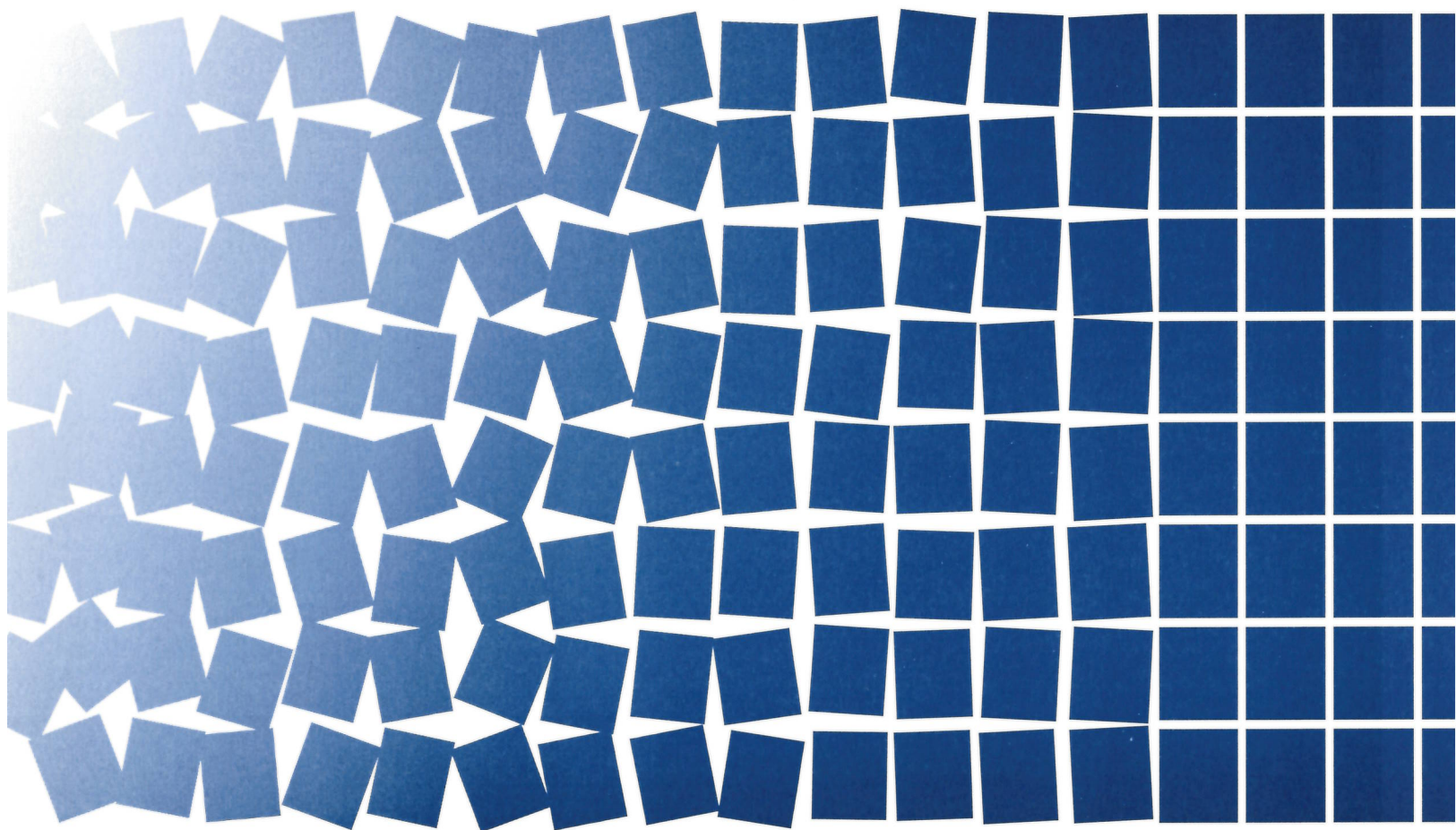


# GOVERNMENT COMMUNICATIONS OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION ACCESS  
OPERATIONS



**GOVERNMENT  
COMMUNICATIONS  
OPERATIONAL  
RECORDS  
CLASSIFICATION  
SYSTEM**



**Province of  
British Columbia**

**Information Access  
Operations**



ISBN 978-0-7726-6505-8

Date: June 23, 2011

British Columbia. Records Management Operations

Government Communications operational records classification system



Schedule No. 881035

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

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

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

**Title** Government Communications Operational Records Classification System

Ministry of Citizens' Services  
Public Affairs Bureau

**Description and Purpose:**

The Government Communications covers all operational records created, received, and maintained by the Public Affairs Bureau.

These records document the provision of centralized communications services to the government and the public. These services include coordinating cross-government initiatives, strategic communications planning and advice, issues management, media relations and media monitoring, writing and editorial services, graphic design, event planning and management, advertising and marketing.

For more information, see attached schedule.

