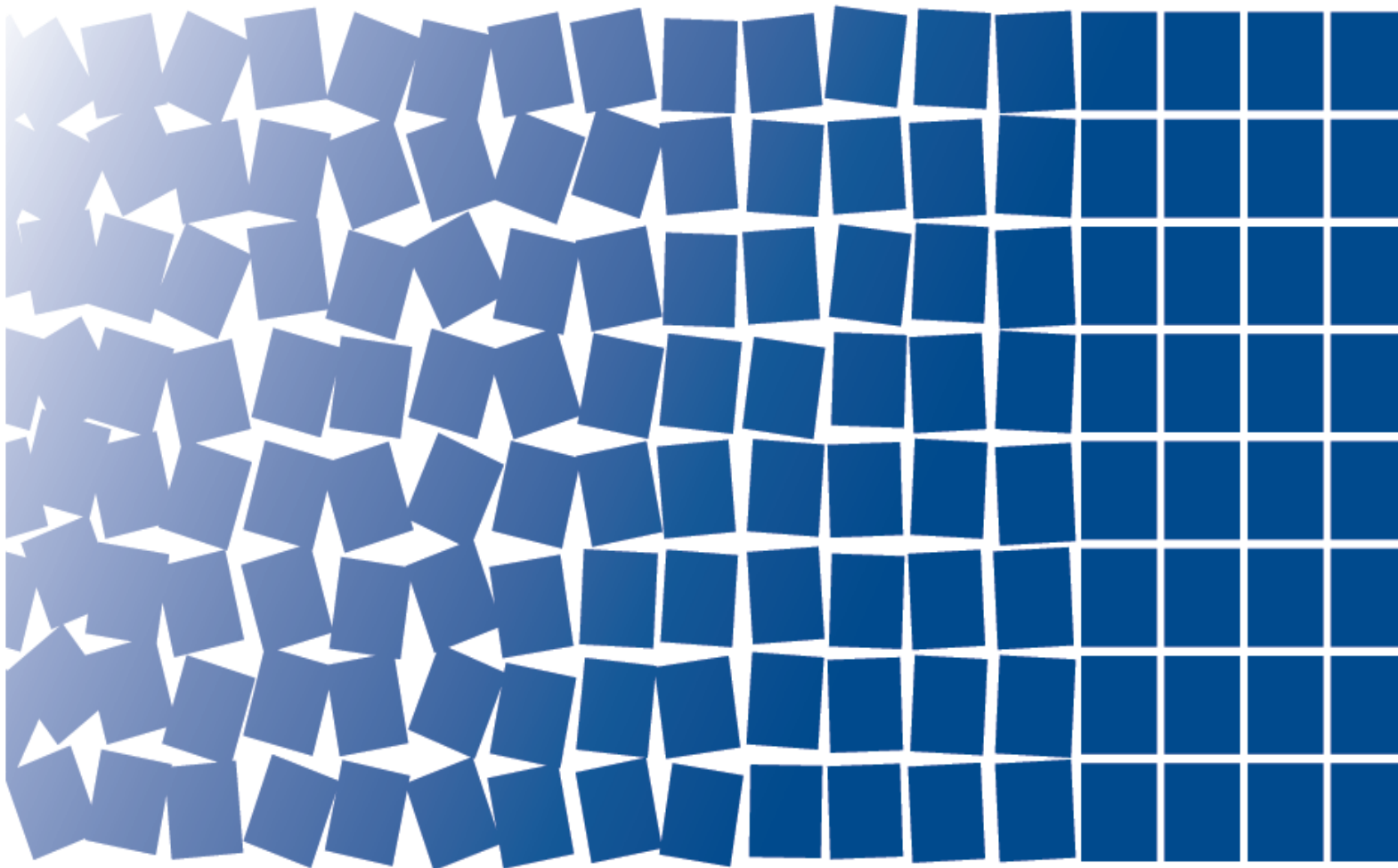


# **FRENCH LANGUAGE EDUCATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**PROVINCE OF BRITISH  
COLUMBIA**

**INFORMATION ACCESS  
OPERATIONS**



**FRENCH LANGUAGE  
EDUCATION PROGRAMS  
OPERATIONAL  
RECORDS  
CLASSIFICATION  
SYSTEM**



**Province of  
British Columbia**

**Information Access  
Operations**

French language program ORCS operational records classification system:













