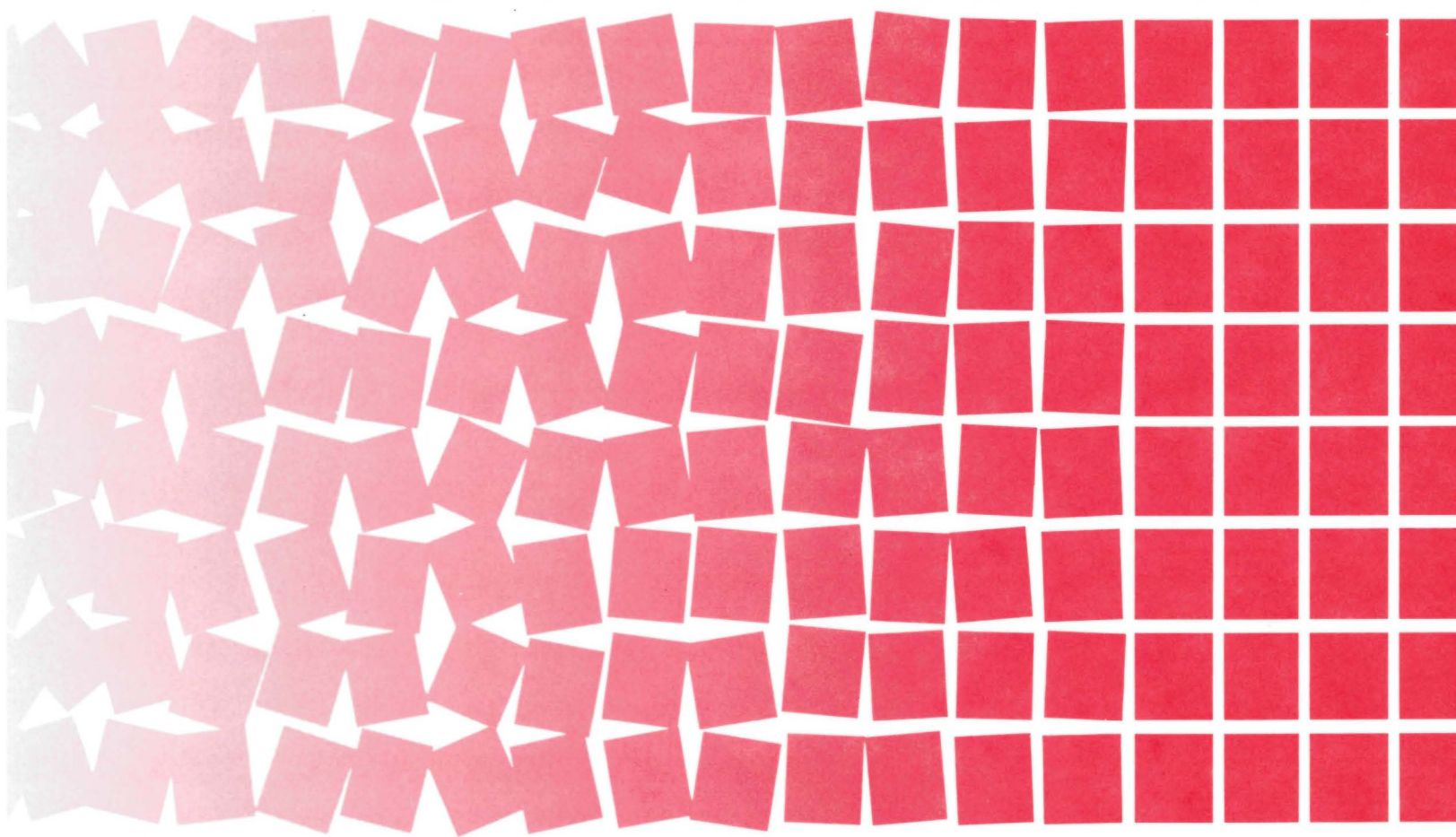# CO-ORDINATION OF AGENCIES, BOARDS AND COMMISSIONS OPERATIONAL RECORDS CLASSIFICATION SYSTEM

1995 Edition

Province of British Columbia

British Columbia Archives and Records Service

CO-ORDINATION OF AGENCIES, BOARDS AND COMMISSIONS OPERATIONAL RECORDS CLASSIFICATION SYSTEM

1995 Edition

Province of
British Columbia

British Columbia
Archives and Records Service

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to: ☐ Authorize a one-time disposal of the records described below
☒ Establish an ongoing Records Retention and Disposal Schedule
☐ Amend an existing Records Schedule with Schedule   No. _____

Record Series, Subject Section, Records Classification System, or Application Title:

Coordination of Agencies, Boards and Commissions Operational Records Classification System

Ministry: **Coordination of Agencies Boards and Commissions**
Division:
Branch:

Description and Purpose: ☐ Administrative   ☒ Operational   ☐ Both

The *Coordination of Agencies, Boards and Commissions Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Coordination of Agencies, Boards and Commissions office. These records document the coordination of appointments of qualified individuals to serve on agencies, boards and commissions of the Government of British Columbia. For further descriptive information about these records, please refer to the attached executive summary.

Dates: **1992/04/15 ongoing**   Physical Format of Records: **see attached schedule**

Extent: **0.128 m3/year**   Cubic Metres   No. of Pieces   **n/a**

Have documents been microfilmed?   ☐ Yes   ☒ No | Is the information in this record series recorded in any other form besides microfilm?
☐ Yes   (See Records Management Appraisal) ☒ No

Recommended Retention:
☐ Dispose immediately   ☐ Dispose on _____ day of _____, _____
☐ Dispose in accord with attached disposal instructions.
☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:
☐ Destruction   ☐ Full Retention by Archives   ☐ Selective Retention by Archives
☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

_____
Director, Executive responsible for records   Date

_____
Deputy Minister/Corporate Executive   Date   *May 17/95*

_____
Minister   Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

_____
Chairman PDC/Provincial Archivist   Date   MAY 18 1995

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

_____
O.I.C. Number   Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON **JUL 12 1995**
Date

OTHER STATUTORY APPROVALS:

_____
Signature   Date

_____
Title

_____
Signature   Date

_____
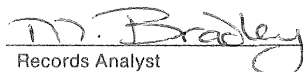Title

This appraisal documents the recommendation for active and semi-active retention periods.
Ministry contact, title, and telephone:
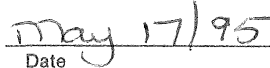   Janine Wear, Administrator, 356-1144

These records are created and received under the authority of Order in Council No. 609 dated 15 April 1992, and subsequent orders or legislation governing the operational responsibilities and functions of the creating agency.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention guidelines have been established in consultation with the Records Officer and branch staff and managers.