Date range: 1975

Physical format of records: see attached schedule

Annual accumulation: 15 cubic meters

**Recommended retention and disposition: scheduled in accord with attached ORCS.**

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

Dea. Nancy Dec 11, 2009  
Records Officer Date  
Deisee Champion Jan. 26/10  
Executive Director/ADM Date  
Ken Woe Feb 4/10,  
Deputy Minister/Corporate Executive Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

SA Mitchell 2010 JUN 17  
Chair, PDC Date

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

L.T. Feb. 10, 2011  
Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

L.T. May 19, 2011  
Date

**OTHER STATUTORY APPROVALS:**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

CONTACT: Bea Nacey, Records Officer, 250-387-4594

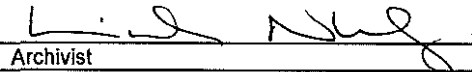
**RECORDS MANAGEMENT APPRAISAL:**

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

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

The retention and final disposition guidelines specified in the attached *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.

  
Archivist

2009/12/11  
Date

**ARCHIVAL APPRAISAL:**

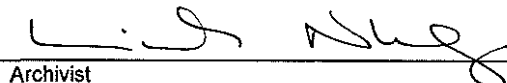
This appraisal documents the recommendation for final disposition.

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."

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

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

  
Archivist

2009/12/11  
Date

The undersigned endorses the appraisal recommendations:

  
Manager, Policy, Appraisal and Storage

2009/12/11  
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.

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A            SA            FD

### GOVERNMENT COMMUNICATION

#### 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 Public Affairs Bureau (PAB).

These records document the provision of centralized communications services to the government and the public. These services include coordinating cross-government initiatives, strategic communications planning and advice, issues management, media relations and media monitoring, writing and editorial services, graphic design, event planning and management, advertising and marketing.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Corporate Information Management Branch 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 July 3, 2002 by PAB as government's centralized communications agency, and covers records created by earlier central communications offices such as the Government Policy and Communications Office (GPCO).

Other records relating to the functions documented in this ORCS, but created in ministry communication offices prior to July 3, 2002, have been classified and scheduled under the Administrative Records Classification System (ARCS), and transferred to the government archives or destroyed as appropriate.

The Office of Primary Responsibility (OPR) for most primaries is the umbrella agency of PAB. PAB has a central office which is responsible for cross-ministry initiatives and corporate-level communications; they also have a communications office for each ministry, providing communication services and advice specific to the issues of the ministry. Because responsibility for communications services is shared by the various offices of PAB, the offices all hold OPR status for primaries covering these functions, unless otherwise specified.

(continued on next page)

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A = Active  
SA = Semi-active  
FD = Final Disposition  
PIB = Personal Information Bank  
PUR = Public Use Records  
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  
FOI = Freedom of Information/Privacy  
VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
4)	<u>Communication projects</u> (secondary 23100-30)	SO+1y	3y	FR

These records document communication projects, which are strategies for the release of information. Projects range from speeches or event planning, to creating minister's speaking notes for question and answer sessions, or announcing a new government initiative.

FR = The government archives will fully retain communication projects case files because they document the public communication of the provincial government's platforms and initiatives. Issues and matters central to government are descriptively documented in the project's fact sheets and news releases.

5)	<u>Opinion polls and surveys</u> (secondary 23000-08)	SO	nil	FR
----	--	----	-----	----

These records cover opinion polls and surveys conducted by PAB, as well as former central communications offices.

FR = The government archives will fully retain opinion polls and surveys because of their evidential value. These records document public opinion on a wide number of issues.

6)	<u>Completed publications – PAB</u> (secondary 23600-09)	SO+4y	nil	FR
----	---	-------	-----	----

These are internal publications which are initiated, developed and paid for by the PAB; also includes publications that PAB works on with other organizations such as the federal government, other provinces, or First Nations groups, since this is the government OPR record.

FR = The government archives will fully retain the completed publications because they document the information and promotional communications from the central communications office and includes collaboration with other governments and organizations.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- |    |   | <u>A</u> | <u>SA</u> | <u>FD</u> |
|----|---|----------|-----------|-----------|
| 7) | <u>Advertising projects</u><br>(secondary 23040-30) | SO+1y    | 3y        | SR        |

These records document the preparation of government advertisements. This covers informational campaigns for government-wide platforms, and core business advertisements such as announcements of road closures.

SR = The government archives will selectively retain advertising projects case files because they document the announcement and marketing of provincial government policies, programs and services.

At the time of transfer to off-site storage the Public Affairs Bureau staff will identify the significant files. Significant files include projects about programs that had considerable impact on the province or showed innovative approaches to advertising. Selected files will be boxed with other records for full retention. All other records covered by this secondary will be boxed separately for destruction.

- |    |  |       |     |    |
|----|--|-------|-----|----|
| 8) | <u>Model release forms</u><br>(secondary 23250-10) | SO+1y | 50y | DE |
|----|--|-------|-----|----|

These records document model release forms, which PAB may obtain when retaining an image with an identifiable person. The model release form allows PAB to use the image.

51y = covers the 50 year term of copyright for government publications, plus the end of the calendar year following government publication of the work that features the model.