ISBN 978-0-7726-6588-1

Schedule No. 170171

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

Accession No. see "How to Use ORCS" part 3.9.1

<b>This is a recommendation to authorize an operational records classification and scheduling system.</b>	
Title French Language Education Programs	
Ministry of Education Knowledge Management Division French Programs and International Languages	
<b>Description and Purpose:</b>  The <i>French Language Education Programs ORCS</i> covers all operational records created, received, and maintained by the French Programs Unit.  They document records relating to developing policy for French language programs; negotiating agreements with the Government of Canada regarding minority language education and second official language instruction; coordinating national language exchange, bursary, and teaching fellowship programs; and distributing federal funds to school districts, independent schools, and post-secondary institutions to be used for Francophone, French immersion, intensive French, and core French programs.  For more information, see attached schedule.	
Date range: 1969 ongoing	Physical format of records: see attached schedule
<b>Recommended retention and disposition: scheduled in accord with attached ORCS.</b>	

<p><b>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">2011/04/21</td> </tr> <tr> <td>Records Officer</td> <td style="text-align: center;">Date</td> </tr> <tr> <td></td> <td style="text-align: center;">2011/04/24</td> </tr> <tr> <td>Executive Director/ADM</td> <td style="text-align: center;">Date</td> </tr> <tr> <td></td> <td style="text-align: center;">2011/05/30</td> </tr> <tr> <td>Deputy Minister/Corporate Executive</td> <td style="text-align: center;">Date</td> </tr> </table> <p><b>THE PUBLIC DOCUMENTS COMMITTEE CONCURS:</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">27 Oct 2011</td> </tr> <tr> <td>Chair, PDC</td> <td style="text-align: center;">Date</td> </tr> </table>		2011/04/21	Records Officer	Date		2011/04/24	Executive Director/ADM	Date		2011/05/30	Deputy Minister/Corporate Executive	Date		27 Oct 2011	Chair, PDC	Date	<p><b>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:</b></p> <p style="text-align: center; font-size: 1.2em;"><b>APR 24 2012</b></p> <p style="text-align: center;">Date</p> <p><b>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:</b></p> <p style="text-align: center; font-size: 1.2em;"><b>MAY 31 2012</b></p> <p style="text-align: center;">Date</p>
	2011/04/21																
Records Officer	Date																
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	27 Oct 2011																
Chair, PDC	Date																

**OTHER STATUTORY APPROVALS:**

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

CONTACT: Mary McIntosh

**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 *Canadian Charter of Rights and Freedoms*, s. 23, Part 1 of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11, the federal *Official Languages Act* (RSC 1985, c. 31, s. 45), the *School Act* (RSBC 1996, c. 412), the protocol of Agreements between Canada and the Council of Ministers of Education, Canada, and the bilateral agreements between Canada and the Province of British Columbia, and subsequent 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 and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

  
 \_\_\_\_\_  
 Records Analyst

 April 21/2011  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Team Lead, ORCS Development

 April 21/2011  
 \_\_\_\_\_  
 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 ORCS, as well as in the Executive Summary.


Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

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

 2011-04-21  
 \_\_\_\_\_  
 Date

The undersigned endorses the appraisal recommendations:

  
 \_\_\_\_\_  
 Manager, Policy, Appraisal and Storage

 2011-05-04  
 \_\_\_\_\_  
 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

FRENCH LANGUAGE EDUCATION PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by French Programs and Language Initiatives Branch, Ministry of Education pursuant to the *Canadian Charter of Rights and Freedoms*, s. 23, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c.11, the *Official Languages Act* (RSC 1985, c. 31, s. 45), the *School Act* (RSBC 1996, c. 412), the protocol of Agreements between Canada and the Council of Ministers of Education, Canada (CMEC), and the bilateral agreements between Canada and British Columbia (B.C.).

These records document the development of policy for the French language programs; negotiation of agreements with the Government of Canada regarding minority language education and second official language instruction; coordination of the provincial and national language exchange, bursary and teaching fellowship programs; and distribution of federal funds to school districts, independent schools and post-secondary institutions, to be used for French immersion and core French programs.

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

This *ORCS* covers records created and received since 1969, which is the year the *Official Languages Act* was enacted. Prior to this time, the functions covered by this *ORCS* were not carried out by the B.C. government.

The Office of Primary Responsibility (OPR) for all primaries is the French Programs Branch.

(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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A SA FD

The following summary describes the types of records covered by this ORCS and identifies their retention periods and final dispositions. In this summary, record types are linked to the ORCS by primary and secondary numbers. Please consult the ORCS manual for further information.

