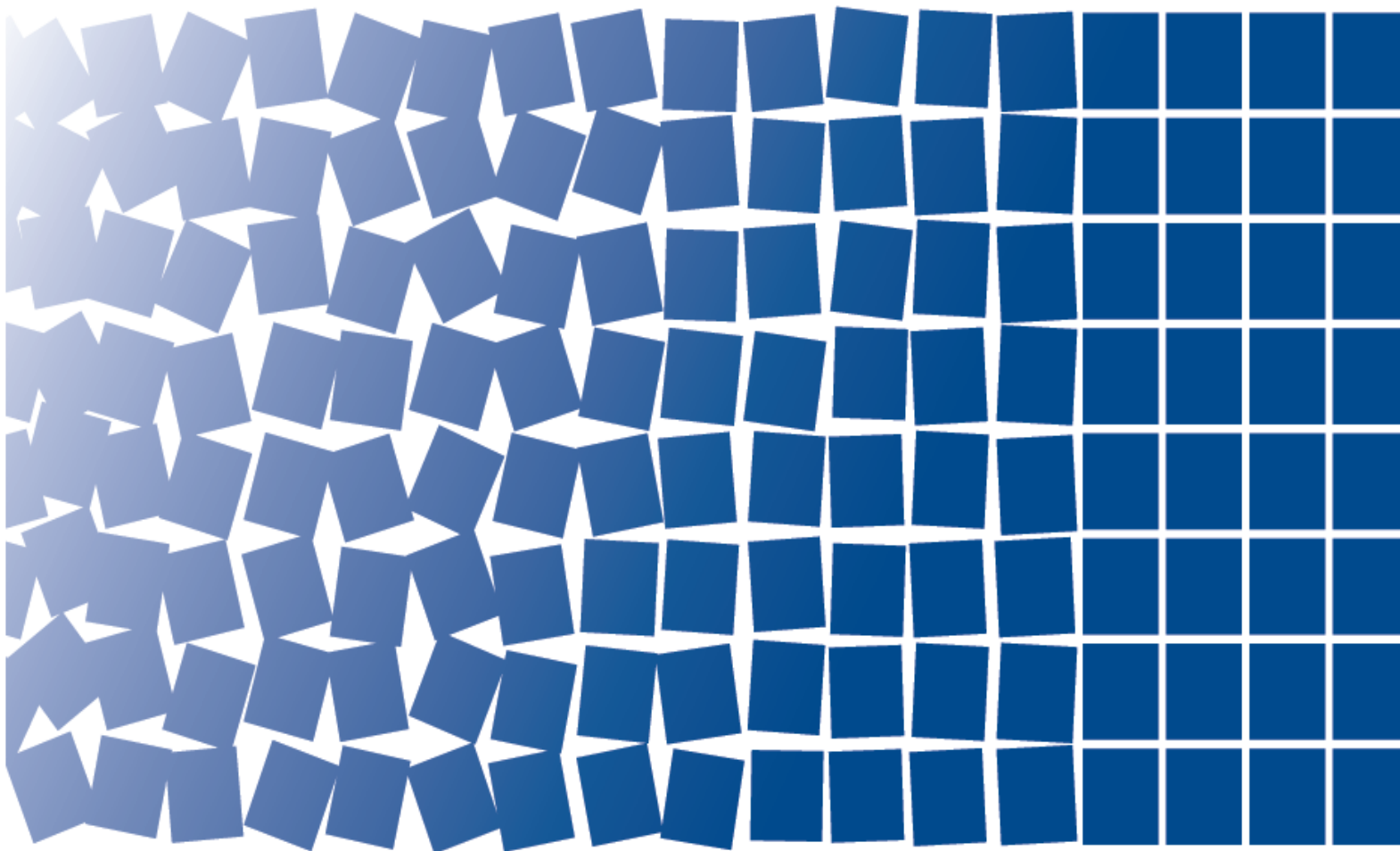


GLOBAL EDUCATION PROGRAMS OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

GLOBAL EDUCATION PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification system.

