physical files have been microfilmed. Microfilming has since been discontinued.</p>			
-30	(superseded by secondary -20 Cabinet committees meeting case files			
-40	(superseded by secondary -20 Cabinet committees meeting case files			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10500 DEPUTY MINISTERS' COUNCIL DELIBERATIONS

Records relating to the establishment, organization, functions, deliberations, and meetings of the Deputy Ministers' Council.

The Deputy Ministers' Council, chaired by the Deputy Minister to the Premier and Cabinet Secretary, is a strategic planning and problem-solving forum for deputy ministers, with a focus on corporate issues.

Record types include correspondence, agendas, minutes, presentation materials, discussion papers, with a focus on corporate issues.

For deputy ministers' committees related to Cabinet, see [ARCS secondary 201-30](#).

For deputy ministers' committees not related to Cabinet, see [ARCS secondary 200-20](#).

The ministry OPR is Deputy Minister to the Premier and Cabinet Secretary unless otherwise noted below. See specific secondaries for OPR retention schedules.

10500	DEPUTY MINISTERS' COUNCIL DELIBERATIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	10y	FR
-01	General	SO	10	DE
	DE: These records can be destroyed upon authorization of the Records Officer because the activities of the Deputy Ministers' Council are adequately documented under the Deputy Ministers' Council meeting case files (secondary 10500-20) which are fully retained. This archival appraisal is in accordance with the selective retention provisions of the Executive Records Schedule (Special Schedule Schedule 102906).			
-02	(superseded by secondary -20 Deputy Ministers' Council meeting case files)			
-20	Deputy Ministers' Council meeting case files (arrange chronologically)	SO	10y	FR
	SO: when the council is no longer active and/or file/volume has been closed for one year			
	FR: The government archives will fully retain Deputy Ministers' Council meeting case files because they document the review of and provision of advice to			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10500	DEPUTY MINISTERS' COUNCIL DELIBERATIONS	A	SA	FD
	Cabinet on major corporate issues. These records have significant evidential, historical, legal and informational value			
10y:	The default retention period is consistent with the Executive Records Schedule (Special Schedule 102906).			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10610 LEGISLATION REVIEW AND APPROVAL

Records relating to the development and coordination of the legislative review approval process.

Cabinet Operations defines the process by which legislation is proposed and reviewed prior to the legislation being prepared as a Bill. This includes the preparation of instructions and templates for the submission of legislative proposals and requests for legislation and the tracking of submissions throughout the legislative approval process. The approval process is as follows: after the ministry receives the call from the House Leader for legislative proposals, the ministry will submit their legislative proposals for consideration. If a legislative proposal is approved, the ministry will be asked to develop a formal Request for Legislation (RFL). The Legislative Review Committee (LRC) will review the RFLs and make recommendations to Cabinet on policies and programs requiring change through legislation before it proceeds for introduction, to ensure the legal text accords the intent of the government as approved in the RFL.

Legislative Counsel, working with the ministry, is responsible for drafting individual bills, acts, and regulations.

Record types include correspondence, memoranda, and reports.

For legislation development files created and retained by a ministry or agency, see [ARCS 140](#).

For legislation drafting case files created and retained by Legislative Counsel, see the *Legal Services ORCS*, Schedule 105050.

For proceedings of the Legislative Review Committee, see secondary secondary 10400-20.

The ministry OPR is Cabinet Operations unless otherwise noted below. See specific secondaries for OPR retention schedules.

10610	LEGISLATION REVIEW AND APPROVAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
-01	General	CY+2y	13y	FR
-02	Calls for legislation	CY+2y	13y	FR
-03	Legislative approval process tracking (includes status reports and tracking forms)	CY+2y	13y	FR
-20	Legislation review and approval case files (includes legislative proposals and requests for legislation) (arrange by legislative session, then by ministry and name of legislation)	CY+2y	13y	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

10610	LEGISLATION REVIEW AND APPROVAL	A	SA	FD
15y:	The default retention period ensures that records of the deliberations of Cabinet are retained until such time as the records no longer qualify as exceptions until such time as the records no longer qualify as exceptions under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 12) .			
FR:	The government archives will fully retain Legislation and approval - general, Calls for legislation, Legislative approval tracking records, and Legislation review and approval case files because they document the process of legislative review and approval by the Executive Council and its committees. These records have significant evidential, historical, legal and informational value.			
NOTE:	Related legislation review and approval records are retained with the minutes and agendas of the Legislative Review Committee under secondary 10400-20.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

S E C T I O N 2

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

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

1 1 0 0 0 - 1 1 9 9 9

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11000 - CORRESPONDENCE - 11999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

11000 CORRESPONDENCE - GENERAL

11020 CORRESPONDENCE TRACKING SYSTEM (CLIFF)

11100 GENERAL CORRESPONDENCE

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

11300 CORRESPONDENCE WITH INDUSTRY AND CORPORATIONS

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

11600 REQUESTS FOR CONGRATULATORY CERTIFICATES

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11000 CORRESPONDENCE - GENERAL

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

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11020 CORRESPONDENCE TRACKING SYSTEM (CLIFF)

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures

SO 5y FR

-01 General

-03 Referral slips

SO NA NA

(run daily)

SO = when attached to logged correspondence

NA = remains with logged correspondence

-04 Volume issue statistics report

(run weekly)

-05 Incoming mail report

(run weekly)

(includes the daily mail count, cards and forms count, volume issues count and a summary)

(Continued on next page)

A = Active

CY = Calendar Year

DE = Destruction

SA = Semi-active

FY = Fiscal Year

SR = Selective Retention by BCARS

FD = Final Disposition

NA = Not Applicable

FR = Full Retention by BCARS

OPR = Office of Primary Responsibility

w = week m = month y = year

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11020 CORRESPONDENCE TRACKING SYSTEM (Continued)

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

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

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11100 GENERAL CORRESPONDENCE

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

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures

SO 5y FR

-01 General

-04 Reply formats (master copies)

-05 Writer's cover sheets

SO nil DE

(contains listing of letters in a word processing document)

SO = when letters ready for signature

-06 Drafts of letters

SO nil DE

SO = when letter is revised

-07 Chronological outgoing letters

(contains "flimsies" in date order)

(Continued on next page)

A = Active

CY = Calendar Year

DE = Destruction

SA = Semi-active

FY = Fiscal Year

SR = Selective Retention by BCARS

FD = Final Disposition

NA = Not Applicable

FR = Full Retention by BCARS

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SO = Superseded or Obsolete

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11100 GENERAL CORRESPONDENCE (Continued)

2y 13y FR

25
P/B

-30
P.B.