_M. Bradley_____   _May 17/95_____
Records Analyst   Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The British Columbia Archives and Records Service (BCARS) will selectively retain coordination of agencies, boards and commissions general operational records which best document the development and operations of programs administered by the Coordination of Agencies, Boards and Commissions office, as well as records of significant informational value which illustrate the societal context of those programs.

BCARS will fully retain for their informational value all case files relating to organizational mandates and public biographies. The Coordination of Agencies, Boards, and Commissions office will remove and destroy all Cabinet briefing documents before transferring records to off-site storage or archival custody. BCARS will purge and discard all other draft and duplicate materials which hold no evidential or informational value.

All other records will be destroyed at the end of their semi-active retention period.

_____   _1995/05/09_____   _____   _95/05/09_____
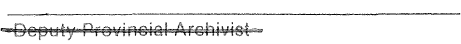Archivist   Date   Manager, Appraisal & Acquisition Section   Date

The undersigned endorse the appraisals and recommendations:

_____   _____   _Brian Dewsbury_____   _95/05/18_____
Deputy Provincial Archivist   Date   Ministry Records Officer   Date

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

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Coordination of Agencies, Boards and Commissions office.

These records document the coordination of appointments of qualified individuals to serve on agencies, boards and commissions of the Government of British Columbia.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The British Columbia Archives and Records Service has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

The authority for the Coordination of Agencies, Boards and Commissions office is established by Order in Council No. 609, 15 April, 1992.

The summary which follows describes the basic types of records and identifies the retention periods and final dispositions used in this *ORCS*. Please consult this manual for further information.

This *Operational Records Classification System* covers records relating to the coordination of appointments of qualified individuals to serve on agencies, boards and commissions of the Government of British Columbia. The composition of these citizen boards reflects the population of the province. Women and men, members of ethnic communities, visible minorities, aboriginals and persons with disabilities are all represented. Appointments also incorporate a mix of business, labour, community and regional interests. Records include resumes and public biographies of individuals appointed to boards, commissions or agencies, resumes of potential appointees, organization mandates, lists of board members, correspondence and memoranda.

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   VR = Vital Records   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
1.	BCARS will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate materials which hold no evidential value may be purged and discarded.	SO	5y	FR
2.	BCARS will fully retain for their informational value all case files relating to organizational mandates and public biographies. Draft and duplicate materials may be purged and discarded.	SO+2y	nil	FR
3.	BCARS will selectively retain those records which best document the development and operation of programs administered by Coordination of Agencies, Boards and Commissions office, as well as records of significant informational value which illustrate the societal context of those programs.	SO	nil	SR
4.	Case files relating to resumes of individuals who have been appointed to an agency, board or commission will be used to draft a public biography after which the resume will be returned immediately to the appointee.	SO	NA	NA
5.	Case files relating to resumes of individuals who have been considered for appointments to an agency, board or commission will remain active for at least twelve months. This meets the creating agency's information and operational requirements and complies with the *Freedom of Information and Protection of Privacy Act (SBC 1992, c. 61, s. 31)* retention requirements regarding the use of an individual's personal information. No semi-active storage is required. Resumes will be returned to the owner or destroyed.	SO	nil	DE

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

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

		A	SA	FD
6.	Information in the ABC System database is duplicated in hardcopy case files and requires no retention beyond use for convenient reference to information in the case files and for sorting and selecting data by specific criteria. Superseded or obsolete data is written over or deleted.	SO	nil	DE

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

TABLE OF CONTENTS

INTRODUCTION

For further information, call your Records Officer,
Brian Dewsbury, 356-1733

British Columbia Archives and Records Service

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1   Introduction

An *Operational Records Classification System (ORCS)* is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by your office in carrying out the functions for which it is responsible according to statute, mandate, or policy. For example, the office is responsible for the coordination of appointments of qualified individuals to serve on agencies, boards and commissions of the Government of British Columbia. The office maintains information relating to the operational mandates of these organizations, receives and processes resumes of potential applicants and prepares public biographies of individuals who have been appointed to these citizen boards.

Administrative records are common to all units of government and are usually distinct from operational records. Administrative records support housekeeping functions such as the management of facilities, property, materiel, finances, personnel, and information systems. Administrative records also relate to common management processes, including committees, agreements, contracts, information services, legal opinions, and other similar functions. Although these records are considered administrative, they may have considerable operational impact.

The British Columbia Archives and Records Service has developed a standard government-wide classification system for all administrative records of the Government of British Columbia. It is known as the *Administrative Records Classification System (ARCS)*. *ARCS* provides common headings for classification of common records across government.

Each *ORCS* is tailored to fit the specific operational records of a unit of government. This *ORCS* covers all operational record series created or received by your office since 15 April 1992. It does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer one records services application (form ARS 118) for each record series.

Each ministry, government agency and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call the Archives and Records Service at 387-1321.

1.2 Purpose of *ORCS*

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, magnetic tape, diskettes, etc.). It helps you find the information you need, when you need it, at the least possible cost. *ORCS* also provides a framework to manage the retention and disposition of records. With *ORCS* you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your office's operational records. *ORCS* is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of the Archives and Records Service, or removal from the control of the Government of British Columbia.

The records schedules incorporated into *ORCS* identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

The structure and organization of *ORCS* is described in detail in the "How To Use *ORCS*" section. All technical terms used here and elsewhere are defined for your convenience in the glossary which is located at the back of the "How To Use *ORCS*" section.

The primary purposes of *ORCS*:

- *ORCS* is a tool for executive control of recorded information.

- *ORCS* provides a legal basis on which the integrity, authenticity, impartiality, and completeness of operational records may be established.

- *ORCS* is a key element of an agency's vital records program.

- *ORCS* is a retrieval device to aid effective management of resources.

- *ORCS* is a filing and records classification system for information resources.

- *ORCS* is a management plan for the retention and disposition of records.

- *ORCS* is a framework for the audit and review of operational functions.