Title: Global Education Programs Operational Records Classification System

Ministry of Education
Governance and Independent Schools Division
International Education Branch

Description and Purpose:

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the International Education Branch, Ministry of Education. These records document the development of international relationships with educational partners about the delivery of BC Kindergarten to Grade 12 (K-12) education programs to students studying in K-12 schools overseas, as well as the promotion and coordination of international education in BC onshore schools. This *ORCS* covers records relating to the Ministry of Education's global education programs. The Ministry inspects and certifies BC Kindergarten to Grade 12 (K-12) educational programs offered in schools in other countries that employ BC certified teachers. BC offshore school programs are inspected and certified by the BC Ministry of Education. Students registered at a BC offshore school program receive instruction in English by BC certified teachers. Graduates from a BC Graduation Program are issued a BC Certificate of Graduation (Dogwood Diploma). BC also supports onshore international education programs. These programs include the coordination of distributed learning projects, and the collaboration between BC school districts and offshore schools to foster cultural links.

NOTE: Records were previously scheduled under the *Education ORCS*, Schedule 105085.

Start Date: 1984

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

 Records Officer signature Print Name: Terrence McKenny	<u>June 17/2013</u> Date
 ADM or Executive Director signature Print Name: Claire Avison	<u>July 8/13</u> Date
 Deputy Minister or Corporate Executive signature Print Name: James Gorman	<u>July 11/13</u> Date

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

March 12, 2014
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

April 10, 2014
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

 Chair, PDC signature Print Name: Gary Mitchell	<u>31 Jan 2014</u> Date
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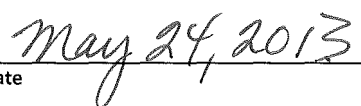
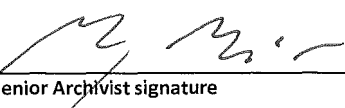
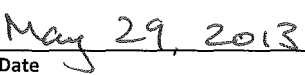

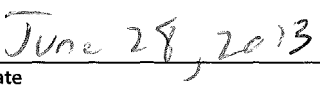
RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods. These records are created and received under the authority and mandate of the Ministry of Education, including the BC International Education Strategy.

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 have no 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.

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. "Full Retention" indicates record series or groups of records that will be retained in their entirety. "Selective Retention" indicates record series or groups of records that will be retained in part. 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 selective and full retention ensure that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

 Archivist signature Print Name: Sharon Larade	 Date
 Senior Archivist signature Print Name: Mary McIntosh	 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Print Name: Glen Isaac	 Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

GLOBAL 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 the International Education Branch, Ministry of Education.

These records document the development of international relationships with educational partners about the delivery of BC Kindergarten to Grade 12 (K-12) education programs to students studying in K-12 schools overseas, as well as the promotion and coordination of international education in BC onshore schools.

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

This *ORCS* covers records created and received since 1984. In the early 1980s, a small number of school districts began recruiting international fee-paying students, starting with West Vancouver School District in 1982. Between 1987 and 1993, the government-funded Pacific Rim Initiatives Program included the following educational components: learning-resource development, teacher and student exchanges, school twinning programs, and various scholarship programs. This resulted in an increase of fee-paying international students. Since 1993, school districts and school authorities have pursued their own international education programs. NOTE: Records were previously scheduled under the *Education ORCS*, Schedule 105085. Prior to this time, the functions covered by this *ORCS* were not carried out by the BC government.

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

- 1) Policy – final
(secondary 24100-00) SO 5y FR

Throughout this *ORCS*, the government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs covered by this *ORCS*.

- 2) Offshore school files
(secondary 24200-20) SO 15y DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

These records document the certification of offshore school owner/operators. This includes managing the certification process (pre-certification, certification, certification renewal, and inspection); responding to enquiries from prospective owner/operators; and all communication with the offshore authority throughout the certification process.

15y = The retention period meets the creating agency's information and operational requirements, and provides a reasonable period of time for the legal value of these records to be extinguished.

