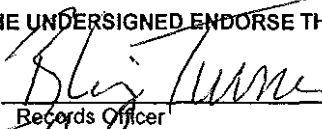







RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see attached ongoing records schedule

This is a recommendation to authorize an ongoing records schedule.	
Title: Corporate Software Licence Management ongoing records schedule	
Ministry of Citizens' Services Shared Services BC Workplace Technology Services (WTS) Workplace Application Services Enterprise-Wide Application Services Corporate Software Asset Management	
Description and Purpose: These records are created and received (maintained/duplicated) by the the Corporate Software Asset Management office. They document the centralized management of cross-government software licences, including Oracle, SAS, Adobe, Cognos, Citrix, Microsoft, and other commercial off-the-shelf licences. These records consist of correspondence, reports, licence certificates and agreements. For more information, see attached schedule.	
Date range: 1996 ongoing	Physical format of records: see attached schedule
Annual accumulation: 0.32 cubic meters	
Recommended retention and disposition: scheduled in accord with attached ongoing records schedule.	

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: <div style="margin-bottom: 10px;">  2010/03/25 _____ Records Officer Date </div> <div style="margin-bottom: 10px;">  2010-05-08 _____ Executive Director/ADM Date </div> <div style="margin-bottom: 10px;">  2010/AUG/23 _____ Deputy Minister/Corporate Executive Date </div>	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <div style="text-align: right; margin-bottom: 10px;">  Feb. 10, 2011 _____ Date </div>
THE PUBLIC DOCUMENTS COMMITTEE CONCURS: <div style="margin-bottom: 10px;">  16 Dec 2010 _____ Chair, PDC Date </div>	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <div style="text-align: right; margin-bottom: 10px;">  May 19, 2011 _____ Date </div>

OTHER STATUTORY APPROVALS:

Signature	Date	Signature	Date
Title:		Title:	

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

RECORDS MANAGEMENT APPRAISAL:

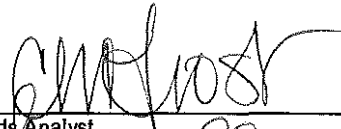
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *System Act* (RSBC 1996, c. 446) and subsequent legislation governing the operational responsibilities and functions of the creating agency, and by Chapter 12 *Information and Technology Management of the Core Policy and Procedure Manual*.

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.



 Records Analyst

 Mar 3 / 2010

 Date



 Team Lead, ORCS Development

 Mar 3 / 2010

 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."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

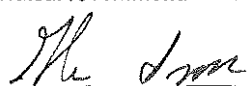


 Archivist

 2010/03/03

 Date

The undersigned endorses the appraisal recommendations:



 Manager, Policy, Appraisal and Storage

 2010/03/03

 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.

		<u>A</u>	<u>SA</u>	<u>FD</u>
17300	<u>CORPORATE SOFTWARE LICENCE MANAGEMENT</u>			
	Records relating to the centralized management of cross-government software licences, including Oracle, SAS, Adobe, Cognos, Citrix, Microsoft, and other commercial off-the-shelf (COTS) licences.			
	Record types include correspondence, reports, and other types of records as indicated under relevant secondaries.			
	Unless otherwise specified below, the ministry OPR (Corporate Software Asset Management) will retain these records for:	FY+2y	nil	DE
	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	SO	nil	DE
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Corporately managed software licences (includes licence certificates and agreements, such as end-user licence agreements [EULAs], maintenance and support agreements, and purchasing agreements for cross-government software) (supersedes former ITS ORCS secondary 91600-02 Cross-government application software licences)	SO	7y	DE
	SO = when the software is no longer supported			
	7y = The retention period is based on the six-year limitation period for commencing an action under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
-03	Corporate compliance audits	SO	7y	DE
	SO = when the software is no longer supported			
	7y = The retention period is based on the six-year limitation period for commencing an action under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			

(continued on next page)

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

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.

			<u>A</u>	<u>SA</u>	<u>FD</u>
17300		<u>CORPORATE SOFTWARE LICENCE MANAGEMENT</u> (continued)			
		NOTE: This secondary covers records which support the provincial government's software compliance evaluations, such as the true-up workbook. The true-up workbook documents corporate software licences the provincial government is entitled to use along with the licences actually in use, for reconciliation purposes.			
PIB	-04	Reports of installed corporate software (includes monthly data files and summary reports)	SO	7y	DE
		SO = when the software is no longer supported, and related service level agreement with service provider has expired.			
		7y = The retention period is based on the six-year limitation period for commencing an action under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
		NOTE: These records are received from the service provider for validation with the true-up workbook (classified under secondary -03). They document installed corporate software, and include personal information such as employee user identifiers (IDs).			

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

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w = week m = month
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