1.3   Records and Recorded Information

The *Document Disposal Act* (RSBC 1979, c. 95; SBC 1983, c. 20) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1979, c. 206, s. 29). Record is defined broadly to include all recorded information regardless of physical format:

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

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by the Archives and Records Service and government ministries. This *ORCS* was reviewed by the Records Scheduling and Description Section of the Archives and Records Service, your ministry executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Coordination of Agencies, Boards and Commissions office.

Some categories of records or data have special retention and disposition requirements and may be handled by developing special records schedules. These schedules can be standardized for all ministries, and can cover both administrative and operational records. They can be used effectively to dispose of routine records and ephemeral material, can be adjusted to meet the retention problems posed by changing technologies, and can protect the long-term values of executive records.

The following categories of special records schedules are contained in the *ARCS* manual:

Transitory Records
Transitory Electronic Records
Electronic Mail
Word Processing Records
Special Media Records (including photographs, motion pictures,
        audio-visual materials, videotapes, etc.)
Executive Records
Commission of Inquiry Records
Record Copies of Published Maps

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them.

PART 2 AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

2.1 Introduction

This part outlines the major features of a records management system and describes the tools needed for effective filing operations.

An effective records management system has five essential elements to aid retrieval and maintenance:

- The Classification/Scheduling System

- The File List

- Finding Aids (indexes and cross-reference guides)

- Filing and Maintenance Procedures

- Boxing and Transfer Instructions.

2.2 The Classification System

A standard classification system such as *ORCS* is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of *ORCS* not only indicate standard classification and filing categories, but also aid access and guide retrieval.

For the frequent user, searching for a place to file a commonly used record, *ORCS* verifies classification. For both the experienced and the inexperienced user faced with a new subject or form, *ORCS* indicates the appropriate primary location for the record. For all users, *ORCS* provides a catalogue of general subject headings for retrieval and access.

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* indicates all of the operational records which **might** exist in an office. The file list documents those files which have actually been opened.

2.2.1 Staff Responsibilities and Procedures

The Archives and Records Service recommends that each staff member be responsible for classifying documents which he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is typed, photocopied, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

The Archives and Records Service also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

Each staff member is encouraged to organize working papers according to *ORCS*.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

2.2.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as the filing and retrieval of the information is dependent upon the classification number assigned to a document.

The Archives and Records Service recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced or retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

Use either the alphabetic subject index or the broad subject approach, or a combination of the two, to decide upon a number. Remember that the number reflects the subject of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. If the appropriate classification was difficult to locate, consideration should be given to updating the index. For a discussion of the index, see part 2.4 of this introduction.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant *ORCS* section, pick one or more primaries which might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the **most appropriate** primary and secondary and classify the document accordingly.

c) Policy and Procedures Files

Within each primary, the standardized secondary -00 is reserved as a policy and procedures file. This secondary is used for records that reflect usages, regulations, precedents and other material which in some way document management decisions on the subject matter of the primary.

Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d)   General Files

Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The record does not fall within any of the existing secondaries, but does fall within the primary.

- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.

- There is no existing classification number for the document. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the records are scheduled for selective or full retention by the Archives and Records Service, a separate file **must** be opened.

2.3   The File List

The file list is a listing of each file which is currently in use or which has been created within an office. An accurate file list is an essential record, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

The file list is vital to *ORCS* and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System* (*ARCS*) specifies that file lists will be maintained and classified under *ARCS* 423 "Records Management - File Control". *ARCS* 423-03 classifies current lists and *ARCS* 423-04 classifies superseded lists. Please note that these file lists cover both operational and administrative files and that superseded lists are selectively retained by the Archives and Records Service.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

2.4   Other Finding Aids

There are a wide variety of finding aids which may be used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by the Archives and Records Service.

The index included with this *ORCS* contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For subjects or forms which are commonly used, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retrieval and classification of operational records, the Archives and Records Service has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices A - British Columbia ministry codes, B - Provincial and territorial numbers, C - Federal agency codes, D - Local government codes, E - Educational institution codes, F - School district codes, G - Standard coding system, and H - Table of provincial statutes. Appendix G also describes one method that might be used to create standardized file codes (see also "How to use *ORCS*", part 2.4).

2.5   Filing and Maintenance Procedures

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic functions or activities of filing and maintenance are:

- Mail Management
- Sorting
- Registration
- Classification
- Indexing and Cross-reference
- Location Control
- Filing
- Charge-out
- Distribution
- Recall and Search
- Refiling
- Physical Maintenance
- Purging
- Retention and Disposition.

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety of methods and systems which can provide effective operations for these basic functions.

Use of *ORCS* does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, *ORCS* is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain *ORCS*, offices should develop and document procedures to cover those functions which they require. Filing and maintenance procedures are classified in *ARCS* 423-02. Your Records Officer can help to develop appropriate procedures for your office.

2.5.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The agency responsible for the records has special needs and requirements for its filing system. Each agency must establish standards for maintaining their files. For many offices, the following system works best.

When incoming mail and other records have been classified, they are filed in folders labeled with the complete primary and secondary number and corresponding title.

The Archives and Records Service supports Project ELF (Eliminate Legal-size Files) and recommends the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ELF is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important initiative.

The file folder label is prepared with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately. The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labeled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their use becomes infrequent. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, the Archives and Records Service recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1991"; "for SR on 1 April 1992"; "for FR on 1 April 1990").

Minimize misfiles in the following ways:

1. Keep file labels legible and simple.
2. Maintain 3-4 inches of free space on each file shelf or drawer.
3. Place papers in folders so they do not go beyond the scoring on the folder or cover the file label.
4. Write correct file number or heading on each document or underline it if it appears in the text.

2.5.2 File Circulation

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

2.6   Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by the Archives and Records Service. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. For a discussion of records schedules, please see parts 2.9 and 2.10 of "How To Use *ORCS*" which follows this introduction.

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Notify your Records Officer before any destruction of records occurs.

To identify records suitable for boxing, review the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. Contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services, Archives and Records Service.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

2.6.1   Accession Numbers

Records Centre Services, Archives and Records Service, issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

For the purposes of illustration, we will use 91-0123 as an example of an accession number. **No office should use it to prepare records for transfer!**

Box Number: 91-0123-1

91-0123 = the accession number issued by Records Centre Services
-1 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to the Archives and Records Service.

For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers

The Archives and Records Service may establish ongoing accession numbers for categories of administrative or operational records which can be transferred to off-site storage or archival custody year after year. The purpose of an ongoing accession number is to group together the same type of records and facilitate transfer of those records. The ongoing accession number for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in *ORCS* to annotate secondary numbers and titles to which an ongoing accession number applies.