3) All Other Records

DE

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. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the *ORCS* or in *ARCS*, such as summary reports, policy records, executive briefing notes (*ARCS* secondary 280-20), and annual service plan reports (*ARCS* secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

GLOBAL EDUCATION PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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EXECUTIVE SUMMARY

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INTRODUCTION TO THE *GLOBAL EDUCATION PROGRAMS ORCS*

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Global Education Programs Operational Records Classification System (GEDU 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/arcs/admin/arcs_orcs_user_guide.pdf. 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.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html

For legislation, policies, and standards for managing records in the BC Government, see 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/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of ORCS Purpose and Structure**

The operational records covered by this *ORCS* relate to the operations and services your ministry or agency provides in accordance with statute, mandate, and/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*
- Table of Contents
- Introduction (this section)¹
- 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
- Appendices: may be added to provide a summary of changes (if the *ORCS* has been amended), file codes, filing procedures, and/or other classification or records management guidelines

¹ Pre-2011 *ORCS* have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*; their meanings are as follows:

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active
 SA = Semi-active
 FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
 SO = Superseded or Obsolete
 w = week
 m = month
 y = year

Final dispositions: **DE** = Destruction
 FR = Full Retention
 SR = Selective Retention
 OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy
 PIB = Personal Information Bank
 VR = Vital Records

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	24000-24999	Global Education Programs

Covers records relating to the Ministry of Education's global education programs. The Ministry inspects and certifies British Columbia Kindergarten to Grade 12 (K-12) educational programs offered in schools in other countries that employ BC certified teachers. BC offshore school programs are inspected and certified by the BC Ministry of Education. Students registered at a BC offshore school programs receive instruction in English by BC certified teachers. Graduates from a BC Graduation Program are issued a BC Certificate of Graduation (Dogwood Diploma).

BC also supports onshore international education programs. These programs include the coordination of distributed learning projects, and the collaboration between BC school districts and offshore schools to foster cultural links. The Global Education Program is part of the BC International Education Strategy.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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 has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1

GLOBAL EDUCATION PROGRAMS

PRIMARY NUMBERS

24000 – 24999

Section 1 covers records relating to the Ministry of Education's global education programs. The Ministry inspects and certifies British Columbia Kindergarten to Grade 12 (K-12) educational programs offered in schools in other countries that employ BC certified teachers. BC offshore school programs are inspected and certified by the BC Ministry of Education. Students registered at a BC offshore school program receive instruction in English by BC certified teachers. Graduates from a BC Graduation Program are issued a BC Certificate of Graduation (Dogwood Diploma).

BC also supports onshore international education programs. These programs include the coordination of distributed learning projects, and the collaboration between BC school districts and offshore schools to foster cultural links. The Global Education Program is part of the BC International Education Strategy.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1 TABLE OF CONTENTS
GLOBAL EDUCATION PROGRAMS

24000 - 24999

	GLOBAL EDUCATION PROGRAMS
24000	– GENERAL
24100	– POLICY, STANDARDS AND PROGRAM DEVELOPMENT
24200	OFFSHORE SCHOOL PROGRAMS
24300	ONSHORE SCHOOL PROGRAMS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24000 GLOBAL EDUCATION PROGRAMS - GENERAL

Records not shown elsewhere in this section which relate generally to global education programs and services in BC. This includes administering travel to and inspection and evaluation of schools, investigating and resolving issues, and collaborating with provincial, national and international associations.

- For accounts payable, see *ARCS* secondary 925-20.
- For accounts receivable, see *ARCS* secondary 935-20.
- For annual reports, see *ARCS* primary 400.
- For Global Education Program web pages, see *ARCS* secondary 340-30.
- For liaison with Ministry of Advanced Education, Innovation and Technology and other ministries, see *ARCS* secondary 230-20.
- For marketing and communications plans, see *ARCS* primary 295.
- For policies, procedures, standards, and guidelines, see secondary 24100-00.
- For reference material/topical files, see *ARCS* secondary 358-20.