-35
P.B.

PIB	-40	Frequent correspondents (arrange by surname) (includes correspondence from persons who write on a frequent basis to the Premier).	ly	nil	DE
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-50	Invitations to events	SO	NA	NA
	SO = when logged on CLIFF			
	NA = forward with referral slip to primary			
	14500 "Scheduling" for action			

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

11150 CORRESPONDENCE WITH GOVERNMENTS - GENERAL

Records not shown elsewhere in this primary block which relate to the correspondence exchange between government and the Office of the Premier. These letters are logged on the correspondence tracking system.

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

11180 CORRESPONDENCE WITH GOVERNMENTS - BRITISH COLUMBIA

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

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Government groups
 (includes ministries, boards,
 commissions, agencies and legislative
 offices)
 (arrange by chart of account number)

2y 13y FR

-30 Members of the Legislative Assembly
 (arrange by electoral district)

A = Active	CY = Calendar Year	DE = Destruction
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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

11200 CORRESPONDENCE WITH GOVERNMENTS - CANADA

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

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

-25 Consulates and embassies
 (arrange by country)

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

-35 Senators

-40 Governor General

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

11220 CORRESPONDENCE WITH GOVERNMENTS - FOREIGN

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

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Foreign governments
 (arrange by country)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11260 CORRESPONDENCE WITH GOVERNMENTS - LOCAL

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Local government case files
(arrange by government)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11280 CORRESPONDENCE WITH GOVERNMENTS - PROVINCIAL AND TERRITORIAL

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

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

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility	w = week m = month y = year	
PIB = Personal Information Bank	PUR = Public Use Records	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11300 CORRESPONDENCE WITH INDUSTRY AND CORPORATIONS

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y 13y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Corporation case files
 (arrange by organization)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

11400 OTHER MAIL ITEMS - GENERAL

Records relating in general to correspondence received by the Office of the Premier which requires no individual response. This correspondence is not logged on the correspondence tracking system.

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11430 OTHER MAIL ITEMS - CARDS AND FORMS

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General
-02 Checklist for cards and forms
(contains a copy of the item, number of items in the daily batch and identifying information)

SO 5y FR

CY+1y 5y FR

-20 Cards and forms
SO = when counted and recorded
10y = can be used to create mailing lists

SO 10y DE

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11450 OTHER MAIL ITEMS - NO ANSWER POSSIBLE

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Unanswerables
(includes those with no return address, those undeliverable by the post office and not logged on CLIFF, and those resulting from bulk mailings)
SO = when vetted by letter writers

-25 Logged unanswerables
(includes correspondence which has been logged on CLIFF)
SO = when letter writer has exhausted all possibility of getting the correct address
NA = attach to response filed in secondary 11100-20 to show that outgoing reply was not received

SO NA NA

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11450 OTHER MAIL ITEMS - NO ANSWER POSSIBLE (Continued)

-30	Publications	SO	NA	NA
	SO = when vetted by letter writers			
	NA = forward to appropriate office in government (usually the Legislative Library)			

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11470 OTHER MAIL ITEMS - PETITIONS

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

For general correspondence, see primary 11100.

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures SO 5y FR

-01 General

-02 Checklist for petitions CY+1y 5y FR

(contains a copy of the text of the item, number of names on the petition and identifying information)

-20 Petitions SO 10y DE

SO = when names counted and recorded

10y = can be used to create mailing lists

NOTE: Original petitions of small size which merit an individualized response are filed in secondary 11100-20 with the related general correspondence.

A = Active

CY = Calendar Year

DE = Destruction

SA = Semi-active

FY = Fiscal Year

SR = Selective Retention by BCARS

FD = Final Disposition

NA = Not Applicable

FR = Full Retention by BCARS

OPR = Office of Primary Responsibility

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11480 OTHER MAIL ITEMS - VOLUME ISSUES

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

For general correspondence, see primary 11100.

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11600 REQUESTS FOR CONGRATULATORY CERTIFICATES

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

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

Unless otherwise specified below, Correspondence Branch as OPR retains these records for

2y nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

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

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11600 REQUESTS FOR CONGRATULATORY CERTIFICATES (Continued)

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

NOTE: See appendix K for an Information System
Overview of the certificate production
database.

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A SA FD

S E C T I O N 3

I N T E R G O V E R N M E N T A L R E L A T I O N S

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

1 2 0 0 0 - 1 2 9 9 9

Section 3 covers records relating to the participation of the Government of British Columbia in provincial and territorial, federal and international conferences, meetings, symposia and seminars. It also covers records relating to issues on the development, maintenance, monitoring and inspection of various projects and programs of the ministries of the Government of British Columbia in relationship to provincial and territorial, federal and international governments and organizations. An extensive reference section is included concerning liaison activities between the Government of British Columbia and governments and organizations of Canada, the United States of America and other foreign countries.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12000 - INTERGOVERNMENTAL RELATIONS - 12999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

12000 INTERGOVERNMENTAL RELATIONS - GENERAL

12100 INTERGOVERNMENTAL CONFERENCES - GENERAL

12120 - FEDERAL-PROVINCIAL/TERRITORIAL

12140 - INTERNATIONAL

12160 - PROVINCIAL/TERRITORIAL

12500 INTERGOVERNMENTAL RELATIONS ISSUES - GENERAL

12510 - AGRICULTURAL

12520 - COMMUNICATIONS

12530 - CONSTITUTIONAL

12540 - CONSUMER

12550 - CORPORATE

12560 - CULTURAL

12570 - ECONOMIC

12580 - EDUCATIONAL

12590 - ENERGY

12600 - ENVIRONMENTAL

12610 - FINANCIAL

12620 - FISHERIES

12630 - FORESTRY

12640 - GOVERNMENT SERVICES

12650 - HEALTH

12660 - HIGHWAYS

12670 - HOUSING

12680 - IMMIGRATION

12690 - JOB TRAINING

12700 - JUSTICE

12710 - LABOUR

12720 - LANDS

12730 - MINES

12740 - MUNICIPAL

12750 - NATIVE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12000 - INTERGOVERNMENTAL RELATIONS - 12999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

(continued)

12760	INTERGOVERNMENTAL RELATIONS ISSUES - PARKS
12780	- POST-SECONDARY EDUCATION
12800	- PROCUREMENT
12810	- RECREATION AND LEISURE
12830	- SCIENCE AND TECHNOLOGY
12840	- SOCIAL
12860	- TOURISM
12870	- TRADE
12880	- TRANSPORTATION
12890	- WOMEN
12900	INTERGOVERNMENTAL RELATIONS REFERENCE - GENERAL
12920	- CANADA
12930	- INTERNATIONAL
12950	- UNITED STATES

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SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
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CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable

DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12000 INTERGOVERNMENTAL RELATIONS - GENERAL

Records relating to the general administration of intergovernmental relations not shown elsewhere in this section.