- |    |                           |  |  |    |
|----|---------------------------|--|--|----|
| 9) | <u>Electronic Records</u> |  |  | DE |
|----|---------------------------|--|--|----|

The following electronic databases are covered by this ORCS: the Media Room, and Today's News Online. The Information System Overview section provides information about the electronic systems, inputs and outputs and routine back-ups. Notes under the relevant ORCS secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

(continued on next page)

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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A                      SA                      FD

10) 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. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-20) and the ministry's annual reports (*ARCS* secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

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PIB = Personal Information Bank  
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OPR = Office of Primary Responsibility

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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TNO      TODAY'S NEWS ONLINE

GLOSSARY

APPENDICES      APPENDIX A      AUTHORIZATION OF DESTRUCTION FOR TODAY'S NEWS  
ONLINE SOURCE MATERIAL

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## **HOW TO USE ORCS**

For further information, call your Records Officer,  
Bea Nacey, 387-4594

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- 1.2    What is an *ORCS*?
- 1.3    Introduction to the Government Communications *ORCS*

## **PART 2     How to Read a Primary**

- 2.1    Primary Number and Title
- 2.2    Scope Note
- 2.3    Cross References
- 2.4    Records Retention and Disposition Schedule
  - 2.4.1   Active Retention Period Column
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- 2.5    Office of Primary Responsibility (OPR)
- 2.6    Secondary Number and Title
  - 2.6.1   Reserved Secondaries
  - 2.6.2   Secondaries -02 to -19 (subject secondaries)
  - 2.6.3   Case File Secondaries (-20 and higher)
  - 2.6.4   Coded Series
- 2.7    Key of Terms (Abbreviations in Footer)
  - 2.7.1   Terms Used in the Active and Semi-Active Disposition Columns
  - 2.7.2   Terms Used in the Final Disposition Column
  - 2.7.3   Other Terms
- 2.8    Freedom of Information and Protection of Privacy Flags
- 2.9    Explanatory Notes
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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 3.2    Records and Recorded Information
- 3.3    An Effective Records Management System
- 3.4    The Classification System
  - 3.4.1    Staff Responsibilities and Procedures
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- 3.10    Freedom of Information and Protection of Privacy
- 3.11    Electronic Records and the Information System Overview
- 3.12    Implementation of *ORCS*
- 3.13    Advisory Services
- 3.14    Amendment and Update of *ORCS*

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PART 1

## THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

### 1.1 General Introduction

The purpose of this chapter of the *ORCS* Manual is to explain the nature, purpose, and usage of the *ORCS*. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the *ORCS*. It is also a reference tool which can help users understand how to implement the *ORCS* and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of *ORCS* in general and an introduction to this *ORCS* in particular. Part Two explains how to read a primary, the basic building block of the *ORCS*. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the *ORCS* as part of this system.

### 1.2 What is an ORCS?

*ORCS* is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as *ORCS* is the cornerstone of an effective records management program. Each *ORCS* is tailored to fit the specific operational records relating to a function or program of government.

*ORCS* is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into *ORCS* ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the *ORCS* is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

## 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.

### What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization.

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System* (ARCS). Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The ARCS manual is available in hardcopy from your Records Officer, or online at <http://www.bcarchives.gov.bc.ca/ARCS/index.htm>

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by ARCS and ORCS.

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

<b>Schedule No.</b>	<b>Schedule Title</b>
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

### The Purpose of ORCS

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

### Responsibility for ORCS

The Corporate Information Management Branch (CIMB) is responsible for establishing standards for the development of ORCS for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c. 99).

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

The Royal British Columbia Museum (BC Archives) is responsible for preserving and providing access to records of enduring value to the province. BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at <http://www.bcarchives.gov.bc.ca>. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

## 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.

### 1.3 Introduction to the Government Communications ORCS

The operational records in this ORCS relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the provision of centralized communications services to the government and the public. These services include coordinating cross-government initiatives, strategic communications planning and advice, issues management, media relations and media monitoring, writing and editorial services, graphic design, event planning and management, advertising and marketing.

This ORCS covers all operational record series created or received by the Public Affairs Bureau since July 3, 2002, and covers records created by earlier central communications offices such as the Government Policy and Communications Office (GPCO).

Other records relating to the functions documented in this ORCS, but created in ministry communication offices prior to July 3, 2002, have been classified and scheduled under the Administrative Records Classification System (ARCS), and transferred to the government archives or destroyed as appropriate.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section, which identifies and describes electronic records. This ORCS includes the following sections:

<b>Section Number</b>	<b>Primary Numbers</b>	<b>Section Title</b>
Section 1	23000-23999	Government Communications
		Covers records relating to government communications. This includes cross-government initiatives, communications planning and advice, issues management, media relations and media monitoring, writing and editorial services, graphic design, event planning and management, advertising and marketing, and distributing news releases and backgrounders.
ISO	MROM	Media Room
		Covers the BC Government Media Room, a public database for audio, video and other multi-media items associated with government events.
ISO	TNO	Today's News Online
		Today's News Online is a media monitoring service for the Government of British Columbia. It contains the current day's newspaper clippings from a variety of newspapers, excerpts and summaries of television or radio broadcasts, as well as an archive covering approximately the last six months of news.

Within each section, primaries are presented in numerical order and grouped as follows:

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section (“reserved secondaries” - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.
- Groups of related primaries, called “primary blocks”, appear together, indicated by two-part titles and an initial “general” primary (for example, “Client Group Issues - General” and “Client Group Issues - Families”).

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Index (aids in classifying and finding records - see 3.6 for further discussion)
- Appendices (provides information useful for classifying and managing the records - see 3.6 for further discussion)

Past *ORCS* also included a glossary section, providing useful definitions of records management terminology used throughout the *ORCS*, but this is no longer part of *ORCS*. Instead, it has a separate existence as the Recorded Information Management (RIM) Glossary, available on the CIMB web site.