The ministry OPR is International Education Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-02 Global education program administration (covers evaluations, financial material, travel information and reports, lists of offshore program consultants and school inspectors, equivalency records, scholarship adjudication and general advice on home stay options)	CY+1y	nil	DE
-04 Global education program issue files (covers complaints and issue management, including investigations into complaints regarding offshore school consultant, teacher, principal, school, or school inspector performance)	SO	nil	DE
SO: when the issue is resolved and when no longer required for reference purposes			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24000 GLOBAL EDUCATION PROGRAMS - GENERAL

		A	SA	FD
-06	Global education sector collaboration (covers correspondence, reports and meeting records relating to the coordination, consultation and marketing of global education programs and services in Canada and internationally)	CY+1y	nil	DE
	NOTE: Use for groups such as BC Council of International Education (BCCIE), Council of Ministers of Education, Canada (CMEC), Canadian Association of Public Schools International (CAPS-I), Federation of Independent Schools (FISA-BC), International Online Learning Association (IOLA-BC) and International Public School Education Association (IPSEA).			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24100 GLOBAL EDUCATION PROGRAMS - POLICY, STANDARDS AND PROGRAM DEVELOPMENT

Records relating to the development of operational policies, including procedures, standards, guidelines, recommended practices and directives for use by internal staff, throughout government, and external clients. These include internal policy tools including policies, procedures and standards governing operational activities of the Branch, and corporate tools governing global education activities. This includes developing programs and policy, and communicating transitions to new standards.

For committees, see *ARCS* secondary 200-20.

For policy from external sources, see *ARCS* primary 195.

For policy registration and tracking, see *ARCS* secondary 100-05.

For strategic plans, see *ARCS* secondary 400-10.

The ministry OPR is International Education Branch. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy - final (arrange by policy name) (covers final/approved policies, procedures, standards, and guidelines developed for use by the program area, including <i>Operating Manual for Offshore Schools</i> , <i>Inspection Catalogue</i> , and <i>Transition Guidelines for Offshore Schools</i>)	SO	5y	FR
SO: when the policy is replaced or becomes irrelevant			
FR: The government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs covered by this <i>ORCS</i> .			
NOTE: File every approved policy after every update.			
-01 General	CY+1y	nil	DE
-20 Policy development case files (includes correspondence, drafts, and working materials) (arrange by policy name) (covers development of school owner/operator selection criteria, qualification of offshore program consultants, qualification of school inspectors, and onshore non-resident student learning requirements)	SO	5y	DE

(cont'd)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24100	GLOBAL EDUCATION PROGRAMS - POLICY, STANDARDS AND PROGRAM DEVELOPMENT	A	SA	FD
-20	Policy development case files (continued)	SO	5y	DE
	SO: when the policy is approved and distributed or abandoned			
	DE: Policy development files may be destroyed because final policies are fully retained under secondary -00.			
-22	Program development files (covers planning, coordinating, implementing, evaluating and communicating global education programs and services) (arrange by program or service)	SO	5y	DE
	SO: when the program or service is established, or when no longer required for program planning, evaluation and review purposes.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24200 OFFSHORE SCHOOL PROGRAMS

Records relating to the certification of offshore school owner/operators. This includes managing the certification process (pre-certification, certification, certification renewal, and inspection) and responding to enquiries from prospective owner/operators.

A certified offshore school program is authorized to offer the BC curriculum in educational programs leading towards a BC Certificate of Graduation under the authority of a certified school agreement with the province.

The province contracts with the school authority (owner) to offer the BC curriculum. Offshore program consultants act as liaison between the school authority and the province, but paid for and accountable to the school authority. Teachers and principals in offshore schools must be BC certified. Some school authorities hire a service provider to provide educational services. Some school district business companies play this role for a number of schools.

Offshore school programs are inspected annually prior to renewal. Offshore school inspection teams are contracted from a pre-approved pool of candidates.

- For accounts payable, see *ARCS* secondary 925-20.
- For accounts receivable, see *ARCS* secondary 935-20.
- For certified offshore school program list, see secondary 24000-02.
- For inspection visit planning records, see *ARCS* secondary 490-30.
- For operational policy, see secondary 24100-00.
- For procurement of offshore school program consultants and inspectors, see *ARCS* secondary 1070-30.
- For reference material/topical files, see *ARCS* secondary 358-20.
- For school program inspection contracts, see *ARCS* secondary 1070-20.