NOTE: The OPR will store [RECORD SERIES TITLE]
under ongoing RCS accession number 91-0123.

If 91-0123 were a real ongoing accession number, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The ongoing accession number uniquely identifies the transferring office and the category of records which may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own ongoing accession number. Other special arrangements may be made in consultation with your Records Officer and the Archives and Records Service.

2.6.2   Transfer of Semi-Active Records to Off-site Storage

The Archives and Records Service provides off-site storage for all records which have a scheduled semi-active retention period. If a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it, contact your Records Officer to propose that the schedule be amended.

You should organize semi-active records for transfer as follows:

1. Box semi-active records scheduled for DE (Destruction) separately from semi-active records scheduled for SR (Selective Retention) or FR (Full Retention) by the Archives and Records Service (see "How to Use *ORCS*," part 2.10.3, for definitions).

2. Box records of the same type together if possible. For example, case file series or large subject file series should be boxed together.

3. If records have different semi-active retention periods, box first by retention period and then within retention periods by primary and secondary numbers.

4. Arrange boxes by the length of the semi-active retention period, placing boxes with the longest retention period at the beginning of the accession.

For records which do not have a scheduled semi-active retention period, but which have a scheduled final disposition of selective or full retention by the Archives and Records Service, see Part 2.6.3 regarding the transfer of inactive records to off-site storage.

2.6.3 Transfer of Inactive Records to Off-site Storage

The Archives and Records Service provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

The Archives and Records Service also provides off-site storage for records scheduled for destruction in a **draft** schedule where there is no scheduled semi-active retention period or where the semi-active retention period has already expired. Such records will be stored until the schedule is approved by the Legislative Assembly.

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. The Archives and Records Service will in some instances contact you to discuss the records or to arrange to see them prior to boxing.

You should organize inactive records for transfer as follows:

1. Box inactive records scheduled for SR (Selective Retention) or FR (Full Retention) separately from all other records.

2. Box records in primary and secondary number order.

2.7 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

For information about whether your records are exempt under the legislation, how your agency plans to disclose information under this legislation, or how to determine if your records contain personal or confidential material, please contact your agency's Records Officer or Manager/Director of Information and Privacy. If you have questions specific to file operations or procedures, please contact your Records Officer.

2.8 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency is classified and scheduled within *ORCS*, regardless of media. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

HOW TO USE ORCS

For further information, call your Records Officer,
Brian Dewsbury, 356-1733

British Columbia Archives and Records Service

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Organization of an *Operational Records Classification System*

PART 2: The Structure of an *ORCS*

PART 1 THE ORGANIZATION OF AN ORCS

1.1   A Classification System

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each subject is assigned a unique five-digit number which is called a **primary number** and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a **primary block.** Each block contains primary subjects subordinate to the major function of the block.

Primary subjects are usually arranged in an alphabetical sequence, except for the first primary within a section or primary block. The first primary is the general primary and contains records of a general nature relevant to the entire section or primary block, as well as individual general subjects which do not justify being assigned a separate primary. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may contain a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a subnumber called a **secondary number.** Secondary numbers signify subdivisions subordinate to the major function of the primary subject and describe and delineate specific types or series of records. When a greater detail of files is required for any sub-subject, the subordinate files may be coded.

A secondary may contain records created in various media, such as paper, microfilm, microfiche, magnetic media, and optical disk. In addition, Personal Information Banks (PIB), Public Use Records (PUR) and Vital Records (VR) are identified, classified and scheduled at the secondary or record series level.

1.1.1 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency must be classified and scheduled within *ORCS*, regardless of media. Input records, computer generated reports, and the electronic records themselves, are integrated into *ORCS* and retention periods and final dispositions are assigned. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

Information to be included within an ISO/ISOA includes the purpose of the system or application, sources of information for the system, output reports, hardware and software specifications, system milestones, etc.

1.2   Implementation of *ORCS*

One of the chief features of *ORCS* is the integration of the records classification system with the records retention and disposition schedule. As a result, use of *ORCS* as a records retention and disposition schedule depends upon systematic implementation and effective maintenance of the classification system, in accordance with standards established by the Archives and Records Service and the agency responsible for the records.

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call the Archives and Records Service at 387-1321.

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.

2. A records management policy.

3. An implementation and training plan.

4. Designated responsibilities for implementation and maintenance of *ORCS*.

5. Designation of offices of primary responsibility for types of operational records requiring multiple levels of retention.

6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.

7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.

8. Established maintenance, review, and update procedures under the administration of the Records Officer.

1.3   Review and Evaluation

Before a ministry, agency, or Crown corporation can be granted the ongoing authority to use the schedules in *ORCS* for the disposition of government records, a review and evaluation of records management systems and operations may be required to provide assurance to senior management and Treasury Board that records management policies and standards are being applied effectively.

An evaluation would include a review of the agency's records management systems, operations, and facilities for compliance with both internal and government-wide policies and standards.

1.3.1 Operational Reviews

Operational reviews will be conducted at intervals of not more than five years, as authorized by the agency's senior management. Review and evaluation teams will comprise appropriate representatives of one or several of:

- Ministry or agency staff (e.g., internal auditors);

- The Office of the Comptroller General;

- The Archives and Records Service; or

- Private sector agencies under contract to the Archives and Records Service.

1.4 Advisory Services

The Archives and Records Service provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your records officer is available to help you establish efficient filing procedures and effective records administration. Other services that may be provided by your records officer are:

- Project planning and coordination assistance

- File conversions

- A records management training program

- Selection of equipment and supplies

- Assistance with retrieval systems, indexes, file tracking, and active records control

- Off-site storage and retrieval of semi-active records

- Disposition of inactive records

- Transfer of permanently valuable records to archival custodianship

- Automation of records management functions.

1.5   Amendment and Update of *ORCS*

Maintenance of *ORCS*, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance is dependent upon:

- Trained records staff
- Documented policies and procedures
- Coordination and review by the Records Officer
- Designated responsibilities for
  - records classification
  - maintenance of indexes and file lists
  - other record and file operations.

The Archives and Records Service maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising the Archives and Records Service of proposed amendments. Distribution of amendment pages is a responsibility of the agency. Amendments will be effective upon the approval of the Legislative Assembly. The agency responsible for the records will implement amendments within one year of legislative approval.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the *ORCS*, insert the instructions behind the Register of Amendments, located at the front of the manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to the Archives and Records Service. Proposals will be jointly reviewed by the Archives and Records Service and the Records Officer.