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

FR = Throughout this ORCS, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

- 2) Annual reports submitted to the CMEC SO+1y 8y FR  
(secondary 23250-02)

These records are summaries of British Columbian participation in the national French language programs.

SO = when report has been submitted to the CMEC

8y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

FR = The government archives will fully retain Annual reports submitted to the CMEC because they include summary statistical data relating to the delivery of the national French language immersion and work experience programs in British Columbia. The reports have evidential and informational value.

(continued on next page)

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		A	SA	FD
3)	<u>Special project case files on official language education</u> (secondary 23200-30)	SO+1y	5y	FR

These records document projects internal to the ministry regarding French language performance standards and educational resource development.

SO = when project is complete, and the governing Canada - British Columbia agreement expires

FR = The government archives will fully retain Special project case files because they document the development of achievement indicators, assessment instruments, standards of performance, and other resources used provincially, nationally, and internationally to measure the achievement of French language skills and knowledge. These records have evidential and informational value.

4)	<u>Approved agreements on official language education</u> (secondaries 23210-25 and 30)	SO+1y	5y	FR
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These records document signed agreements with the Government of Canada regarding minority language education and second language instruction. Under these agreements, the Government of Canada agrees to provide funding, and the Province agrees to develop policy for French language programs and to monitor the distribution of funds. Also covers signed provisional arrangements with the Government of Canada which cover negotiation periods between federal agreements.

SO = for federal agreements, upon expiry of agreement; for provisional arrangements, when new federal agreement is signed

FR = The government archives will fully retain Approved federal agreements because they document agreed-upon strategic priorities, objectives and expected results regarding minority-language education programs in British Columbia. The records have evidential and informational value.

(continued on next page)

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A SA FD

FR = The government archives will fully retain Approved provisional arrangements because they document agreed-upon strategic priorities, objectives and expected results regarding minority-language education programs in British Columbia. The records have evidential and informational value.

- 5) Activity and financial reports SO+1y 5y FR  
(secondary 23210-40)

These records are the required reports as defined in the federal/provincial agreement, documenting the distribution of federal funds to various individuals and school programs.

SO = upon expiry of governing agreement, and receipt of all federal funds according to the agreement

FR = The government archives will fully retain activity and financial reports because they provide a summary of bursary and other funded programs. They have evidential and informational value.

- 6) Tripartite committee files SO+1y 5y FR  
(secondary 23200-15)

These records reflect British Columbia's participation in, and the activities of a national committee mandated to oversee and guide the development of French-language education in Canada.

SO = upon expiry of governing agreement

FR = The government archives will fully retain Tripartite committee files because they document the role of the Government of British Columbia on a national committee whose mandate is to guide the implementation of a national action plan to fully develop French-language education in Canada. These records have evidential and informational value.

(continued on next page)

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		A	SA	FD
7)	<u>French language school funding manual</u> (secondary 23410-02)	SO+1y	5y	FR

These records document the federal funding available to school districts, independent schools, and post-secondary institutions. The manual outlines the various programs as well as application details and criteria.

SO = when next version of the guide is completed

FR = The government archives will fully retain Funding manuals because they document the types of federal funding available to school districts, independent schools, and post-secondary institutions, as well as the policy and procedures used to qualify and apply for the funding. These records have evidential and informational value.

8)	<u>PanCanadian education project final products</u> (secondary 23250-10)	SO+1y	5y	FR
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These records are the final products of PanCanadian education projects, such as educational kits and frameworks, which are developed to provide common resources to support Francophone education and French-as-a second language instruction.

SO = when no longer required for program planning purposes, and the governing agreement expires

FR = The government archives will fully retain PanCanadian education project final products because they document the involvement of the Government of British Columbia in a detailed analysis of the context and performance of minority-language students and the preparation of tools to assist teachers in Francophone minority language settings. These records have evidential and informational value.

(continued on next page)

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A      SA      FD

9)	<u>Records whose retention supports audit requirements in federal/provincial agreements (and not listed above)</u> (secondaries 23210-20 and 23410-20) (secondaries 23250-02 and 20, 23300-12, 23320-12, 23400-25 ) and 23410-30)	SO+1y	5y	DE
		SO+1y	8y	DE

These records document negotiations, agreements and transaction records regarding the distribution of federal funds through provincial and national French language education programs, and through school funding. They also document PanCanadian projects.