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

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Intergovernmental relations concerns
 (arrange by type of concern)

-30 British Columbia House inquiries
 (arrange by name of requestor)

1y nil DE

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SA = Semi-active
FD = Final Disposition
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12100 INTERGOVERNMENTAL CONFERENCES - GENERAL

Records relating to the participation of the Government of British Columbia in conferences, committee meetings, symposia, and seminars not shown elsewhere in this block. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For supplemental material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

5y 10y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 General conference files
 (arrange alphabetically by conference name)

A = Active	CY = Calendar Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12120 INTERGOVERNMENTAL CONFERENCES - FEDERAL-PROVINCIAL
/TERRITORIAL

Records relating to the participation of the Government of British Columbia in conferences, committee meetings, symposia and seminars with the federal government and the provincial and territorial governments of Canada. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For records relating to provincial/territorial conferences exclusive of the federal government, see primary 12160.

For supplemental material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

5y 10y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Federal-provincial/territorial conference
files
(arrange alphanumerically by conference
name)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

12140 INTERGOVERNMENTAL CONFERENCES - INTERNATIONAL

Records relating to the participation of the Government of British Columbia in international conferences, committee meetings, symposia, and seminars. Includes schedules, pre-conference papers, briefs, reports and post-conference summaries.

For supplemental material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

5y 10y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 International conference files
 (arrange alphanumerically by conference name)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
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OPR = Office of Primary Responsibility		w = week m = month y = year
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A SA FD

12160 INTERGOVERNMENTAL CONFERENCES - PROVINCIAL /TERRITORIAL

Records relating to the participation of the Government of British Columbia in provincial and territorial conferences, committee meetings, symposia, and seminars, exclusive of the federal government. Includes schedules pre-conference papers, briefs, reports and post-conference summaries.

For records relating to provincial/territorial conferences including the federal government, see primary 12120.

For supplemental material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

5y 10y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Provincial/territorial conference files
(arrange alphanumerically by conference name)

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A SA FD

12500 INTERGOVERNMENTAL RELATIONS ISSUES - GENERAL

Records relating to issues, not shown elsewhere in this block.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 General issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

A = Active	CY = Calendar Year	DE = Destruction
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A SA FD

12510 INTERGOVERNMENTAL RELATIONS ISSUES - AGRICULTURAL

Records relating to issues on the development, maintenance, monitoring and analysis of agricultural policies and programs. Includes crop insurance, regulated marketing and milk supply quotas.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Agricultural issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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NA = Not Applicable

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12520 INTERGOVERNMENTAL RELATIONS ISSUES - COMMUNICATIONS

Records relating to issues on the development, maintenance, monitoring and analysis of communications policies and programs. Includes telecommunications and video teleconferencing.

For records relating to government communications networks (i.e., PROVNET), see ARCS primary 215.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Communications issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

12530 INTERGOVERNMENTAL RELATIONS ISSUES - CONSTITUTIONAL

Records relating to issues on reforms to the Canadian federal system, changes to the Constitution of Canada, and on development, maintenance, monitoring and analysis of federal/provincial, inter-provincial and international agreements, policies and programs. Includes maritime boundaries, constitutionally protected language rights and Senate reform.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Constitutional issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within
tertiary)

A = Active
SA = Semi-active
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A SA FD

12540 INTERGOVERNMENTAL RELATIONS ISSUES - CONSUMER

Records relating to issues on the development, maintenance, monitoring and analysis of consumer oriented policies and programs. Includes residential tenancy, regulation of cemeteries, funerals and motor vehicle dealers.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Consumer issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
state governments
- /07 Associations

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A SA FD

12550 INTERGOVERNMENTAL RELATIONS ISSUES - CORPORATE

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting corporations. Includes corporate registration and financial institutions.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Corporate issue files

 /02 Legislative proposals
 /03 Government of Canada
 /04 International governments
 /05 Provincial/territorial governments
 /06 United States federal and
 state governments
 /07 Associations

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A SA FD

12560 INTERGOVERNMENTAL RELATIONS ISSUES - CULTURAL

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting culture and heritage. Includes multiculturalism, museums and heritage agreements.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Cultural issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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tertiary)

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A SA FD

12570 INTERGOVERNMENTAL RELATIONS ISSUES - ECONOMIC

Records relating to issues on the development, maintenance, monitoring and analysis of the business and venture capital and economic policies and programs within British Columbia. Includes business development, regional development agreements and economic union.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Economic issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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A SA FD

12580 INTERGOVERNMENTAL RELATIONS ISSUES - EDUCATIONAL

Records relating to issues on the development, maintenance, monitoring and analysis of educational policies and programs (K-12). Includes native education, minority language education and English as a Second Language.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Educational issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

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A SA FD

12590 INTERGOVERNMENTAL RELATIONS ISSUES - ENERGY

Records relating to issues on the development, maintenance, monitoring and analysis of energy policies and programs. Includes hydro-electricity, natural gas and mineral development.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Energy issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

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A SA FD

12600 INTERGOVERNMENTAL RELATIONS ISSUES - ENVIRONMENTAL

Records relating to issues on the development, maintenance, monitoring and analysis of environmental policies and programs. Includes air quality, waste and water management and environmental cooperation.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Environmental issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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A SA FD

12610 INTERGOVERNMENTAL RELATIONS ISSUES - FINANCIAL

Records relating to issues on the development, maintenance, monitoring and analysis of revenue generating and other financial policies and programs. Includes taxation, offloading and fiscal arrangements.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Financial issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

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A SA FD

12620 INTERGOVERNMENTAL RELATIONS ISSUES - FISHERIES

Records relating to issues on the development, maintenance, monitoring and analysis of fisheries policies, programs and resources. Includes aquaculture, fisheries management and driftnet fishing.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Fisheries issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12630 INTERGOVERNMENTAL RELATIONS ISSUES - FORESTRY

Records relating to issues on the development, maintenance, monitoring and analysis of forestry policies, programs and resources. Includes silviculture and forest management.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Forestry issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
 state governments
- /07 Associations