Changes in the status of primaries, secondaries, and scope notes will be highlighted in two ways:

‖   Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.

- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

PART 2 THE STRUCTURE OF AN ORCS

Although the structure of this *Operational Records Classification System* has been described in the "Introduction", you will need to know more about it in order to apply the *ORCS* schedule effectively.

Here is a sample primary to illustrate the structure of *ORCS*. The pages which follow this example explain each of the numbered items:

2.1	Primary Number and Title
2.2	Scope Note
2.3	Secondary Number and Title
2.4	Coded Series
2.5	Interim Secondary Number and Title
2.6	Freedom of Information and Protection of Privacy Flags
2.7	Explanatory Notes
2.8	Levels of Responsibility
2.9	Records Retention and Disposition Schedule Format
2.10	Records Schedule Key
2.11	Media Designations
2.12	Vital Records Flags.

	A	SA	FD

2.1 ꜱ

26000 <u>COORDINATION OF AGENCIES, BOARDS AND COMMISSIONS</u>
<u>- GENERAL</u>

2.2 ⇨Records not shown elsewhere in the coordination of agencies,
boards and commissions section which relate generally to the
coordination of appointments to these organizations. Includes
correspondence and memoranda.

2.9
↗⇩ꜱ

2.8 ⇨Unless otherwise specified below, the ministry OPR
(Coordination of Agencies, Boards and Commissions)
will retain these records for: SO+2y nil SR

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

| | -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |

2.3 ⇨-01 General

PIB -02 ABC System database SO nil DE
⇧
2.6 (used as a quick and convenient reference to
information in the hardcopy case files and to
sort and select data by specific criteria such as
2.7 ⇨ board mandates, appointees' occupations, places
of residence, appointment dates, etc.)

SO = when converted to another database
↗

2.7 ⇨ DE With the exception of personal data, information is
duplicated in hardcopy case files which will be
retained by BCARS.
ꜱ
SO = when organization or appointee status is changed

2.10
⇩

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	VR = Vital Records	PUR = Public Use Records
BCARS = B.C. Archives and Records Service		SO = Superseded or Obsolete

2.1 Primary Number and Title

Each operational subject title is allocated a unique five-digit primary number and title within *ORCS*. A primary number is used to classify all information related to a subject or function, regardless of its physical formats.

2.2 Scope Note

The scope note describes the functions, uses and content of the records which are to be classified within a primary records classification. A scope note indicates the administrative or operational function to which the records relate and should give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered.

A scope note may also contain information about the method(s) of records arrangement or organization, finding aids and indexes, records usage, information sources, records which are specifically excluded from the primary classification and filed elsewhere, and sources in which the information is reported in summary form. Freedom of information and privacy legislation considerations may be included.

2.3 Secondary Number and Title

Secondary numbers and titles designate subdivisions of the primary subject. The two-digit secondary number is added to the five-digit primary number to form a complete file number. Secondary numbers and titles describe specific types of records and link them to the records retention and disposition schedule.

To ensure proper use and maintenance of the records schedules, secondaries within a given primary in this *ORCS* are standardized. All offices should use the same number to refer to the same record. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondary numbers exist within *ORCS*: reserved secondaries, subject secondaries, and case file secondaries.

2.3.1 Reserved Secondary Numbers

Two secondaries have been reserved throughout all *ORCS* and the *Administrative Records Classification System (ARCS)*. Secondary number -00 is always reserved for "Policy and procedures" which reflect operational functions, policies, procedures, regulations, and precedent or which reflect management decisions and usage. Secondary number -01 is always reserved for general records which cannot be classified in the specified subject or case file secondaries. For further discussion, see the introduction.

2.3.2 Subject Secondary Numbers

Within a primary, subject secondaries represent files for specific subjects. A subject file usually brings together records and information on one topic in order to facilitate information retrieval.

Subject secondaries are usually assigned secondary numbers -02 to -19.

2.3.3 Case File Secondary Numbers

Case file series are usually assigned secondary numbers -20 and above (-30, -40, -50, etc.). Case file series consist of many different files relating to a common function, each of which contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally standardized. (See part 2.4 for additional information on subdivisions.)

2.4 Coded Series

Reserved, subject, and case file secondaries may be subdivided through the use of codes.

2.4.1 Coded Case File Series

When a case file secondary (e.g., client files, mineral claim files, property files) is coded, the result is a coded case file series.

Case file series are sometimes arranged by the full name or title of the case (person, event, project, transaction, product, organization, etc.), but are, for the purposes of abbreviation and identification, more commonly arranged by numeric or alphabetical codes (abbreviations) which correspond to the entities to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.4.2 Coded Subject File Series

When a reserved or subject secondary is coded, the result is a coded subject file series. Although case files are the most common example of coded series, codes may also be used to arrange subject secondaries where coding will facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement).

Coding is used to subdivide a secondary subject file when all sub-subjects require the same active and semi-active retention periods and when the number of sub-subjects is likely to be large or when the topics or names covered by sub-subjects will vary over time. As a result, coded subject file series usually consist of many different files, each dealing with a different aspect of the same subject. The records within a coded subject series usually vary from file to file.

Subject files are often arranged by the full name or title of the sub-subject, but are sometimes arranged by alphabetical codes (abbreviations) which correspond to the sub-subjects to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.5 Interim Secondary Number and Title

When a secondary title not included in *ORCS* is required, an office may open a file under an interim secondary title by placing the asterisk symbol "*" in front of the temporary number. To avoid confusing interim secondary numbers with approved secondary numbers, you should choose numbers which are not already in use in a given primary.

List all interim secondary numbers and titles on your office file list (see *ARCS* 423-03). Periodically report interim secondary numbers to your Records Officer by giving him or her a copy of your file list on which you have highlighted interim numbers. In turn, your Records Officer will refer interim secondary numbers to the Archives and Records Service for scheduling. Those which are approved will be included in *ORCS* when your manual is updated (see part 1.5 for further information regarding the amendment and review process).

2.6 Freedom of Information and Protection of Privacy Flags

The Archives and Records Service requires that all Personal Information Banks (PIB) and Public Use Records (PUR) be flagged within a records classification system. The flags are placed in the left-hand column, directly in front of the secondary that they qualify.