The ministry OPR is International Education Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-02 Offshore program inquiries (covers inquiries from prospective owner/operators)	CY+1y	nil	DE
-05 Unsuccessful applications (includes application and correspondence)	SO+1y	2y	DE
SO: upon end of school year			
	(cont'd)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24200 OFFSHORE SCHOOL PROGRAMS

			A	SA	FD
24200	-05	Unsuccessful applications (continued)	SO+1y	2y	DE
		NOTE: Complaints or issues that arise from an unsuccessful program application may be classified under 24000-04 (Global education program issue files)			
		3y: The retention period is based on the two-year basic limitation period under the <i>Limitation Act</i> (SBC 2012, c.13, s.6). This satisfies legal counsel concerns of possible litigation arising from disgruntled applicants.			
	-20	Offshore school files (includes application for certification, inspection catalogue, business plan, owner/operator selections, annual reports, certification agreements, initial curriculum agreements, inspection reports, appointment of offshore consultant, course exemptions, school certificates, and renewals) (arrange by ministry school number and school name) (covers all communication with the offshore authority throughout the certification process)	SO	15y	DE
		SO: when the school's certification has lapsed and no renewal is indicated, or when the school is decertified			
		15y: The retention period meets the creating agency's information and operational requirements, and provides a reasonable period of time for the legal value of these records to be extinguished.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24300 **ONSHORE SCHOOL PROGRAMS**

Records relating to the coordination of international students studying in BC, and to global learning opportunities for BC students. This includes coordinating distributed learning initiatives, building partnerships between geographically distinct schools, and promoting exchanges of students through study abroad opportunities.

For International Online Learning Association (IOLA-BC), see secondary 24000-06.

For offshore schools, see primary 24200.

For onshore school program administration, see secondary 24000-02.

For operational policy, see secondary 24100-00.

For reference material/topical files, see *ARCS* secondary 358-20.

The ministry OPR is International Education Branch unless otherwise noted below.
See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-02 Onshore school programs and distributed learning files (includes framework models, consultation documents, pilot project records and planning files) (covers nurturing stakeholder relationships with BC school districts and BC independent schools, coordinating use of the <i>Imagine Education au/in Canada</i> brand and maintaining a list of qualified users, and monitoring student outcomes data for onshore non-resident students)	CY+1y	3y	DE

NOTE: Distributed Learning (DL) is a method of instruction that relies primarily on indirect communication between students and teachers, including internet or other electronic-based delivery, teleconferencing, or correspondence. E-learning is the use of educational technologies to support distributed or online learning.

NOTE: *Imagine Education au/in Canada* is a protected trademark licensed to the provinces and territories through the Corporation of the Council of Ministers of Education by an official Master License Agreement. The brand is the property of the Department of Foreign Affairs and International Trade. Eligible educational institutions and organizations apply for authorization to use the brand through an agreement with the CMEC.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

24300 ONSHORE SCHOOL PROGRAMS

A SA FD

-04 Partnership and exchange files

SO 3y DE

(covers correspondence, forms, preliminary inquiries and reports regarding collaboration between schools in BC and schools overseas)

SO: when no longer required for promoting partnerships and exchanges

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: *Global Education Programs ORCS* - Concordance table from *Education ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This table identifies the relationships between original (old) classifications from the *Education ORCS* (Schedule 105085) to the new classification structure in the *Global Education Programs ORCS* (Schedule 201306). It is intended as a general guide for transition between the two *ORCS*. It makes some assumptions about the content of the old files, and also assumes proper usage of the old classifications. It is recommended that you check the contents of every file before converting it to ensure you use the correct new classifications.