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A SA FD

12640 INTERGOVERNMENTAL RELATIONS ISSUES - GOVERNMENT SERVICES

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting services provided to government. Includes protocol and superannuation.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Government services issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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A SA FD

12650 INTERGOVERNMENTAL RELATIONS ISSUES - HEALTH

Records relating to issues on the development, maintenance, monitoring and analysis of health policies and programs. Includes mental health, long-term care and nutrition.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Health issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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A SA FD

12660 INTERGOVERNMENTAL RELATIONS ISSUES - HIGHWAYS

Records relating to issues on the development, maintenance, monitoring and analysis of highway policies and programs. Includes national highway policy.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Highway issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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A SA FD

12670 INTERGOVERNMENTAL RELATIONS ISSUES - HOUSING

Records relating to issues on the development, maintenance, monitoring and analysis of housing policies and programs. Includes seniors' housing and low-income housing.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Housing issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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A SA FD

12680 INTERGOVERNMENTAL RELATIONS ISSUES - IMMIGRATION

Records relating to issues on the development, maintenance, monitoring and analysis of immigration policies, programs and agreements. Includes business immigrants, refugees and settlement issues.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Immigration issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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A SA FD

12690 INTERGOVERNMENTAL RELATIONS ISSUES - JOB TRAINING

Records relating to issues on the development, maintenance, monitoring and analysis of job training policies, programs and agreements. Includes labour market matters, vocational rehabilitation and the Labour Market Training Board.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Job training issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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A SA FD

12700 INTERGOVERNMENTAL RELATIONS ISSUES - JUSTICE

Records relating to issues on the development, maintenance, monitoring and analysis of policies, programs and services regarding the administration of justice and other matters pertaining to contemporary legal issues. Includes criminal justice, police services and human rights.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Justice issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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A SA FD

12710 INTERGOVERNMENTAL RELATIONS ISSUES - LABOUR

Records relating to issues on the development, maintenance, monitoring and analysis of labour policies and programs. Includes pay equity, employment standards and minimum wage.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Labour issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
state governments
- /07 Associations

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A SA FD

12720 INTERGOVERNMENTAL RELATIONS ISSUES - LANDS

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting the allocation and utilization of Crown lands (excluding Crown forest and Crown park lands). Includes agricultural lands, surveys and resource mapping and sale of Crown lands.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Lands issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

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PUR = Public Use Records
SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12730 INTERGOVERNMENTAL RELATIONS ISSUES - MINES

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting mines. Includes mineral resources, Dominion Coal Block and Windy Craggy Mine.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Mines issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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

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

DE = Destruction
SR = Selective Retention by BCARS
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w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12740 INTERGOVERNMENTAL RELATIONS ISSUES - MUNICIPAL

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting municipal governments. Includes urban initiatives and municipal infrastructure.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Municipal issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12750 INTERGOVERNMENTAL RELATIONS ISSUES - NATIVE

Records relating to issues on the development, maintenance, monitoring and analysis of native policies and programs. Includes native land claims.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Native issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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SA = Semi-active
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OPR = Office of Primary Responsibility
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NA = Not Applicable

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12760 INTERGOVERNMENTAL RELATIONS ISSUES - PARKS

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting Crown parks. Includes national parks policy and South Moresby Park.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Parks issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12780 INTERGOVERNMENTAL RELATIONS ISSUES - POST-SECONDARY EDUCATION

Records relating to issues on the development, maintenance, monitoring and analysis of post-secondary educational policies and programs. Includes distance education, universities, colleges and institutes.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Post-secondary education issue files

 /02 Legislative proposals
 /03 Government of Canada
 /04 International governments
 /05 Provincial/territorial governments
 /06 United States federal and
 state governments
 /07 Associations

(arrange alphabetically by issue within tertiary)

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

12800 INTERGOVERNMENTAL RELATIONS ISSUES - PROCUREMENT

Records relating to issues on the development maintenance, monitoring and analysis of procurement policies and programs. Includes inter-provincial trade barriers, major Crown projects and the Western Procurement Initiative.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Procurement issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12810 INTERGOVERNMENTAL RELATIONS ISSUES - RECREATION AND LEISURE

Records relating to issues on the development, maintenance, monitoring and analysis of recreational policies and programs. Includes outdoor recreational safety, sports, and contacts with provincial, federal and international sports associations such as the Canadian Olympic Association.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Recreation and leisure issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12830 INTERGOVERNMENTAL RELATIONS ISSUES - SCIENCE AND
TECHNOLOGY

Records relating to issues on the development maintenance, monitoring and analysis of scientific and technological policies, programs and projects. Includes the Earth Environment Space Initiative (EESI) project, Herzberg Institute of Astrophysics and KAON.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Science and technology issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12840 INTERGOVERNMENTAL RELATIONS ISSUES - SOCIAL

Records relating to issues on the development, maintenance, monitoring and analysis of social services, policies, and programs. Includes unemployment, child care, and income assistance.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Social issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
state governments
- /07 Associations

(arrange alphabetically by issue within tertiary)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12860 INTERGOVERNMENTAL RELATIONS ISSUES - TOURISM

Records relating to issues on the development, maintenance, monitoring and analysis of tourism policies and programs. Includes tourism marketing.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for SO nil DE

Secondary categories

-00 Policy and procedures SO 15y FR
-01 General

-20 Tourism issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
 state governments
- /07 Associations

(arrange alphabetically by issue within tertiary)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12870 INTERGOVERNMENTAL RELATIONS ISSUES - TRADE

Records relating to issues on the development, maintenance, monitoring and analysis of trade policies and programs. Includes overseas trade offices, trade agreements and export policies.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Trade issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
state governments
/07 Associations

(arrange alphabetically by issue within
tertiary)

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

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

DE = Destruction
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SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12880 INTERGOVERNMENTAL RELATIONS ISSUES - TRANSPORTATION

Records relating to issues on the development, maintenance, monitoring and analysis of transportation policies and programs. Includes air bilateral agreements, port development strategy and railways.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for SO nil DE

Secondary categories

-00 Policy and procedures SO 15y FR
-01 General

-20 Transportation issue files

- /02 Legislative proposals
- /03 Government of Canada
- /04 International governments
- /05 Provincial/territorial governments
- /06 United States federal and
 state governments
- /07 Associations

(arrange alphabetically by issue within tertiary)

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12890 INTERGOVERNMENTAL RELATIONS ISSUES - WOMEN

Records relating to issues on the development, maintenance, monitoring and analysis of policies and programs respecting women's issues.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO 15y FR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 15y FR