PIB	-20	SECONDARY TITLE		SO	2y	DE
PIB/ PUR	-45	SECONDARY TITLE (arrange by address)		CY+1y	nil	SR

In certain instances, a more specific justification as to why the information contained in a record series is restricted from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61) that allows for the exemption.

-20	SECONDARY TITLE		3y	5y	SR

> FOI: As these records DO WHAT?, access is restricted under section ?? of the *Freedom of Information and Protection of Privacy Act* (SBC 1992, c. 61).

If you have any questions on procedures for information disclosure, or if your records contain personal information or confidential material as defined in the legislation, please contact either your agency's Records Officer or Manager/Director of Information and Privacy.

2.7 Explanatory Notes

Explanatory notes may be used in *ORCS* to refer to the internal structure of *ORCS* or to provide information critical to understanding the system. Notes may also be used to explain office procedures and practice or to summarize statutory provisions governing the creation, processing, access to, or disposition of documents.

2.8 Levels of Responsibility

The retention and disposition requirements for records which are duplicated in central service or headquarters branches and field offices often differ. In recognition of these differing requirements, *ORCS* contains two statements regarding the levels of responsibility for records within an agency.

For each primary subject, *ORCS* distinguishes between the office or offices having primary responsibility for a category of records (OPR[s]) and all other offices which hold copies of the same records (non-OPRs). The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

For secondaries which have retention or disposition requirements different from the general retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

The Records Officer will ensure that the office or offices which have primary responsibility for the retention and disposition of records classified in each primary are designated and notified that they are to retain those records as the OPR. The Records Officer will on an ongoing basis notify the Archives and Records Service of changes to the OPR.

The office of primary responsibility (OPR) for all primaries is Coordination of Agencies, Boards and Commissions.

2.9 Records Retention and Disposition Schedule Format

Schedule information for each record series is indicated in the three columns to the right of the classification system. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in part 2.10, "How to Read the Records Schedule."

2.9.1 Active Retention Period Column

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are records which are referred to and required constantly for current use in the conduct of business and which need to be retained and maintained in the office space and equipment of the user.

If retrieval and reference access is more than one reference per linear foot (30 cm) per month, the records are active. Active records are maintained and stored in the offices of the agency responsible for the records.

2.9.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record should be retained in the semi-active phase of its life cycle.

Semi-active records are records which are not required constantly for current use and need not be maintained in the expensive office space and equipment of the agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in considerable savings.

If retrieval and reference access is less than one reference per linear foot (30 cm) per month, the records are semi-active and should be transferred to the off-site storage facilities provided by Records Centre Services, Archives and Records Service. For boxing and transfer instructions, see "Introduction," part 2.6.

The active and semi-active retention periods ensure that records are kept as long as required to meet any operational, administrative, legal, fiscal, audit, or other primary values which the records may hold. By retaining records for the retention periods specified in the records schedule, creating offices will comply with statutory, regulatory, and policy requirements to maintain certain types of information and data.

2.9.3 Final Disposition Column

The final disposition (FD) column ensures that records with residual values are preserved and those which have no residual values are destroyed.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

2.10 How to Read the Records Schedule

ORCS includes a record retention and disposition schedule which indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition should be.

For each primary number, general retention and disposition values are assigned for OPR and non-OPR offices. The following format is used:

			A	SA	FD
26300	RESUMES				
	Unless otherwise specified below, the ministry OPR (Coordination of Agencies, Boards and Commissions) will retain these records for:		SO+2y	nil	SR
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:		SO	nil	DE

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary -30 s:

				A	SA	FD
26300		RESUMES				
PIB	-30	Resume case files - potential appointees (arrange alphabetically by name of potential appointee)	- OPR	SO	nil	DE
			- non-OPR	SO	nil	DE

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space until resumes of potential appointees are updated or withdrawn; or; when an individual is selected for assignment, the records are reclassified under secondary 26300-20 Resume case files - appointees. The records which are not reclassified will then be destroyed as no semi-active retention is required.

All other offices are non-OPR offices and will retain these records in active office space until the resumes of potential appointees are updated or withdrawn. The records will then be destroyed.

The key at the bottom of each *ORCS* page indicates the abbreviations used. The pages which follow explain how to read and interpret the records schedule and the possible abbreviations for each of the three columns.

2.10.1 Abbreviations Used in the Active Retention Period Column

w = week

m = month

y = year

CY = Calendar Year = 1 January to 31 December

FY = Fiscal Year = 1 April to 31 March

SO = Superseded or Obsolete

"SO" identifies records which should be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in *ORCS* in two different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

Active	Semi-Active	Final Disposition
SO	nil	DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value. It delegates the entire responsibility for retention and disposition of the records to the agency responsible for them. Records which have the above retention and disposition schedule may be destroyed when no longer required for operational purposes.

For information on destruction services, contact your Records Officer.

ii) **Specific Definition of SO**

"SO" is also used to identify the active retention period for records which must be retained until a case is closed or some other event occurs to end requirements for the records. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

For instance, in the example below, the retention and disposition schedule for secondary -30 is:

				A	SA	FD
26300	**RESUMES**					
PIB	-30	Resume case files - potential appointees	- OPR	SO	nil	DE
			- non-OPR	SO	nil	DE

SO = when the resume is updated or withdrawn;
or, when an individual is selected for assignment, the records are reclassified under secondary 26300-20.

The OPR will retain resumes of potential appointees in active office space until a resume is either updated or withdrawn, at which time the old resume is destroyed. In cases where a potential appointee is selected to service on a board, that resume is removed from secondary 26300-30 and reclassified under secondary 26300-20.

2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period

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

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, *ORCS* may specify in the final disposition column that they are to be transferred to archival custodianship. Otherwise, the final disposition of such records is usually physical destruction.

For instance, in the example below, the retention and disposition schedule for secondary -20 is:

				<u>A</u>	<u>SA</u>	<u>FD</u>
26200	<u>PUBLIC BIOGRAPHY INFORMATION</u>					
PIB/	-20	Public biography case files	- OPR	SO+2y	nil	FR
PUR		(arrange alphabetically by individual names)	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

SO = when case file is no longer required for operational purposes

The OPR retains the public biography case file in active office space for two years after the records become superseded or obsolete. As there is no semi-active period, the records are ready for immediate transfer to archival custodianship upon expiry of the active period.

NA = Not Applicable

"NA" is used in *ORCS* to identify records that are reclassified to another primary and/or secondary when they are closed or when their use or function changes.