This *ORCS* was reviewed by CIMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Public Affairs Bureau. This means that this *ORCS* is a legally binding document, i.e., it has statutory authority.



## 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.

### PART 2 HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the ORCS schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
  - 2.4.1 Active retention period column
  - 2.4.2 Semi-active retention period column
  - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
  - 2.6.1 Reserved secondaries
  - 2.6.2 Secondaries -02 to -19 (subject secondaries)
  - 2.6.3 Case file secondaries (-20 and higher)
  - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
  - 2.7.1 Terms used in the active and semi-active disposition columns
  - 2.7.2 Terms used in the final disposition column
  - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
  - 2.9.1 Qualifiers
  - 2.9.2 Other notes
- 2.10 Physical Format Designations
- 2.11 Vital Records Flags

This draft records schedule has NOT been approved under the provisions of the Document Disposal Act (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Central Records Management Operations reviews and approves all records retention and disposition recommendations before an ORCS is sent for legislative approval, as required in the Document Disposal Act. For information regarding this ORCS, contact your Records Officer.

2.1

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

A SA FD

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2

Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

Record types include registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

2.3

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section. For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see ARCS primary 415.

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

CY+1y 3y DE

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

2.6

SO nil DE

- 00 Policy and procedures - OPR - non-OPR
-01 General
-02 Complaints and inquiries
-03 Extraterrestrial reports and statistics

SO 5y FR
SO nil DE
CY+1y 3y FR

FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
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
FOI - Freedom of Information/Privacy
VR = Vital Records

This draft records schedule has NOT been approved under the provisions of the Document Disposal Act (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Central Records Management Operations reviews and approves all records retention and disposition recommendations before an ORCS is sent for legislative approval, as required in the Document Disposal Act. For information regarding this ORCS, contact your Records Officer.

A SA FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued)

-04 Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified) SO NA NA

NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified.

2.8 FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165, s. 15(1)(b)).

PIB -20 Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs) SO+3y 300y SR

2.9 SO = when extraterrestrial visitor leaves the province
NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111.
303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime.
SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.

VR -30 Extraterrestrial Registration System (ERS) (electronic database) SO nil DE

2.10 SO = when the function supported by the database is no longer performed by government
2.11

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
PIB = Personal Information Bank w = week m = month FR = Full Retention
PUR = Public Use Records y = year FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility VR = Vital Records
I:\430-30\ufo\_orcs.doc:2001/07/01 Schedule 777777 ORCS/UFOB HOW TO USE - 11

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.

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### **2.1 Primary Number and Title**

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within ORCS. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

### **2.2 Scope Note**

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning "Includes" or "Record types include". If this paragraph does not appear to be comprehensive, the information should appear in "includes" qualifiers under the relevant secondaries.

### **2.3 Cross References**

Cross references link the primary to related primaries, both within the ORCS and in ARCS. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

### **2.4 Records Retention and Disposition Schedule**

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

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, "Key of Terms."

For further information regarding the scheduling system used in ORCS, see 3.7.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **2.4.1 Active Retention Period Column**

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

Active records are used frequently and therefore are retained and maintained in the office space and equipment of the user.

Entries in the active column often use the designations of "CY" or "FY", with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using "CY" and "FY".

CY+1y

Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y

Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

### **2.4.2 Semi-active Retention Period Column**

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

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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For boxing and transfer instructions for semi-active records, see 3.9.

### 2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

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

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website <http://www.bcarchives.gov.bc.ca>). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

### 2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every ORCS primary contains two statements regarding the levels of responsibility for records within a ministry or agency (known as the “unless and except statements”).

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

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

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

Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and CIMB are aware of these changes.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **2.6 Secondary Number and Title**

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

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

#### **2.6.1 Reserved Secondaries**

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

Secondaries -00 and -01 are reserved throughout all ORCS and in ARCS.

Secondary number -00 is always reserved for "Policy and procedures" records. These are records that document the general goals and management decisions concerning how an organization carries out its functions. They include draft and approved policy documents, working materials and correspondence, precedent-setting documents, procedural guidelines and manuals, and standards documentation.

Secondary number -01 is always reserved for "general" records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of ORCS.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.

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If a document relates to two or more secondaries, file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under "General" because this will cause access and scheduling problems.

### **2.6.2 Secondaries -02 to -19 (subject secondaries)**

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

### **2.6.3 Case File Secondaries (-20 and higher)**

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

### **2.6.4 Coded Series**

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.



## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier "(arrange by registration number)". A reference to one of these files might read "23120-20/000326".

### **2.7 Key of Terms (Abbreviations in Footer)**

The key at the bottom of each ORCS page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

#### **2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns**

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

**w** = week

**m** = month

**y** = year

**CY** = Calendar Year (1 January to 31 December)

**FY** = Fiscal Year (1 April to 31 March)

#### **SO = Superseded or Obsolete**

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

##### **i) Routine Records**

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

The most common form of delegated disposition authority is:

Active

Semi-Active

Final Disposition

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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SO

nil

DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value, especially for non-OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

### **ii) Specific Definition of SO**

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

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

### **NA = Not Applicable**

"NA" is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the "NA" designation may be stated in a "NA =" note, or in an "SO =" note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of "NA" because files are reclassified to secondary -20 when the visitor is identified.