SO = when the governing agreement expires, or upon expiry of contract or contribution agreement, or end of the school or fiscal year, or when the project is completed, cancelled, paused, or abandoned

9y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada - British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

10) Electronic Records

The following electronic databases are covered by this ORCS: bursary tracking databases, and program tracking databases. These records have no enduring value to government at the end of their scheduled retention periods.

11) All Other Records

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records

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A SA FD

covered by the -00 Policy and procedures secondaries. Significant issues are documented in records that will be retained under the provisions of the *ORCS*, as well as briefing notes to the ministry executive (*ARCS* secondary 280-30) and Ministry of Education annual reports (*ARCS* 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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# *FRENCH LANGUAGE EDUCATION PROGRAMS*

## *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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# **INTRODUCTION TO THE *FRENCH LANGUAGE EDUCATION PROGRAM ORCS***

For further information, contact your [Records Officer](#).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *French Language Education Programs Operational Records Classification System (FLEP ORCS)*.

For general information about the purpose, organization, and elements of *ORCS* in general, and of the *Administrative Records Classification System (ARCS)*, see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at [http://www.gov.bc.ca/citz/iao/records\\_mgmt/arcs\\_orcs/](http://www.gov.bc.ca/citz/iao/records_mgmt/arcs_orcs/). It is designed to help you understand, interpret and use *ARCS* and *ORCS*.

For special schedules that cover records that are not covered by *ARCS* and *ORCS*, see <http://www.lcs.gov.bc.ca/cimb/special/default.asp>.

For legislation, policies, and standards for managing records in the BC Government, see [http://www.gov.bc.ca/citz/iao/records\\_mgmt/policy\\_standards/](http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/).

For tips, guides, and FAQs on related topics, see [http://www.gov.bc.ca/citz/iao/records\\_mgmt/guides/](http://www.gov.bc.ca/citz/iao/records_mgmt/guides/).

### 2. **Overview of this ORCS**

The operational records in this *ORCS* relate to the operations and services provided by your ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

This *ORCS* has the following parts:

- Executive Summary:
  - a copy of the signed records retention and disposal authority (ARS 008) form
  - a high-level overview of the *ORCS*
  - a register of approved formal or administrative amendments
- Table of Contents
- Introduction (this section)
- Section 1 and any other numbered sections with classifications and schedules for the records covered by this *ORCS*; see part 3 below for further information
- Index

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	23000-23499	French Language Education Programs

Covers records relating to minority-language education. This includes records relating to: developing policy for French language programs; negotiating agreements with the Government of Canada regarding minority language education and second official language instruction; coordinating national language exchange, bursary and teaching fellowship programs; and distributing federal funds to school districts, independent schools and post-secondary institutions to be used for Francophone, French immersion, intensive French and core French programs

### 4. Legal Authority of this ORCS

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this *ORCS* has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this *ORCS* becomes a legally binding document, i.e., it has statutory authority governing the retention and disposition of the records that it covers.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SA

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### SECTION 1

#### FRENCH LANGUAGE EDUCATION PROGRAMS

#### PRIMARY NUMBERS

23200 - 23999

Section 1 covers records relating to minority-language education pursuant to the *Canadian Charter of Rights and Freedoms*, s. 23, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c.11, the *Official Languages Act* (RSC 1985, c. 31, s. 45), the *School Act* (RSBC 1996, c. 412), the protocol of Agreements between Canada and the Council of Ministers of Education, Canada, and the bilateral agreements between Canada and British Columbia. This includes records relating to: developing policy for French language programs; negotiating agreements with the Government of Canada regarding minority language education and second official language instruction; coordinating national language exchange, bursary and teaching fellowship programs; and distributing federal funds to school districts, independent schools and post-secondary institutions to be used for Francophone, French immersion, intensive French and core French programs.

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A            SA            FD

### SECTION 1

#### 23200 - FRENCH LANGUAGE EDUCATION PROGRAMS - 23999

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23320	NATIONAL FRENCH LANGUAGE PROGRAMS
23400	FRENCH LANGUAGE STUDENT EXCHANGE PROGRAMS
23410	FRENCH LANGUAGE FUNDING

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A            SA            FD

23200    FRENCH LANGUAGE EDUCATION PROGRAMS - GENERAL

Records not shown elsewhere in this section which relate generally to French language education programs and services in British Columbia. This primary includes French language program information, such as annual overviews and application forms for each program, developed in house or provided by the Council of Ministers of Education, Canada (CMEC); issues files, which relate to specific programs or are general in nature; and special projects. These special projects relate to assessment tools and standards development for French language programs within British Columbia's education system.