In other cases, "NA" identifies records which are alienated from government or transferred to another branch of government.

2.10.3 Abbreviations Used in the Final Disposition Column

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custodianship of the Archives and Records Service for archival preservation. The final disposition of operational records which have enduring value can be:

FR = Full Retention by the British Columbia Archives and Records Service

"FR" means that the Records Scheduling and Description Section, Archives and Records Service, has determined that all of the records in a secondary have enduring value. The Archives and Records Service preserves in its entirety and in an accessible format the recorded information contained in such records. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series.

SR = Selective Retention by the British Columbia Archives and Records Service

"SR" means that the Records Scheduling and Description Section, Archives and Records Service, has determined that a portion of these records have enduring value and should be retained. The archivist responsible selectively retains portions of the record series by means of a percentage, statistical, or random sample, or by other recognized archival selection criteria.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see "Introduction," part 2.6.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records which have no residual value or insufficient public value to justify their preservation is physical destruction.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan, at the time of their final disposition. The final disposition of such records is:

NA = Not Applicable

"NA" is used in *ORCS* to identify records that are reclassified to another primary or secondary when they are closed or when their use or function changes.

In other cases, "NA" identifies records which are alienated from government or transferred to another branch of government.

2.11 Media Designations

All government records, regardless of physical media, must be classified under either an *ARCS* or *ORCS* secondary number. The information content of different media versions of a single record series remains the same, only the physical format for the record series changes.

Media designations used in this *ORCS* are: paper and database. Retention periods are specified for each media designation, unless the primary's default retention periods apply.

2.12 Vital Records Flags

The Archives and Records Service recommends that the vital records (VR) of an agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies.

VR	-20	SECONDARY TITLE	??	??	??
PIB/ PUR/VR	-45	SECONDARY TITLE	??	??	??

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

A   SA   FD

S E C T I O N 1

C O O R D I N A T I O N   O F
A G E N C I E S , B O A R D S A N D C O M M I S S I O N S

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

2 6 0 0 0 - 2 6 4 9 9

This section covers records relating to the coordination of appointments of qualified individuals to serve on agencies, boards and commissions of the Government of British Columbia. The composition of these citizen boards reflects the population of the province. Women and men, members of ethnic communities, visible minorities, aboriginals and persons with disabilities are all represented. Appointments also incorporate a mix of business, labour, community and regional interests. Records include resumes and public biographies of individuals appointed to boards, commissions or agencies, resumes of potential appointees, organization mandates, lists of board members, correspondence and memoranda.

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

GS50:ABCORCS:95/07/12   Schedule 118365   ORCS/ABC   SECT 1 - 1

A   SA   FD

26000 - COORDINATION OF AGENCIES, BOARDS AND COMMISSIONS - 26499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

26000   COORDINATION OF AGENCIES, BOARDS AND COMMISSIONS - GENERAL

26100   ORGANIZATIONAL MANDATES

26200   PUBLIC BIOGRAPHY INFORMATION

26300   RESUMES

_____

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

GS50:ABCORCS:95/07/12   Schedule 118365   ORCS/ABC   SECT 1 - 2

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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

26000   <u>COORDINATION OF AGENCIES, BOARDS AND COMMISSIONS</u> <u>- GENERAL</u>

Records not shown elsewhere in the coordination of agencies, boards and commissions section which relate generally to the coordination of appointments to these organizations. Includes correspondence and memoranda.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Coordination of Agencies, Boards and Commissions) will retain these records for:	SO+2y	nil	SR
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- <u>non-OPR</u>	SO	nil	DE

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

-01   General

_____

A   = Active   CY = Calendar Year   DE = Destruction
SA = Semi-active   FY = Fiscal Year   SR = Selective Retention by BCARS
FD = Final Disposition   NA = Not Applicable   FR = Full Retention by BCARS
OPR = Office of Primary Responsibility   w = week   m = month   y = year
PIB = Personal Information Bank   VR = Vital Records   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 <u>Document Disposal Ac</u>t (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided <u>ORCS</u> has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in <u>implementing ORCS,</u> <u>contact your records officer.</u>

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

26000   <u>COORDINATION OF AGENCIES, BOARDS AND COMMISSIONS</u>
              <u>- GENERAL</u> (Continued)

PIB   -02 ABC System database   SO   nil   DE
                     (used as a quick and convenient reference to
                     information in the hardcopy case files and to
                     sort and select data by specific criteria such as
                     board mandates, appointees' occupations,
                     places of residence, appointment dates, etc.)

              SO =   when converted to another database

              DE =   With the exception of personal data, information
                      is duplicated in hardcopy case files which will be
                      retained by BCARS.

              SO =   when organization or appointee status is changed

              2y =   This meets the creating agency's information and
                      operational requirements and complies with the
                      Freedom of Information and Protection of Privacy Act
                      (SBC 1992, c. 61, s. 31) retention requirements
                      regarding the use of an individual's personal information.

              SR =   BCARS will selectively retain those records from
                      general files which best document the development and
                      operation of programs administered by Coordination
                      of Agencies, Boards and Commissions office, as
                      well as records of significant informational value which
                      illustrate the societal context of those programs.

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

_____

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

GS50:ABCORCS:95/07/12   Schedule 118365   ORCS/ABC   SECT 1 - 4

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

		A	SA	FD

26100   ORGANIZATIONAL MANDATES

Records relating to operational mandates of agencies, boards and commissions of the Government of British Columbia. Organization mandate information is also entered on an electronic database. Includes organization board profiles consisting of mandate statements, copies of briefing documents and Orders in Council, lists of members, correspondence and memoranda.

For records relating to ABC System database, see primary 26000.

Unless otherwise specified below, the ministry OPR (Coordination of Agencies, Boards and Commissions) will retain these records for: SO+2y   nil   SR

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Organization case files		SO+2y	nil	FR

(arrange alphabetically first by responsible ministry, then by organization name)

SO =   when organization ceases to exist

NOTE: Cabinet briefing documents will be removed from case files and destroyed before transfer.

FR =   BCARS will fully retain for their evidential and informational value all case files.

_____

		A	SA	FD

26200   PUBLIC BIOGRAPHY INFORMATION

Records relating to public biographies of individuals who have been appointed to serve on agencies, boards or commissions of the Government of British Columbia. Biographical information includes individuals' names, qualifications and other edited information relevant to their appointments to agencies, boards or commissions. Public biography case files contain a one-page, short biography of an individual.