### **nil = no semi-active retention period**

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

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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transferred to the government archives. Otherwise, the final disposition of such records is usually physical destruction.

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

### **2.7.2 Terms Used in the Final Disposition Column**

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of the BC Archives (also referred to as the government archives) for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

#### **FR = Full Retention**

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. The government archives preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an "FR =" statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR "because they document and analyse extraterrestrial visitors to the province."

#### **SR = Selective Retention**

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. The government archives preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an "SR =" statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR "because they document extraterrestrial visitors to the province" and the selection criteria is to retain "all files relating to green extraterrestrials."

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from CIMB. The instructions for extraterrestrial registrant case files require that after records to be

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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retained are identified, they are to be boxed separately from records to be destroyed.

**Do not destroy records scheduled for selective or full retention.** For instructions on how to box and transfer archival records to off-site storage, see 3.9.

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

### **DE = Destruction**

The final disposition of inactive records that have no residual value or insufficient public value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a “DE =” note.

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

### **NA = Not Applicable**

See explanation of NA in 2.7.1.

### **2.7.3 Other Terms**

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

<b>FOI =</b>	<b>Freedom of Information/Privacy</b>	see 2.8
<b>OPR =</b>	<b>Office of Primary Responsibility</b>	see 2.5
<b>PIB =</b>	<b>Personal Information Bank</b>	see 2.8
<b>PUR =</b>	<b>Public Use Record</b>	see 2.8
<b>VR =</b>	<b>Vital Record</b>	see 2.11

### **2.8 Freedom of Information and Protection of Privacy Flags**

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see RIM Glossary for definitions). The flags are placed in the left-hand column, next to the relevant secondary. In the

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note (“FOI =”) is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the *Act* to justify restricting access.

For further information about FOI issues, see 3.10.

### **2.9 Explanatory Notes**

Explanatory notes are used in the *ORCS* to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

#### **2.9.1 Qualifiers**

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- “Includes” qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the “Includes ...” sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) “includes reference materials relating to visits and visitors as yet unconfirmed and unidentified.”
- “Arrange” qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to “arrange by registration number.”
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

#### **2.9.2 Other Notes**

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

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- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.
- SR/FR/DE =** These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.
- FOI:** This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.
- NOTE:** This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary - 20 has a note specifying that when the files go offsite, they will be stored "under ongoing RCS accession number 99-9111." For discussion of ongoing accession numbers, see section 3.9.1(b).

### **2.10 Physical Format Designations**

All government records, regardless of physical format, must be classified under either an *ARCS* or an *ORCS* secondary number. Different physical format versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or "hardcopy") version and a microfilm version of the same series.

When records are held in several different physical formats each version is identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

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Some physical format designations used in *ARCS* and *ORCS* are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in “special media” (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an “(includes)” qualifier or in the paragraph of the scope note beginning “Includes” or “Record types include”. All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

*NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.*

### **2.11 Vital Records Flags**

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see RIM Glossary for a more detailed definition).

CIMB recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PART 3

## ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

### 3.1 The Purpose of ORCS

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

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

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

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

### 3.2 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c. 99) establishes approval requirements for the retention and disposition of records and recorded information. An ORCS is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format or media:

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

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



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The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by CIMB, government ministries, and other government agencies. This ORCS was reviewed by CIMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this ORCS as the retention and disposition schedule for the operational records of the Public Affairs Bureau. This means that this ORCS is a legally binding document.

### **3.3 An Effective Records Management System**

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

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

### **3.4 The Classification System**

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

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

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

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

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Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or “section default” primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, “How to Read a Primary.”

The classification system is the basis for other finding aids, such as file lists and indexes. ORCS describes all of the operational records which might exist in an office responsible for the functions covered by the ORCS. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

### **3.4.1 Staff Responsibilities and Procedures**

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

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

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

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records

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equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

### **3.4.2 Classifying Records**

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

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

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

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

b) Broad Subject Approach

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

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### **3.5 The File List**

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

The file list is vital to ORCS and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System (ARCS)* specifies that file lists will be maintained and classified under ARCS 423 "Records Management - File Control". ARCS 423-03 classifies current lists covering both operational and administrative files.

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

### **3.6 Other Finding Aids**

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

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

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

As a further aid in the retrieval and classification of administrative and operational records, CIMB provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see ARCS Appendix A.

### **3.7 The Scheduling System**

An essential element of ORCS is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

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During the “active” stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the “semi-active” stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, CIMB (see section 3.9 for boxing and transfer instructions).

When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become “inactive,” and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved ORCS.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and notes). These columns are labelled “A” for active, “SA” for semi-active, and “FD” for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

### **3.8 Filing and Maintenance Procedures**

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

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference

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- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

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

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

To effectively implement and maintain *ORCS*, offices should develop and document records management procedures. Filing and maintenance procedures are classified under *ARCS* secondary 423-00. Your Records Officer can help to develop appropriate procedures for your office.

