

Schedule No. 191000

RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see attached ongoing records schedule

This is a recommendation to authorize an ongoing records schedule.

Title: Community Development Trust Records Schedule

Ministry of Community and Rural Development
Community Development Trust

Description and Purpose:

These records are created and received by the Community Development Trust Program. They document a three-year program formed to create new job opportunities for unemployed resource workers, assist laid-off forest workers to upgrade skills and education, and provide options to older workers who want to leave their forest sector jobs.

These records consist of correspondence, memoranda, reports, applications, records of employment, payment schedules, payment request forms and appeal and decision documents.

For more information, see attached schedule.

Date range: May 2008 ongoing - MAY 31, 2011

Physical format of records: see attached schedule

Annual accumulation: 17 cubic meters

Recommended retention and disposition: scheduled in accord with attached ongoing records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

R. Leitch 2010/02/16
Records Officer Date
[Signature] 2010/Feb/22
Executive Director/ADM Date
Shama Brown 2010/02/22
Deputy Minister/Corporate Executive Date

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

J.T. Feb. 10, 2011
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

See Mitchell 2010 Jun 17
Chair, PDC Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

J.T. May 19, 2011
Date

OTHER STATUTORY APPROVALS:

Signature _____ Date _____ Signature _____ Date _____
Title: _____ Title: _____

CONTACT: Blair Turner, Records Officer, 250-356-7507

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached ongoing records schedule 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 and final disposition guidelines have been established in consultation with the Records Officer and staff and managers.


Archivist

2010/01/12
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.


The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ongoing records schedule.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention." Full retention provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist

2010/01/12
Date

The undersigned endorses the appraisal recommendations:


Manager, Policy, Appraisal and Storage
Records Management Operations

Jan 12 2010
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

40100 COMMUNITY DEVELOPMENT TRUST PROGRAM

Records relating to the administration of the Community Development Trust (CDT). CDT was developed to address the needs of unemployed forest workers and communities impacted by the declining forest industry. This program is federally funded and provincially administered. It has a three-year duration starting May 2008. CDT has three major components:

- **Job opportunities:** provides short-term job opportunities in order to assist displaced forest workers. Job opportunity projects focus on silviculture, afforestation, and reforestation. The latter includes the restoration of forest lands affected by the mountain pine beetle and wildfires that would otherwise not be reforested.
- **Transitional assistance:** for older forest workers who have been laid off, this program provides financial assistance to help them transition to retirement.
- **Tuition assistance:** for laid-off workers who wish to upgrade their skills and training at designated institutions.

Information about this program can be found on the internet site:

<http://www.cd.gov.bc.ca/cdt/>

Record types include correspondence, memoranda, reports and other record types as specified under the secondaries listed below.

For budgets, see *ARCS* primary 1000.

For committees, see *ARCS* primary 200.

For contracts, see *ARCS* primary 1070.

Unless otherwise specified below, the ministry OPR (Community Development Trust) will retain these records for:

SO 7y DE

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

SO nil DE

(continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
FOI = Freedom of Information/Privacy
PIB = Personal Information Bank
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
OD = Other Disposition
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
40100	<u>COMMUNITY DEVELOPMENT TRUST PROGRAM</u> (continued)				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
	NOTE: Secondary -00 covers policies and procedures pertaining to the mandate and operation of the CDT, including records such as selection criteria and transition payment options.				
-01	General		CY+1y	nil	DE
-02	Communication material				
	NOTE = Communication services for the CDT are provided by the Public Affairs Bureau. Communication materials held by the CDT are classified under this secondary.				
-05	Community Development Trust website		SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed				
	DE = As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.				
	NOTE: This web site (http://www.cd.gov.bc.ca/cdt/) provides information about the CDT. Because this is a simple web site, an information system overview for a web site has not been developed.				

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40100	<u>COMMUNITY DEVELOPMENT TRUST PROGRAM</u> (continued)			
-10	Program inquires (arrange by program and then by month)	SO	nil	DE
	SO = when the program concludes			
-20	Job opportunity case files (covers expressions of interest, proposals, correspondence, confirmation of financial transactions and audits) (arrange by application)			
	SO = when the files have been transferred to the CDT			
	NOTE: The job opportunity program is administered by the Ministry of Forests and Range (MFR). Successful applications are copied and sent to Price Waterhouse Cooper (PWC) for audit. At the end of the program, all files shall be transferred to the custody of the CDT via MFR and PWC.			
PIB	-25 Transition assistance case files (includes applications, copies of T1's, T4's, T5's, records of employment, birth certificates, payment schedules, correspondence, and appeal and decision documents) (arrange by applicant)			
	SO = when application is closed			
	NOTE: Selection criteria and processes shall be filed in secondary -00.			

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40100 COMMUNITY DEVELOPMENT TRUST PROGRAM (continued)

NOTE: Applications are received and processed in the CDT office.

If an application is denied, an applicant may appeal that decision. The appeal is reviewed by the Executive Director of the CDT, whose decision is binding. The appeal paperwork and decision is retained in the original case file.

PIB -30 Trust Information Management System (TIMS)
(electronic database) SO+7y nil DE

SO = when the program concludes

DE = This electronic system can only be destroyed when the approved retention schedules covering information on it have elapsed, or when the information has been made available elsewhere.

NOTE: This system is used to manage and track the lifecycle of transition and tuition assistance program applications. Because this is a simple system, an information system overview has not been developed.

PIB -35 Tuition assistance case files
(includes applications, correspondence, records of employment, payment request forms, appeal and decision documents)
(arrange by applicant)

SO = when application is closed

NOTE: Selection criteria and processes shall be filed in secondary -00.

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