-20 Women's issue files

/02 Legislative proposals
/03 Government of Canada
/04 International governments
/05 Provincial/territorial governments
/06 United States federal and
 state governments
/07 Associations

(arrange alphabetically by issue within tertiary)

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SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12900 INTERGOVERNMENTAL RELATIONS REFERENCE - GENERAL

Records relating to liaison activities between the Government of British Columbia and other organizations not shown in this block. Includes exchange of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 General reference files

A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility	w = week m = month y = year	PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12920 INTERGOVERNMENTAL RELATIONS REFERENCE - CANADA

Records relating to liaison activities between the Government of British Columbia and the federal government, other provincial and territorial governments and organizations. Includes exchange of information, sources of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Canada reference files

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A SA FD

12930 INTERGOVERNMENTAL RELATIONS REFERENCE - INTERNATIONAL

Records relating to liaison activities between the Government of British Columbia and foreign governments and organizations. Includes exchange of information, sources of information, notifications and inquiries.

For United States reference, see primary 12950.

For specific background material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 International reference files

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

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FY = Fiscal Year
NA = Not Applicable

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12950 INTERGOVERNMENTAL RELATIONS REFERENCE - UNITED STATES

Records relating to liaison activities between the Government of British Columbia and United States of America federal and state governments and organizations. Includes exchange of information, sources of information, notifications and inquiries.

For specific background material, see the appropriate issues primary.

Unless otherwise specified below, Intergovernmental Relations as OPR retains these records for

SO nil DE

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 United States reference files

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BCARS = B.C. Archives and Records Service		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 4

OFFICE OF THE PREMIER

PRIMARY NUMBERS

1 4 0 0 0 - 1 4 9 9 9

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

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

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A SA FD

14000 - OFFICE OF THE PREMIER - 14999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

14000 OFFICE OF THE PREMIER - GENERAL
14200 LIAISON - GENERAL
14210 - ACCESS
14250 - COORDINATION
14500 SCHEDULING
14600 SPEECHES AND OTHER PRESENTATIONS

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A SA FD

14000 OFFICE OF THE PREMIER - GENERAL

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

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

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

SO 10y SR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

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A SA FD

14200 LIAISON - GENERAL

Records relating to facilitating access to government and coordinating the flow of information on government policies and issue areas not shown elsewhere in the block.

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

SO 10y SR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General
-02 Honorary patrons

SO 5y FR

SR = BCARS will remove and discard duplicates

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A SA FD

14210 LIAISON - ACCESS

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

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

SO 10y SR

All other offices in Officer of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

PIB -20 Individual access
(arrange by personal name)

-30 Community access
(arrange by group name).

SR = BCARS will remove and discard duplicates

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

14250 LIAISON - COORDINATION

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

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

SO 10y SR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

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

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

-20 Ministry liaison
 (arrange by ministry name)

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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

14250 LIAISON - COORDINATION (Continued)

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

-50 Community liaison
 (arrange by group name)

SR = BCARS will remove and discard duplicates

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

14500 SCHEDULING

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

For the correspondence tracking system, see primary 11020.

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

CY+1y 10y SR

All other offices in Office of the Premier and Executive Council, with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank		PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

14500 SCHEDULING (Continued)

- 30 Closed event requests
 (includes accepted and not accepted
 invitations and supporting
 documentation)
 (arrange by group name)
- 40 Itineraries of ministers - non-OPR SO nil DE
 (used to determine if minister can fill
 in for Premier)

SR = BCARS will remove and discard duplicates

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCARS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCARS
OPR = Office of Primary Responsibility		w = week m = month y = year
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

14600 SPEECHES AND OTHER PRESENTATIONS

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

Unless otherwise specified below, the Office of the Premier as OPR retains these records for

SO 10y SR

All other offices in Office of the Premier, and Executive Council with its committees and their secretariats, retain these records for

SO nil DE

Secondary categories

-00 Policy and procedures
-01 General

SO 5y FR

-20 Premier's speeches and other presentations
 (arrange chronologically by individual speech)

SR = BCARS will remove and discard duplicates

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

Information Systems Section

This title page was created for online publication purposes only.

APPENDIX K

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Office of the Premier and Cabinet Office

DIVISION, BRANCH, SECTION, OR OFFICE:

Correspondence Branch

SYSTEM TITLE:

Certificate Production Database (CERTS)

APPLICATION TITLE: Certificate Production Database

PURPOSE: Allows the greetings clerk to produce high quality certificates which are sent to members of the general public to commemorate special events such as weddings.

INFORMATION CONTENT: Key fields include the name and address of celebrant, event date, requestor's name, and template type (anniversary, Girl Guide's All Round Cord and Canada Cord, wedding, birthday, retirement, safe driver, good citizen, French, Cadets, school).

RETENTION AND DISPOSITION SUMMARY: Once a year the certificate information, both request forms and database records, is archived. The database information is moved to an archive file within the certificate production application. It can then be queried upon request. There is also an option available to clear the archive files. Typically, the information would first be stored on tape and then the archive files cleared.

Backups are done nightly, weekly and monthly to tapes. Tapes are re-used for the nightly and weekly backups. Monthly backup tapes are sent to offsite storage with a private contractor, stored for one year and then re-used.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

INPUTS/PROCESSES/OUTPUTS:

Inputs: Certificate Production Database input is classified in Office of the Premier and Executive Council ORCS, section 2, primary 11600:

11600-20 Requests for Congratulatory Certificates
- Congratulatory message request forms

Processes: Members of the public mail letters to the Premier's Office requesting a certificate. Possible requests are for: greetings from the Premier, weddings, birthdays, and associations awards. When the mail is sorted, all certificate requests are forwarded to the greetings clerk for entry. Information from telephone requests can also be taken by the greetings clerk. The Protocol and Events Branch, Ministry of Government Services, also forwards requests and information.

Information from the letter or telephone request is typed onto a congratulatory request form (CRF). Protocol is informed of the request and contacts any other government officials who need to know about the request.

Once CRFs are typed, they are filed according to date. Certificates are made three weeks in advance of the requested date. Information is entered into the database from the CRF. Once entered, the greetings clerk selects the items to print. The certificates are sent to the printer using a previously selected template and are printed on special, fancy paper. Envelopes are printed after the certificates. The certificates are proofread, signed by the Premier and returned back to the greetings clerk to mail out. Once the certificate is mailed, the CRF is stamped with the date sent and filed alphabetically by celebrant name.