### **3.8.1 File Maintenance**

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

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

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

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File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

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

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

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

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, CIMB recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 8-10 cm/3-4 inches of free space on each file shelf or drawer
- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

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### **3.8.2 File Circulation**

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

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

### **3.9 Boxing and Transfer Instructions**

The records schedules contained in ORCS specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, CIMB. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

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

To identify records suitable for boxing, review the files against the ORCS schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

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

#### **3.9.1 Accession Numbers**

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



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

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services  
-01 = the first consecutive box number in accession 91-0123

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

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers (OANs)

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

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

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

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

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-01 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

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

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

### **3.9.2 Transfer of Records to Off-Site Storage**

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if the combined active and semi-active retention period needs changing,
- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

#### a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the *ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide*.)

1. Do not put files covered by different retention and disposition schedules (*ARCS* - 100001 or *ORCS*) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).
3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
5. Place records of the same or similar retention periods and date ranges in the same box.
6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).
7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

#### b) Box Numbering

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Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

c) **Boxes With Varied Classifications, Retention Periods And Date Ranges**

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

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

### **3.10 Freedom of Information and Protection of Privacy**

The purpose of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure by public bodies. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information disclosure exist within your ministry or agency, contact your Director/Manager of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the ORCS, see 2.8.

### **3.11 Electronic Records and the Information System Overview**

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

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;

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- to document the records-keeping context of the system by identifying how the system and related records are classified in the *ORCS*;
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or "email") should be classified and filed under the secondaries covering the relevant functions and activities. For further information on email, see special schedule 102903 in the *ARCS* manual.

### **3.12 Implementation of ORCS**

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

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

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

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.

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

### **3.13 Advisory Services**

CIMB provides limited advisory services to assist records officers with the implementation and maintenance of ORCS. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program
- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

### **3.14 Amendment and Update of ORCS**

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

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures
- coordination and review by the Records Officer
- designated responsibilities for:
  - records classification
  - maintenance of indexes and file lists
  - other record and file operations

CIMB maintains the master edition of this ORCS and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CIMB of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to CIMB. Proposals will be jointly reviewed by CIMB staff and the Records Officer. While awaiting formal approval, "interim secondaries" may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer's copy of each file list. Once interim secondaries are approved, they will be included in future editions of the *ORCS*.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, in two ways:

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

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A            SA            FD

### SECTION 1

#### GOVERNMENT COMMUNICATIONS

##### PRIMARY NUMBERS

23000 - 23999

Section 1 covers records relating to government communications, a service which is provided by the Public Affairs Bureau (PAB). This includes co-ordinating cross-government initiatives, strategic communications planning and advice, issues management, media relations and media monitoring, writing and editorial services, graphic design, event planning and management, advertising and marketing, and distributing news releases and backgrounders.

Structurally, PAB has a central office, commonly known as "headquarters", which is responsible for cross-ministry initiatives and corporate-level communications; they also have a communications office for each ministry, providing communication services and advice specific to the issues of the ministry.

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PUR = Public Use Records  
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  
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### SECTION 1

#### 23000 – GOVERNMENT COMMUNICATIONS - 23999

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23000	COMMUNICATIONS - GENERAL
23040	ADVERTISING PROJECTS
23100	COMMUNICATIONS PROJECTS
23250	IMAGE MANAGEMENT
23300	ISSUES MANAGEMENT
23400	MEDIA - GENERAL
23440	- MEDIA MONITORING
23480	- TODAY'S NEWS ONLINE
23600	PUBLICATIONS

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23000      COMMUNICATIONS – GENERAL

Records not shown elsewhere in the communications section that relate generally to the services and functions of the Public Affairs Bureau (PAB). Through its central office and ministry communication offices, PAB coordinates government communications, ensuring that the public is informed about government policies, programs and services, and government staff are informed and aware of current issues and communication methodologies.

Included in this primary are ministry copies of proclamations, records relating to the PAB intranet site, as well as to PAB’s involvement in government web sites. Also included are polls and opinion surveys, government standards and topical files.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

NOTE:      Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

For inquiries see ARCS secondary 320-30.  
For reports see ARCS primary 440.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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>

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

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23000	<u>COMMUNICATIONS – GENERAL</u> (continued)			
-01	General			
-05	Government standards (covers graphics standards, website standards, or communication standards)	CY+1y	3y	FR
	FR = The government archives will fully retain the government standards files because they document the communication standards required across government.			
-06	Government web sites (arrange by site)	SO	nil	DE
	DE = These web sites and the pages on them will be destroyed when no longer needed because the information they contain is all documented elsewhere. As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
	NOTE: This secondary covers general information relating to the web sites that PAB contributes to. PAB manages content and style for both the government portal and ministry internet sites to ensure that they are up to date and adhere to government standards. All documents presented on these sites are classified under appropriate subject secondaries within each ministry or agency program area <i>ORCS</i> or <i>ARCS</i> .			
	NOTE: While PAB has input and approval authority for these sites, the technical support and custody of the central government website resides with the OnLine Channel Office, and technical support and			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23000	<u>COMMUNICATIONS – GENERAL</u> (continued)			
	custody of ministry internet sites resides with each individual ministry.			
-08	Opinion polls and surveys (arranged by ministry, then by subject)	SO	nil	FR
	FR = The government archives will fully retain opinion polls and surveys because of their evidential value. These records document public opinion on a wide number of issues.			
	NOTE: This secondary covers opinion polls and surveys, including those conducted by former central communications offices. This includes surveys in accessions 91-0560, 91-2204, 91-6805, and 94-0327.			
	NOTE: PAB records relating to opinion polls and surveys conducted on the @Work employee intranet web site: ( <a href="https://gww.gov.bc.ca/">https://gww.gov.bc.ca/</a> ) should be classified under 23000-20.			
-10	Public Affairs Bureau intranet web site	SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed			
	DE = This web site and the pages on it will be destroyed when no longer needed because the information they contain is all documented elsewhere. As the web site is updated, superseded or obsolete versions of documents may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			