Also covered in this primary are the records of the Tripartite Committee, which guides the implementation of the Action Plan to fully develop French language education in Canada.

Record types include correspondence, inquires, reports, brochures, templates for application forms, and posters.

For activity and financial reports as per agreement, see secondary 23210-40.

For financial transactions using federal monies, see primary 23410.

For French Program web pages, see ARCS secondary 340-30.

For general liaison with educational partners, see ARCS secondary 230-20.

For National French language program records, see primary 23320.

For Provincial French language bursary program records, see primary 23300.

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

CY+1y    nil    DE

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

SO            nil            DE

-00    Policy and procedures

- OPR            SO            5y            FR  
- non-OPR       SO            nil            DE

(continued on next page)

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A            SA            FD

23200    FRENCH LANGUAGE EDUCATION PROGRAMS - GENERAL (continued)

FR = Throughout this ORCS, the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy development and approval. These records have evidential value.

-01    General

-03	French language program information (includes brochures, posters, samples of forms) (covers the annual mail out of program descriptions, forms, and promotional material to educational institutions and partners)	SO	nil	DE
-----	--	----	-----	----

SO = when the information is superseded by new material, and reference value has expired

-05	French language program issue files (covers complaints and issue management)	SO	nil	DE
-----	---	----	-----	----

SO = when issue is resolved and when no longer required for reference purposes

-10	French language education reference materials	SO	nil	DE
-----	---	----	-----	----

NOTE: This secondary covers a collection of reference materials, such as newspaper clippings and articles, collected for reference purposes only and does not include records generated by French Programs.

-15	Tripartite committee files (includes agendas, notes, reports and updates)	SO+1y	5y	FR
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SO = upon expiry of governing agreement

(continued on next page)

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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

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A            SA            FD

23200    FRENCH LANGUAGE EDUCATION PROGRAMS - GENERAL (continued)

6y = The retention period ensures records are available should a compliance audit be conducted, as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

FR = The government archives will fully retain Tripartite Committee files because they document the role of the Government of British Columbia on a national committee whose mandate is to guide the implementation of a national action plan to fully develop French-language education in Canada. These records have evidential and informational value.

-30	Special project case files (arrange alphabetically by project name) (covers projects internal to the ministry relating to minority language education and second language instruction, such as performance standards, Francophone, French immersion, French as a second language and core French education)	SO+1y	5y	FR
-----	---	-------	----	----

SO = when no longer required for program planning purposes; or when the project is completed, cancelled, paused, or abandoned; and when no longer required for reference purposes, and the governing Canada - British Columbia agreement expires

6y = The retention period ensures records are available should a compliance audit be conducted, as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

(continued on next page)

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A            SA            FD

23200    FRENCH LANGUAGE EDUCATION PROGRAMS - GENERAL (continued)

FR =    The government archives will fully retain Special project files because they document the branch's development of achievement indicators, assessment instruments, standards of performance, and other resources that are used provincially, nationally, and internationally to measure the achievement of French-language skills and knowledge. These records have evidential and informational value.

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PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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A            SA            FD

**23210    OFFICIAL LANGUAGES IN EDUCATION AGREEMENTS**

Records relating to the negotiation and administration of agreements with the Government of Canada regarding minority language education and second official language instruction. Under these agreements, the Government of Canada agrees to provide funding, and the Province agrees to develop policy for French language programs, monitor the distribution of funds, and report on funding and activities.

This also includes records relating to the development of, and agreement on, provisional arrangements that cover negotiation periods between agreements; and capital agreements that provide funding for the development of community space in schools for the Francophone community.

Record types include correspondence, briefing notes, press releases, working papers, budgets, action plans, activity and financial reports, and draft and final agreements.

For external audits, see ARCS primary 975.  
For French language funding, see primary 23410.