Outputs: Certificate Production Database output is classified in Office of the Premier and Executive Council ORCS, section 2, primary 11600:

11600-30 Requests for Congratulatory Messages - Certificates

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA ED

SOFTWARE ENVIRONMENT: The Certificate Production Database is an in-house information management system designed specifically for the Correspondence Branch by private contractors under the supervision of the Parliament Buildings Services Integration Project (PBSIP) in liaison with the Information Systems Branch of the Ministry of Government Services. It is written in FileMaker PRO database used for Macintosh. It has advanced Macintosh security on the desktop.

HARDWARE ENVIRONMENT: The Certificate Production Database runs on a Macintosh Centris 610 computer. The data is copied to a VAX Pathworks server each night.

SYSTEM MILESTONES: The Certificate Production Database automated the certificate production and provision function which has been part of the Premier's Office for many years. The current CERTS was started in July 1993.

USER CONTACTS (POSITION):

Sidney Heaney, Senior Information Officer, Correspondence Branch,
Office of the Premier and Cabinet Office (387-3570)
Bev Goulet, Greetings/Certificate Clerk, Correspondence Branch,
Office of the Premier and Cabinet Office (387-6414)

TECHNICAL CONTACTS (POSITION):

Richard Hunt, Applications Analyst, Information Systems Branch,
Ministry of Government Services (953-4905)

(Parliamentary Buildings Services Integration Project provides systems support for the Office of the Premier and Cabinet Office under contract to and in liaison with Ministry of Government Services.)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

DOCUMENTATION/MANUALS CROSS REFERENCES:

System documentation is maintained and held by the Parliamentary Buildings Services Integration Project under contract to and in liaison with Ministry of Government Services. User instructions presently exist.

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No.: Primary and Secondary Numbers and Titles:

Office of the Premier and Executive Council ORCS

881099 11600 Requests for Congratulatory Certificates

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Schedule No.: Primary and Secondary Numbers and Titles:

Office of the Premier and Executive Council ORCS

881099 11100-25 General Correspondence - Messages - Group events
11100-30 General Correspondence - Messages - Individuals
11100-35 General Correspondence - Messages - Sports

These secondaries classify messages (e.g. letters from the Premier) to groups and individuals to commemorate a special happening. A letter may, in special circumstances, accompany a certificate.

APPENDIX J

INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION, OR AGENCY:

Office of the Premier and Cabinet Office

DIVISION, BRANCH, SECTION, OR OFFICE:

Correspondence Branch

SYSTEM TITLE:

Correspondence Tracking System (CLIFF)

APPLICATION TITLE: Correspondence Tracking System (CLIFF)

PURPOSE: Allows the Correspondence Branch to track correspondence received by the Premier to ensure that each item receives the proper response from the government.

INFORMATION CONTENT: Key fields include the name, address and postal code of the correspondent, the person's title and organizational affiliation (if any), a brief description of the subject of the letter, its file classification, the date of the letter, when it was received and the date the response was completed and the file closed. Also entered is information on referral of the correspondence, including the office to which it is referred, the date referred and the date due back. The system generates a unique log number for the piece of correspondence and listings of other correspondence sent by the writer and whether those files are open or closed. From the postal code, the system generates the electoral district and the name of the MLA of the correspondent are generated by the system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

RETENTION AND DISPOSITION SUMMARY: A referral slip is printed from the database for each logged piece of correspondence and attached to the original of the correspondence if the referral is within the Correspondence Branch or if the recipient office is expected to generate the original reply and send it out. The referral slip is attached to a copy of the correspondence if the referral is to an office which is expected to produce a draft for return to the Correspondence Branch which then produces a reply. This hardcopy referral slip stays with its piece of correspondence for the life of the individual piece of correspondence. The information in the CLIFF database itself, from which the referral slip has been generated, is retained for the life of the government. This database is accessed to search for queries about other correspondence produced by the particular letter writer.

Backups of the database to an Apple server are done by BC Systems Corporation nightly and weekly to tapes. Tapes are re-used for the nightly backups. Backup tapes are sent to offsite storage with a private contractor and stored and then re-used.

For Transitory Electronic Data Processing (EDP) Records, see schedule number 102902.

INPUTS/PROCESSES/OUTPUTS:

Inputs: CLIFF input is classified in Office of the Premier and Executive Council ORCS, section 2, primaries 11100 to 11300, and primary 11480:

11100-20	General Correspondence - General correspondence case files
11180-20	Correspondence with Governments - British Columbia - Government groups
11180-30	Correspondence with Governments - British Columbia - Members of the Legislative Assembly
11200-20	Correspondence with Governments - Canada - Federal departments/agencies
11200-25	Correspondence with Governments - Canada - Consulates and embassies

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

11200-30	Correspondence with Governments - Canada - Members of Parliament
11200-35	Correspondence with Governments - Canada - Senators
11200-40	Correspondence with Governments - Canada - The Monarch/Governor General
11300-20	Correspondence with Industry and Corporations - Corporation case files
11480-20	Other Mail Items - Volume issues case files

Processes: Incoming correspondence for the Premier is received unopened by the Correspondence Branch. It is opened there, sorted, and then forwarded for the necessary processing. Much of the correspondence falls into categories which require no special response from the Premier. This type of correspondence includes petitions, cards and form letters, publications, hate mail, etc. This correspondence is not logged. Material sent to the Premier or the Office of the Premier in inter-departmental envelopes is also not logged.

Correspondence which is logged is entered into CLIFF. General correspondence, correspondence with other governmental jurisdictions and corporations is entered on CLIFF with the details specified in the "Information Content" portion of this ISO. A CLIFF referral slip is generated by the system from the inputted information, printed and attached to the piece of correspondence. Volume correspondence or correspondence directed at a contemporary topic which is incoming at a high volume rate is only logged as to the name and address of sender and the issue.

The piece of correspondence is referred to a Correspondence Branch letter writer. Depending upon the contents of the piece of correspondence, the letter writer will either generate the response or forward a copy of the letter to someone with more specialized knowledge who will be then responsible for the response. The correspondence may be forwarded to a ministry, board, agency, etc. or to elsewhere in the Office of the Premier. The hardcopy referral slip stays with the related correspondence for the life of the individual piece of correspondence.

Invitations for the attendance of the Premier at events are logged on CLIFF and forwarded to the Scheduling Branch of the Office of the Premier for a response.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA ED

CLIFF can monitor the amount of total logged mail incoming, the pro and con counts on volume issues, the number of signatures on petitions, and the number of form letters. CLIFF can also provide the Correspondence Branch with outstanding referrals, that is, the referrals which have been made to ministries which have not received a response and been returned to the branch to have their file closed.