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	<u>A</u>	<u>SA</u>	<u>FD</u>
23000 <u>COMMUNICATIONS – GENERAL</u> (continued)			
-40    Topical files (arrange by subject)	CY+1y	3y	DE

NOTE: This ORCS covers records created and received since July 3, 2002 by the Public Affairs Bureau (PAB) as government's centralized communications agency. It also covers records created by earlier central communications offices such as the Government Policy and Communications Office (GPCO).

Records created in ministry communication offices prior to July 3, 2002, yet relating to the functions documented in this ORCS, shall be scheduled under the ARCS schedule 100001.

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A                      SA                      FD

23040      ADVERTISING PROJECTS

Records relating to the preparation of government advertisements via print, radio, television and other mediums. There are two types of advertising: informational campaigns for government-wide platforms, and core business advertisements, such as announcements of road closures. Each advertising initiative is treated as an individual project, regardless of magnitude.

The Public Affairs Bureau's (PAB) corporate communications unit prepares many advertisements in-house, and also manages contracts with agencies for large advertising initiatives. Historically, the advertising agencies retain the working records for projects they have managed, providing PAB with the final version of the advertisement. That practice is starting to change, and PAB may retain working records for large projects as well as the final version.

This primary also covers records relating to the Video Library, a repository for video footage available for use in advertising projects. Contracted agencies manage the filming projects, maintain copyright agreements and manage talent (models or actors, and their contracts) on behalf of PAB. PAB receives the video footage, storing and indexing it in the Video Library.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For contracts, see ARCS primary 1070.  
 For image management, see primary 23250.  
 For suppliers (of promotional items), see secondary 23000-30.  
 For unsolicited offers of service, see ARCS secondary 1070-02.

Unless otherwise specified below, the ministry OPR (Strategic Planning and Corporate Communications Office) 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>

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23040	<u>ADVERTISING PROJECTS</u> (continued)			
-01	General			
-03	Contest entries (including waivers and releases)	SO	6y	DE
	NOTE: The winning entry from a contest will be filed with the contest's advertising project file under secondary 23040-30.			
	NOTE: Original contest submissions (either an employee creation or through an assignment of copyright), will be filed under ARCS 345-50.			
	The Copyright Act provides that copyright is vested in the government when an original literary, dramatic, musical and artistic work is created by a government employee during the course of their business, or during working hours. The ARCS secondary is used for records that prove Crown copyright on these works.			
	SO = when contest has concluded.			
-20	Advertising placement orders (APO) (includes original APO form, advertising costing form, approvals, and advertising copy) (arrange by ministry, then by APO number, e.g. A01000)  OPR = Financial Services	FY+1y	6y	DE
-30	Advertising projects (includes but is not limited to tour itineraries, call logs, media inquiries, videos of advertisements, source material, promotional items, contests, CDs and diskettes with ad recordings, copies of model release/copyright agreements, copy of APO, layouts of print ads, and final copy) (arrange by project)	SO+1y	3y	SR

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23040    ADVERTISING PROJECTS (continued)

OPR = Strategic Planning and Corporate Communications Office and Communication Offices

SR = The government archives will selectively retain advertising projects case files because they document the announcement and marketing of provincial government policies, programs and services.

At the time of transfer to off-site storage the Public Affairs Bureau staff will identify the significant files. Significant files include projects about programs that had considerable impact on the province or showed innovative approaches to advertising. Selected files will be boxed with other records for full retention. All other records covered by this secondary will be boxed separately for destruction.

SO = upon completion of the project

-50	Video Library (electronic database)	SO	nil	DE
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SO = when video images are no longer stored on this system

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

NOTE: The Video Library is a database which catalogues video images, facilitating searches of images for use in advertising projects. Because this is a simple system, an information system overview has not been developed.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23040	<u>ADVERTISING PROJECTS</u> (continued)			
-60	Video masters (arrange by topic)	SO	nil	DE

NOTE: covers records contained in the Video Library, as well as VHS tapes of video recording sessions, commonly referred to as "B rolls".

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A            SA            FD

23100    COMMUNICATION PROJECTS

Records relating to the design, development, and implementation of communication projects for government agencies and ministries. Communication projects are strategies for the release of information; the project types range from drafting speeches or event planning, to creating minister's speaking notes for question and answer sessions, or announcing a new government initiative. Some of the methods of communication projects can be through websites, events, or written media.