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

SO+1y    5y    FR

Except where non-OPR retention periods 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>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		CY+1y	nil	DE

-20	Draft agreements and negotiations (includes negotiation records, correspondence, drafts and studies) (arrange by agreement name) (covers the development of federal agreements, protocols and provisional arrangements)		SO+1y	5y	DE
-----	--	--	-------	----	----

SO = when agreement has been signed

(continued on next page)

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A            SA            FD

### 23210 OFFICIAL LANGUAGES IN EDUCATION AGREEMENTS (continued)

- 25    Approved federal agreements  
          (includes signed bi-lateral agreements, protocols,  
          provincial action plans, financial information and  
          addendums)  
          (arrange by agreement name)  
          (covers bi-lateral agreements, university agreements  
          and capital agreements)
- SO =    upon expiry of agreement
- FR =    The government archives will fully retain Approved  
          federal agreements because they document agreed-  
          upon strategic priorities, objectives and expected results  
          regarding minority-language education programs in  
          British Columbia. The records have evidential and  
          informational value.
- 30    Approved provisional arrangements  
          (includes signed provisional agreements and action  
          plans, and financial information)  
          (arrange by year of agreement)
- SO =    when new federal agreement, classified under  
          secondary -25, is signed
- FR =    The government archives will fully retain approved  
          provisional arrangements because they document  
          agreed-upon strategic priorities, objectives and  
          expected results regarding minority-language education  
          programs in British Columbia. The records have  
          evidential and informational value.
- 40    Activity and financial reports  
          (includes bursary activity reports, financial statistical  
          reports, and required reports as defined in the  
          federal/provincial agreement)  
          (arranged by school year, then by type of report)

(continued on next page)

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FOI = Freedom of Information/Privacy

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CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week    m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

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A            SA            FD

### 23210 OFFICIAL LANGUAGES IN EDUCATION AGREEMENTS (continued)

SO = upon expiry of governing agreement, which is classified under secondary -25, and receipt of all federal funds according to the agreement

FR = The government archives will fully retain Activity and financial reports because they provide a summary of bursary and other funded programs. They have evidential and informational value.

NOTE: For reporting to the CMEC, see secondary 23250-02 (Annual reports submitted to CMEC).

6y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

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A            SA            FD

23250    LIAISON WITH THE COUNCIL OF MINISTERS OF EDUCATION,  
            CANADA (CMEC)

Records relating to partnership activities with the Council of Ministers of Education, Canada, (CMEC) which is an intergovernmental body founded by ministers of education to serve as:

- a forum to discuss policy issues
- a mechanism through which to undertake activities, projects, and initiatives in areas of mutual interest
- a means by which to consult and cooperate with national education organizations and the federal government, and
- an instrument to represent the education interests of the provinces and territories internationally.

This includes records relating to the administration of the national French language programs, general communications with the CMEC, and PanCanadian projects, which examine common resources and build educational frameworks to support and review both Francophone education and French-as-a second language instruction.

Record types include correspondence, meeting agendas, activity and financial reports.

For agreement negotiations with the CMEC, see secondary 23210-20.  
For French language funding, see primary 23410.  
For national French language programs, see primary 23320

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

SO+1y    8y    DE

Except where non-OPR retention periods 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>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		CY+1y	nil	DE

(continued on next page)

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23250	<u>LIAISON WITH THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)</u> (continued)			
-02	Annual reports submitted to the CMEC  SO = when report has been submitted to the CMEC  FR = The government archives will fully retain Annual reports submitted to the CMEC because they include summary statistical data relating to the delivery of the national French language immersion and work experience programs in British Columbia. The reports have evidential and informational value.	SO+1y	8y	FR
-03	CMEC liaison records (includes inquiries, mailouts, correspondence)	CY+1y	nil	DE
-04	CMEC meetings (includes agendas, notes, and related material) (covers meetings of provincial coordinators to plan the administration of the national programs for the upcoming school year)  SO = when the school year the meeting relates to is complete, and when reference value expires	SO	nil	DE
-10	PanCanadian education project final products (includes kits, frameworks and other products) (covers the final products of PanCanadian education project case files, which are classified under -20)  SO = when no longer required for program planning purposes, and the governing agreement expires  FR = The government archives will fully retain PanCanadian education project final products because they document the involvement of the Government of British Columbia in a detailed analysis of the context and performance of minority-language students and the preparation of tools to assist teachers in Francophone minority language settings. These records have evidential and informational value.  (continued on next page)	SO+1y	5y	FR

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A            SA            FD

23250    LIAISON WITH THE COUNCIL OF MINISTERS OF EDUCATION,  
CANADA (CMEC) (continued)

- 20    PanCanadian education project case files  
          (includes correspondence, meetings, reports, plans and  
          studies)  
          (arrange by project)  
          (covers CMEC-led projects regarding minority  
          language education and second language instruction)

SO =    when no longer required for program planning  
          purposes; or when the project is completed, cancelled,  
          paused, or abandoned; and when no longer required  
          for reference purposes

DE=    Upon approval of the Records Officer, PanCanadian  
          education project case files will be destroyed. PanCanadian  
          education project final products are fully retained.