Branch writers can use CLIFF to see if the author of a given piece of correspondence has written the Premier recently and get the file number(s) of the previous letter(s). This ensures continuity in the government's response to correspondents. Constituency reports, generated by the postal code in the address of correspondents, can list correspondence by constituency when that is required.

Outputs: CLIFF output is classified in Office of the Premier and Executive Council ORCS, section 2, primaries 11100 to 11300, and primary 11480 (the same as the primaries and secondaries listed under "inputs" since the referral slips are attached to the related piece of correspondence used to generate it) and in Office of the Premier and Executive Council ORCS, section 4, primary 14500:

14500-20 Scheduling - Pending acceptances
14500-30 Scheduling - Closed event requests

Reports from the system are classified in Office of the Premier and Executive Council ORCS, section 2, primary 11020:

11020-03 Referral slips
11020-04 Volume issue statistics report
11020-05 Incoming mail report
11020-06 Open volume issues report
11020-07 Outstanding referrals by ministry report
11020-09 Duplicates report
11020-10 Volume issue referral slips report
11020-11 Outstanding referrals by writer report
11020-12 Constituency report (general or volume issue)

CLIFF is also available on-line to staff in the Office of the Premier and Cabinet Office for their use in correspondence tracking.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SOFTWARE ENVIRONMENT: CLIFF is an application developed using 4D supporting software and language. It is an information management system written by AKTIV Software (Victoria) and customized by the Parliament Buildings Services Integration Project (PBSIP) specifically for the Correspondence Branch with liaison by the Information Systems Branch of the Ministry of Government Services. It is written in 4D client/server database language, used for Macintosh systems.

HARDWARE ENVIRONMENT: CLIFF runs on a Macintosh Quadra 950 server.

SYSTEM MILESTONES: An earlier, less complex system was initiated in 1986. The system known as the Correspondence Tracking System dates from July 1987. It was an in-house information management system designed specifically for the Correspondence Branch by private contractors under the supervision of the Information Systems Branch of Ministry of Government Services. It was written in the PACE programming language used for WANG systems. It ran on a WANG VS300 computer. With the change in government in November 1991, access to the database was restricted and "Correspondence Tracking Two" was begun for correspondence with the new administration.

With the conversion of the Legislative Precinct to Macintosh computers from WANG, the Correspondence Tracking System was replaced by CLIFF. CLIFF went into production on 27 September 1993.

USER CONTACTS (POSITION):

Sidney Heaney, Senior Information Officer, Correspondence Branch,
Office of the Premier and Cabinet Office (387-3570)
Josephine Munro, Senior Administrative Clerk, Correspondence Branch,
Office of the Premier and Cabinet Office (387-2160)

TECHNICAL CONTACTS (POSITION):

Richard Hunt, Applications Analyst, Information Systems Branch,
Ministry of Government Services (953-4905)

(Parliamentary Buildings Services Integration Project provides systems support for the Office of the Premier and Cabinet Office under contract to and in liaison with Ministry of Government Services.)

DOCUMENTATION/MANUALS CROSS REFERENCES:

System documentation is maintained and held by AKTIV Software. A CLIFF user manual and a CLIFF administration manual from 1993 are the user manuals.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

OPERATIONAL RECORDS CLASSIFICATION:

Schedule No.: Primary and Secondary Numbers and Titles:

Office of the Premier and Executive Council ORCS

881099	11020	Correspondence Tracking System (CLIFF)
	11100-11300	General Correspondence, Correspondence with Governments, and with Industry and Corporations (source data)
	11480	Other Mail Items - Volume Issues

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Schedule No.: Primary and Secondary Numbers and Titles:

Office of the Premier and Executive Council ORCS

881099	14500-20	Scheduling - Pending acceptances
	14500-30	Scheduling - Closed event requests

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

APPENDICES

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<u>APPENDIX CODE</u>	<u>APPENDIX TITLE</u>
APPENDIX A	SUMMARY OF CHANGES TO THE <i>OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL ORCS</i> (CONCORDANCE TABLE)
APPENDIX B	ONGOING ACCESSION NUMBERS

APPENDIX A: Summary of Amendments to the *PREM ORCS* – 2019 Amendment

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and the new version of the *Office of the Premier and Executive Council ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records.

SECTION 1 CABINET OPERATIONS – GENERAL			
10000-03	Conflict of interest disclosures – non reported	<p>Title updated to Conflict of interest disclosures – non reported to reflect current operational procedures</p> <p>Retention period changed from SO NA NA</p> <ul style="list-style-type: none"> This change ensures that conflict of interests declared in Cabinet or Cabinet Committee meetings but are not reported to the Commissioner are scheduled and retained Retention note updated <p>New explanatory statement</p>	Increased to CY+2y 13y FR
10000-04	Conflict of interest disclosures – reported	<p>Title changed to Conflict of interest disclosures – reported</p> <p>Notes updated to reflect current operational procedures and processes</p> <p>Retention rationale statement updated</p>	Unchanged from CY+2y 5y FR
10000-20	(superseded by secondaries - 03 Conflict of interest disclosures - non reported and -04 Conflict of interest disclosures - reported	Title changed to include both -03 and -04 secondaries	(superseded)

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

APPENDIX A: Summary of Changes to the *Office of the Premier and Executive Council ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
10000	CABINET OFFICE – GENERAL	Primary title changed to Cabinet Operations – General. Scope note updated. Default retention period for primary reduced from 2y/13y/FR. Ongoing accession number note added.	CY+2y/nil/DE <i>Reduced</i>
10000-00	Policy and procedures	Retention period reduced from 2y/13y/FR	SO/5y/FR <i>Reduced</i>
10000-01	General	Retention period reduced from 2y/13y/FR	CY+2y/nil/DE <i>Reduced</i>
10000-03	Conflict of interest disclosures – pending	New	SO/NA/NA
10000-04	Conflict of interest disclosures – reported	New	CY+2y/5y/FR
10000-20	Specialized issues	Deleted. Superseded by secondary 10000-03	n/a
10000-30	Cabinet Operations agenda data	New	SO/nil/DE
10000-40	Cabinet Operations Agenda Database	New	SO/nil/DE
10050	ADVISORY SERVICES	New	n/a
10050-00	Policy and procedures	New	SO/5y/FR
10050-01	General	New	CY+2y/nil/DE
10050-20	Cabinet Secretary advisory case files	New	SO+2y/3y/DE
10050-30	Cabinet submission advisory case files	New	SO/nil/DE
10050-40	Cabinet Operations project case files	New	SO+2y/3y/DE
10050-50	Strategic and service planning coordination case files	New	SO+2y/3y/DE
10100	EXECUTIVE COUNCIL DELIBERATIONS - GENERAL	Title changed to Government Transition. Default retention period for primary reduced from 2y/13y/FR	CY+2y/nil/DE <i>Reduced</i>