For records relating to personal resumes, see primary 26300.

Unless otherwise specified below, the ministry OPR (Coordination of Agencies, Boards and Commissions) will retain these records for: SO+2y nil SR

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

			A	SA	FD
	-00	Policy and procedures - OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
	-01	General			
PIB/ PUR	-20	Public biography case files (arrange alphabetically by individual names)	SO+2y	nil	FR

SO =   when case file in no longer required for operational purposes

FR =   BCARS will fully retain for their informational value all case files.

_____

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

			A	SA	FD

26300   RESUMES

Records relating to resumes of potential appointees to boards, commissions or agencies and resumes of individuals who have been officially appointed. Resumes are made available to Ministers making appointments. Resume information is also entered on an electronic database. Includes resume information, correspondence and memoranda.

For records relating to ABC System database, see primary 26000.
For records relating to public biographies, see primary 26200.

Unless otherwise specified below, the ministry OPR (Coordination of Agencies, Boards and Commissions) will retain these records for: SO+2y nil   SR

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

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

			A	SA	FD
PIB	-20	Resume case files - appointees (arrange alphabetically by name of appointee)	SO	NA	NA

SO =   when appointment has been made the resume will be used to draft a public biography after which the resume will be returned immediately to the appointee.

_____

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   VR = Vital Records   PUR = Public Use Records
BCARS = B.C. Archives and Records Service   SO = Superseded or Obsolete

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

			<u>A</u>	<u>SA</u>	<u>FD</u>
26300		<u>RESUMES</u> (Continued)			
PIB	-30	Resume case files - potential appointees (arrange alphabetically by name of potential appointee)	SO	nil	DE

        SO =   When the resume is updated or withdrawn; or, when an individual is selected for assignment,the records are reclassified under secondary 26300-20.

        DE =   Superseded or obsolete resumes of potential appointees have no further primary or residual value and will be returned to owner or destroyed.

_____

INFORMATION SYSTEM OVERVIEW FOR AN APPLICATION

MINISTRY, CROWN CORPORATION, OR AGENCY:

Ministry of Government Services

DIVISION, BRANCH, SECTION, OR OFFICE:

Coordination of Agencies, Boards and Commissions

SYSTEM TITLE:

Agencies, Boards and Commissions (ABC) System

APPLICATION TITLE: Agencies, Boards and Commissions (ABC) System

PURPOSE:
Automation of detailed information about boards, their membership, and people
recommended or appointed to boards. (For simplicity, further reference
throughout this ISO to agencies, boards and commissions collectively, will be by
the single word: "board".)

INFORMATION CONTENT:
The information managed by the Coordination of Agencies, Boards and
Commissions office has been classified into three distinct data entities:
- Boards: Detailed information about a board, its jurisdiction, mandate, etc.
- People: Information about people who are members on a board or have
  been recommended to sit on a board.
- Membership: Creates the link between boards and people and provides
  information about that link, for example, date of appointment, etc.

The ABC System is designed around these three data entities, linking them
through common or related data elements. The Membership entity provides the
common link between People and Boards. For example, a Person can be linked to
more than one Membership (belong to more than one board) and a Board can
have any number of Members. It therefore follows that a Membership can only be
created if both the Board and the Person exist.

Access or entry of data for the ABC system will always be through one or more of
these data entities.

RETENTION AND DISPOSITION SUMMARY:

The ABC System is used as a quick and convenient reference to information in the hardcopy case files and to sort and select specific information as required. Information is duplicated in hardcopy case files. Superseded or obsolete information is written over or deleted.

The ABC System is a client-server application utilizing a remote computer, the *server*, to store the database and a local Macintosh computer, the *client*, to process the data. Any data entered into the Macintosh is ultimately stored on the server and any data used by the Macintosh must be downloaded from the server.

All data in the ABC System database is backed-up nightly between 1 a.m. and 6 a.m. The backup tape is stored on-site at British Columbia Systems Corporation in a separate, secure location and once a week a copy is moved for storage to an off-site location managed by a private contractor.

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

INPUTS/PROCESSES/OUTPUTS:

Inputs:

ABC System is classified in Coordination of Agencies, Boards and Commissions ORCS primary 26000:

26000-02   ABC System database

Processes:

Coordination of Agencies, Boards and Commissions receives current mandates of boards from whichever ministry is responsible for that board. This information is entered on the system's "*Boards*" data entity.

Resumes received by the branch are entered on the "*People*" data entity.

When a person is appointed to a board, the information is linked on the "*Membership*" data entity.

Outputs:

ABC System output is transitory information used internally in the Coordination of Agencies, Boards and Commissions office for selection of specific criteria of information.

SOFTWARE ENVIRONMENT: The ABC System is an in-house information management system designed specifically for the Coordination of Agencies, Boards and Commissions office and developed in 4th Dimension and 4D ORACLE communicating with Oracle through SQL*Net from Oracle. It was prepared by AKTIV Software Corporation of Victoria, B.C.

HARDWARE ENVIRONMENT: The database environment used by the ABC System is Oracle 7, a client-server application. The client and server computers communicate over a local area network.

SYSTEM MILESTONES:
         The ABC System was initiated on January 4, 1994.

USER CONTACTS (POSITION):
         Elizabeth MacKian, Administrator, Coordination of Agencies, Boards and Commissions office (953-3027)
         Sheryl Kozyniak, Executive Coordinator, Coordination of Agencies, Boards and Commissions office (953-4265)

TECHNICAL CONTACTS (POSITION)
         Mike Black, Manager, Client Server Support, Application Management, British Columbia Systems Corporation (389-3573)
         Richard Hunt, Senior Applications Analyst for Legislative Precinct (953-4905)

DOCUMENTATION/MANUALS CROSS REFERENCES:
         User's Guide - Agencies, Boards and Commissions System, January 4, 1994, prepared by AKTIV Software Corporation, 723 Paskin Way, Victoria, B.C. V8Z 6N4, Tel.: (604) 727-3442 Fax: (604) 727-3740.

ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION
Schedule No.:   Primary and Secondary Numbers and Titles

118365   26000-02 Coordination of Agencies, Boards and Commissions
                                       - General - ABC System database

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

         The paper documentation which provides input information for the database is classified in primaries 26100 and 26300:

                  26100-20 Organization case files
                  26300-20 Resume case files - appointees
                  26300-30 Resume case files - potential appointees