12075	NATIONAL AND INTERNATIONAL EDUCATION - GENERAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12075-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12075-01	General	New secondary 24000-01 - General	<i>CY+1y/nil/DE Reduced from CY+2y/2y/DE</i>
12077	NATIONAL AND INTERNATIONAL EDUCATION - INTERNATIONAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12077-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12077-01	General	New secondary 24000-01 - General	<i>CY+1y/nil/DE Reduced from CY+2y/2y/DE</i>

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: *Global Education Programs ORCS* - Concordance table from *Education ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12077-02	Contacts	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-03	Personnel inquiries (interested in jobs in colleges, schools, etc.)	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-04	Language programs	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-05	Program sponsors, proposals, consultants	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-20	Topics in international education	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-25	International education correspondence and pamphlets	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12077-30	Directory profiles	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: *Global Education Programs ORCS* - Concordance table from *Education ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12077-45	Pacific Rim initiatives	See ARCS 230-20 Cooperation and liaison	
12077-50	International education: institutions	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12080	NATIONAL AND INTERNATIONAL EDUCATION - NATIONAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12080-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12080-01	General	New secondary 24000-02 - Global education program administration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12080-20	Council of Ministers of Education Canada (CMEC):papers, reports, correspondence	New secondary 24000-06 - Global education sector collaboration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12080-25	Advisory Committee of Deputy Ministers in Education (ACDME):papers, reports, correspondence	New secondary 24000-06 - Global education sector collaboration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>

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

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12080-30	Papers, reports, correspondence regarding other national educational organizations	New secondary 24000-06 - Global education sector collaboration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12080-40	Papers, reports, correspondence regarding educational organizations in other provinces	New secondary 24000-06 - Global education sector collaboration	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12085	NATIONAL AND INTERNATIONAL EDUCATION - STUDENT EXCHANGE - GENERAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12085-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12085-01	General	New secondary 24000-01 - General	CY+1y/nil/DE <i>Reduced from CY+2y/2y/DE</i>
12085-20	Student exchange organizations	New secondary 24300-04 - Partnership and exchange files	SO/3Y/DE <i>Reduced from CY+2y/2y/DE</i>

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12087	NATIONAL AND INTERNATIONAL EDUCATION - STUDENT EXCHANGE - INTERNATIONAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12087-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12087-01	General	New secondary 24300-01 - General	<i>CY+1y/nil/DE Reduced from CY+2y/2y/DE</i>
12087-20	International exchange programs	New secondary 24300-04 - Partnership and exchange files	<i>SO/3Y/DE Reduced from CY+2y/2y/DE</i>
12087-25	Applications (by program)	New secondary 24300-04 - Partnership and exchange files	<i>SO/3Y/DE Increased from CY/nil/DE</i>
12087-30	German Exchange program	New secondary 24300-04 - Partnership and exchange files	<i>SO/3Y/DE Reduced from CY+2y/2y/DE</i>
12087-35	Pacific Rim exchange programs	New secondary 24300-04 - Partnership and exchange files	<i>SO/3Y/DE Reduced from CY+2y/2y/DE</i>

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APPENDIX A: *Global Education Programs ORCS* - Concordance table from *Education ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12090	NATIONAL AND INTERNATIONAL EDUCATION - STUDENT EXCHANGE - INTERPROVINCIAL	New primary 24000 GLOBAL EDUCATION PROGRAMS - GENERAL	
12090-00	Policy and procedures	New secondary 24100-00 - Policy - final	<i>Unchanged</i>
12090-01	General	New secondary 24300-01 - General	<i>CY+1y/nil/DE Reduced from CY+2y/2y/DE</i>
12090-02	Applications	New secondary 24300-04 - Partnership and exchange files	<i>SO/3Y/DE Increased from CY/nil/DE</i>
12090-20	Interchange on Canadian studies	New secondary 24300-01 - General	<i>CY+1y/nil/DE Reduced from CY+2y/2y/DE</i>

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INDEX

This index contains an alphabetical listing of:

- all keywords from primary titles;
- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- common abbreviations.

Use it to:

- locate the correct primary number to classify documents;
- retrieve, by subject, documents which have been classified and filed; and
- access the contents of your *ORCS*.

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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