A = Active
SA = Semi-active (off-site storage)
FD = Final Disposition

CY = Calendar Year
FY = Fiscal Year
m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention

APPENDIX A: Summary of Changes to the *Office of the Premier and Executive Council ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
10100-00	Policy and procedures	Retention period reduced from 2y/13y/FR	SO/5y/FR <i>Reduced</i>
10100-01	General	Retention period reduced from 2y/13y/FR	CY+2y/nil/DE <i>Reduced</i>
10100-02	Government transition briefing binders	Retention period reduced from 2y/13y/FR	SO/nil/DE <i>Reduced</i>
10200	EXECUTIVE COUNCIL DELIBERATIONS - CABINET	Title changed to Cabinet Deliberations. Default retention period for primary increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10200-00	Policy and procedures	Retention period reduced from 2y/13y/FR	SO/5y/FR <i>Reduced</i>
10200-01	General	Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10200-02	Chronological summary	Title changed to Cabinet tracking. Scope of secondary expanded. Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10200-03	Cabinet administration	New	CY+2y/13y/FR
10200-20	Executive Council meetings	Title changed to Cabinet meeting case files. Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10200-30	OIC background materials and summaries	New	CY+2y/13y/FR
10400	EXECUTIVE COUNCIL DELIBERATIONS - CABINET COMMITTEES	Title changed to Cabinet Committees Deliberations. Default retention for primary increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10400-00	Policy and procedures	Retention period reduced from 2y/13y/FR	SO/5y/FR <i>Reduced</i>
10400-01	General	Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10400-02	Chronological summary	Title changed to Cabinet committees tracking. Scope of secondary expanded. Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>
10400-03	Cabinet committees administration	New	CY+2y/13y/FR
10400-20	Standing Cabinet committees	Title changed to Cabinet committees meeting case files. Retention period increased from 2y/13y/FR	CY+2y/13y/FR <i>Increased</i>

A = Active
SA = Semi-active (off-site storage)
FD = Final Disposition

CY = Calendar Year
FY = Fiscal Year
m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention

APPENDIX A: Summary of Changes to the *Office of the Premier and Executive Council ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
10400-30	Legislated Cabinet committees	Deleted. Superseded by secondary -20 Cabinet committees meeting case files	n/a
10400-40	Working Cabinet committees	Deleted. Superseded by secondary -20 Cabinet committees meeting case files	n/a
10500	DEPUTY MINISTERS' COMMITTEES	Title changed to Deputy Ministers' Council Deliberations. Default retention period for primary reduced from 2y/13/FR. Scope of primary narrowed to cover only the Deputy Ministers' Council	SO/10y/DE <i>Reduced</i>
10500-00	Policy and procedures	Retention period reduced from 2y/13/FR	SO/10y/FR <i>Reduced</i>
10500-01	General	Retention period reduced from 2y/13/FR	SO/10y/DE <i>Reduced</i>
10500-02	Chronological summary	Deleted. Superseded by secondary -20 Deputy Ministers Council meeting case files.	
10500-20	Deputy Ministers' committees	Title changed to Deputy Ministers' Council meeting case files. Scope of secondary narrowed to only cover meetings of the Deputy Ministers' Council. Deputy ministers' committees related to Cabinet are classified under ARCS secondary 201-30. Deputy ministers' committees not related to Cabinet are classified under ARCS secondary 200-20. Retention period reduced from 2y/13/FR	SO/10y/FR <i>Reduced</i>
10600	PLANNING AND POLICY - GENERAL	Obsolete effective approval date of this ORCS. This primary was not used by the Branch.	n/a
10610	PLANNING AND POLICY - ISSUES	Title changed to Legislation Review and Approval. Default retention period for primary increased from 2y/13/FR	CY+2y/13y/FR <i>Increased</i>
10610-00	Policy and procedures	Retention period reduced from 2y/13/FR	SO/5y/FR <i>Reduced</i>
10610-01	General	Retention period increased from 2y/13/FR	CY+2y/13y/FR <i>Increased</i>
10610-02	Calls for legislation	New	CY+2y/13y/FR
10610-03	Legislative approval process tracking	New	CY+2y/13y/FR

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CY = Calendar Year
FY = Fiscal Year
m = month
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SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
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APPENDIX A: Summary of Changes to the *Office of the Premier and Executive Council ORCS* (concordance table)

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
10610-20	Issues in planning and policy	Title changed to Legislation review and approval case files. Retention period increased from 2y/13y/FR. New title reflects the types of records the branch are actually filing under this secondary	CY+2y/13y/FR <i>Increased</i>

A = Active
SA = Semi-active (off-site storage)
FD = Final Disposition

CY = Calendar Year
FY = Fiscal Year
m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX B: ONGOING ACCESSION NUMBERS

See the RIM Glossary for definitions of accession, accession number, and ongoing accession number (OAN):

http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/rim_manual/glossary.html#Accession.

Note that each OAN is assigned to only one office. The office authorized to use the OAN must keep track of the last number used in each set of boxes sent offsite, so that the next set of boxes sent can start with the next available number (e.g., boxes 1-25 sent offsite September 2009, boxes 26-31 sent December 2009, and so on).

Your Records Officer has assigned ongoing accession numbers covering records classified under this ORCS to the following categories of records:

OAN	Primary and Secondary No.	Primary and/or Secondary Title	Office authorized to use the OAN
91-0449	Section 1, primaries 10000 to 10610 (not including 10500)	All secondaries with a semi-active retention period of 13 years and a final disposition of full retention.	Cabinet Operations
91-0546	Section 2, primaries 11000 to 11600	All secondaries with a semi-active retention period of 13 years and a final disposition of full retention.	Correspondence Branch
91-0547	Section 3, primaries 12000 to 12950	All secondaries with a semi-active retention period of 15 years and a final disposition of full retention.	Intergovernmental Relations Secretariat
91-0548	Section 4, primaries 14000 to 14600	All secondaries with a semi-active retention period of 10 years and final disposition of selective retention.	Office of the Premier

For further information about ongoing accession numbers, contact your Records Officer.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

OFFICE OF THE PREMIER AND EXECUTIVE COUNCIL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

(continued on next page)

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