NOTE: Final products of the PanCanadian education projects are  
classified under secondary -10.

- 9y =    The retention period ensures records are available should a  
          compliance audit be conducted as outlined in the Canada –  
          British Columbia Agreement on Minority-Language Education  
          and Second Official Language Instruction Agreement, which  
          stipulates that an audit could be performed up to five years  
          after expiry of the agreement.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23300		<b><u>PROVINCIAL FRENCH LANGUAGE BURSARY PROGRAMS</u></b> (continued)			
		SO = upon expiry of the federal/provincial agreement covering the school year for which the data is created			
		NOTE: This secondary is not for filing. It is used to schedule data residing on the system.			
	-04	Bursary tracking database (electronic database)	SO	nil	DE
		DE = This electronic system can only be destroyed when the approved retention schedules covering the information on it has elapsed, or when the information has been made accessible elsewhere.			
		NOTE: This in-house database, created in Filemaker Pro, is used to track bursary applications and create reports. Because this is a simple system, an information system overview has not been developed.			
		NOTE: This secondary is not for filing. It is used to schedule the system itself.			
PIB	-12	Bursary applications and awards (includes applications and correspondence) (arrange by bursary program, then by school year, then by applicant name)	SO+1y	8y	DE
		SO = upon payment deadline for the school year			
		9y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.			
		NOTE: Bursary applications which are denied, cancelled, or withdrawn will be reclassified under secondary -13 (Not-awarded bursary applications) (continued on next page)			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23300	<u>PROVINCIAL FRENCH LANGUAGE BURSARY PROGRAMS</u> (continued)				
PIB	-13	Not-awarded bursary applications (includes application and correspondence) (arrange by bursary program, then by school year, then by applicant)	SO+1y	nil	DE

SO = upon payment deadline for the school year

NOTE: Complaints or issues that arise from a not-awarded bursary application may be classified under 23200-05 (French language program issues files).

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FOI = Freedom of Information/Privacy  
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A            SA            FD

23320    NATIONAL FRENCH LANGUAGE PROGRAMS

Records relating to national French language education programs which are funded by the Council of Ministers of Education, Canada (CMEC), such as the summer language bursary program, called Explore, which provides financial assistance to students who have completed at least Grade 11 to enrol in five-week immersion courses in French; and the Odyssey program, a work experience that provides candidates the opportunity to share their culture by being classroom language assistants in one of Canada's two official languages.

Record types include correspondence, inquires, applications and tracking data.

For the annual mail out of French language program information, see primary 23200.

For program reporting to the CMEC, see primary 23250-02.

For provincial French language bursary programs, see primary 23300.

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

CY+1y    nil    DE

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

SO            nil            DE

-00    Policy and procedures

- OPR

SO            5y            FR

- non-OPR

SO            nil            DE

-01    General

PIB    -03    Program tracking data

SO+1y    nil    DE

(covers details from program applications, application status, and letter templates)

(covers application information residing on databases for tracking and reporting purposes)

(electronic records)

SO = upon expiry of the federal/provincial agreement covering the school year for which the data is created

NOTE: This secondary is not for filing. It is used to schedule data residing on the system.

(continued on next page)

A = Active

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FD = Final Disposition

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PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23320	<u>NATIONAL FRENCH LANGUAGE PROGRAMS</u> (continued)			
-04	Program tracking databases (electronic databases)	SO	nil	DE
	DE = These electronic systems can only be destroyed when the approved retention schedules covering the information on them have elapsed, or when the information has been made accessible elsewhere.			
	NOTE: These in-house databases, created in Filemaker Pro, are used to track program applications and to generate reports relating to National French language programs. Because these are simple systems, an information system overview has not been developed.			
	NOTE: This secondary is not for filing. It is used to schedule the system itself.			
PIB	-12 Program applications (includes applications and correspondence) (arrange by program, then by school year, then by applicant name)	SO+1y	8y	DE
	SO = upon end of school year			
	9y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.			
	NOTE: Program applications which are denied, cancelled, or withdrawn will be reclassified under secondary -13 (Unsuccessful program applications)			
PIB	-13 Unsuccessful program applications (includes application and correspondence) (arrange by program, then by school year, then by applicant)	SO+1y	nil	DE

(continued on next page)

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A            SA            FD

23320    NATIONAL FRENCH LANGUAGE PROGRAMS (continued)

SO = upon end of school year

NOTE: Complaints or issues that arise from an unsuccessful program application may be classified under 23200-05 (French language program issue files).

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FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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A                      SA                      FD

23400      FRENCH LANGUAGE STUDENT EXCHANGE PROGRAMS

Records relating to the administration of bilingual exchange programs between British Columbia and Quebec, which are available to French immersion and Francophone students.

Record types include correspondence, reports and forms.

For French language program information, see primary 23200.

For reporting as per agreement, see secondary 23210-40.

For request for proposal and contract records, see primary 23410.

FOI:            Student exchange administration and application records contain significant personal information. Access to this information is restricted in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c.165)

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

CY+1y      nil      DE

Except where non-OPR retention periods 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>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-05	French language exchange program administration (includes evaluations, financial material, travel information and reports) (arrange by program, then by school year, then by school district)		SO	2y	DE

SO = upon end of school year

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23400	<u>FRENCH LANGUAGE STUDENT EXCHANGE PROGRAMS</u> (continued)			
-25	Exchange program applications (includes applications, letters, transcribed interviews, and correspondence) (arrange by program, then by school year, then by school district)	SO+1y	8y	DE
	SO = upon end of school year			
	9y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority- Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.			
	NOTE: Exchange program applications which are denied, cancelled, or withdrawn will be reclassified under secondary -45 (Unsuccessful program applications)			
PIB	-45 Unsuccessful exchange program applications (arrange alphabetically by applicant)	SO+1y	nil	DE
	SO = upon end of the current school year and when no longer needed for review and evaluation			
	NOTE: Complaints or issues that arise from an unsuccessful program application may be classified under 23200-05 (French language program issues files).			

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OPR = Office of Primary Responsibility		VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

23410    FRENCH LANGUAGE FUNDING

Records relating to the distribution of federal funds to school districts, independent schools, post-secondary institutions, and organizations in order to support French Immersion and Core French Language Education programs.

This includes records relating to financial transactions using federal funds, including contracts and contribution agreements.

Record types include applications, correspondence, reports, financial transaction documents, contracts, contribution agreements, Treasury Board submissions and forms.

For general liaison with educational partners, see ARCS secondary 230-20

For national French language programs, see primary 23320.

For protocol agreements, see primary 23210.

For provincial French language bursary programs, see primary 23300.

For provisional arrangements, see primary 23210.

Unless otherwise specified below, the ministry OPR (French Programs) will retain these records for:

CY+1y    nil    DE

Except where non-OPR retention periods 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>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01    General

-02	Funding manuals		SO+1y	5y	FR
	(includes the <i>French Funding Guide</i> )				
	(covers a thorough outline of programs and policies on the disbursement of federal funds)				

FR =    The government archives will fully retain Funding manuals because they document the types of federal funding available to school districts, independent schools, and post-secondary institutions, as well as the policy and procedures used to qualify and apply for the funding. These records have evidential and informational value.  
(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

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A            SA            FD

23410    FRENCH LANGUAGE FUNDING (continued)

NOTE: This secondary is for the final version only of the funding manuals. Development files will be classified under ARCS secondary 312-30 (Ministry/agency publication development files).

-20	School funding for French programs case files (arrange numerically by school district number, or by college or university) (covers correspondence and reports regarding federal funding and allocations the school districts, universities and colleges may receive for the delivery of French programs)	SO+1y	5y	DE
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SO = upon expiry of governing agreement

6y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

-30	Financial agreements and transactions (includes budgets, contracts, request for proposals, and account and contribution agreements) (arrange by contract number, account number or agreement) (covers the distribution and management of federal funds in accordance with the governing agreement)	SO+1y	8y	DE
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SO = upon expiry of contract or contribution agreement, or end of the school or fiscal year

9y = The retention period ensures records are available should a compliance audit be conducted as outlined in the Canada – British Columbia Agreement on Minority-Language Education and Second Official Language Instruction Agreement, which stipulates that an audit could be performed up to five years after expiry of the agreement.

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
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SUBJECT HEADINGS

PRIMARY NUMBERS

### FRENCH LANGUAGE EDUCATION PROGRAMS

#### *OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

#### INDEX

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

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

This index contains an alphabetical listing of:

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

#### Cross-references:

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

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

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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SUBJECT HEADINGS

PRIMARY NUMBERS

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