Significant communication projects must be approved by the communications manager, and registered with a Communication Project Approval (CPA) number before development can proceed. Documentation created during a project is placed in communications project case files; if news releases are created as part of the project, they are tracked in the News Release Management System, and copies are filed in a news release compilation with Writing and Editorial Services. PAB staff may also develop fact sheets on various topics to be used as reference tools for relevant communications projects.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

- For advertising projects, see primary 23040.
- For image management, see primary 23250.
- For issues notes, see secondary 23300-07.
- For records relating to the Media Room, see primary 23400.
- For speech compilations, see ARCS primary 324.
- For suppliers (e.g., display vendors), see secondary 23000-30.
- For the Video Library, see primary 23040.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23100	<u>COMMUNICATION PROJECTS</u> (continued)				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Communications calendar		SO	nil	DE
-04	External news releases (includes news releases issued from other bodies, such as the federal government, universities etc.)				
-06	Fact sheets - compilation		CY+1y	3y	DE
	DE = The compiled fact sheets may be destroyed because they are fully retained in Communication projects under secondary 23100-30.				
	NOTE: Fact sheets are developed by communication officers, and used as a resource for various communication projects.				
-20	Communication project approvals (CPA) (includes original CPA form, and backup material such as emails) (arrange by branch, then by CPA number, e.g. 36N0302)		FY+1y	6y	DE
	OPR = Financial Services				
	NOTE: CPAs are only used for communication projects that require a budget. They are not necessary for routine projects.				
-30	Communication projects (includes but is not limited to communication plans, news releases, event planning material and rollout plan, information bulletins, key messages, issues alerts, articles, presentations, letters to the editor, copies of model release and copyright agreements for images used, opinions and editorial		SO+1y	3y	FR

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A            SA            FD

23100    COMMUNICATION PROJECTS (continued)

submissions, media advisories, site maps, source material, questions and answers (Q and As), speeches and speaking notes, maps, and audiovisual material)

(arrange by subject)

FR =    The government archives will fully retain communication projects case files because they document the public communication of the provincial government's platforms and initiatives. Issues and matters central to government are descriptively documented in the project's fact sheets and news releases.

SO =    upon completion of project

-45	News releases - compilation (arrange in chronological order, final versions only) (paper files)	CY+1y	3y	DE
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OPR =    Writing and Editorial Services

DE =    Compiled news releases may be destroyed because news releases are fully retained in communication projects under secondary 23100-30.

-47	News releases - electronic files	SO	nil	DE
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OPR =    Writing and Editorial Services

SO =    when the News Release Management System is no longer in use, or when the program area decides to purge the system of old news releases

NOTE:    Electronic news releases are stored on the News Release Management System.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23100	<u>COMMUNICATION PROJECTS</u> (continued)			
-50	News Release Management System (electronic database)	SO	nil	DE

OPR = Writing and Editorial Services

SO = when news releases are not managed by this system

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

NOTE: This database tracks the drafting and approval process of government news releases. The secondary for news release compilations is 23100-45. News release development is arranged by subject in 23100-30. The electronic records contained in this system are scheduled under 23100-47. Because this is a simple system, an information system overview has not been developed.

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A            SA            FD

23250    IMAGE MANAGEMENT

Includes records related to images used by the Public Affairs Bureau (PAB). These are collected for use in publications, advertising projects, displays, presentations and other projects; they can be logos, photos of events, general photography, graphics and maps. The Graphic Design section of PAB stores the bulk of these images in their Image Bank, a searchable compilation of all images available for PAB's use. Communication offices also keep images, pertaining specifically to the ministry they support.

Most of the images are created by and for PAB or ministry staff, but some are royalty-free purchased stock images. PAB may purchase the rights to stock images to allow for exclusive and repeated use at no additional cost, or purchase images for one-time use. The records for one-time use are stored with the publication project file (primary 23600), and not added to the image bank. Images with identifiable persons may have model release forms to allow PAB to use the image.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For advertising projects, see primary 23040.  
 For communication projects, see primary 23100.  
 For contracts, see ARCS primary 1070.  
 For publication development, see primary 23600.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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				
-10	Model release forms		SO+1y	50y	DE

51y = covers the fifty year term of copyright for government publications, plus the end of the

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23250		<u>IMAGE MANAGEMENT</u> (continued)			
		calendar year following government publication of the work that features the model.			
-30	Images	(arrange by topic)	SO	nil	DE
	SO =	when it is determined that the image will not be used, or when model release or copyright agreement has expired.			
	DE =	Images may be destroyed because those images used within publications, advertising and other projects are retained in the relevant case file.			
	NOTE:	The collection of electronic master images held with the Graphic Design unit is commonly referred to as the image bank. These images could be logos, graphics, photos, projects etc. The images are indexed using FileMaker Pro, and stored on Compact Discs (CDs). The current volume is approximately 20 CDs.			
	NOTE:	Physical record images, such as photos or maps, are scanned and stored as part of the electronic image bank.			

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A            SA            FD

### 23300    ISSUES MANAGEMENT

Records relating to issues management, and the provision of communication services for the ministry executive (i.e., minister, deputy ministers, assistant deputy ministers and equivalent positions). The Public Affairs Bureau (PAB) has a branch responsible for each ministry in the government, which provides communications services for the ministry they support. Many of these services are to keep ministry executive aware of current events and issues.

Issue management records, which are often produced at the request of the executive, have three standard formats: issues notes - internal documents prepared for the minister to outline the ministry's position on current issues; issue scans - snapshots of current major issues that the ministry has at that time; and issue tracking - a summary of various points of views and media coverage on a particular issue.

PAB staff may also prepare ministers' or deputy ministers' messages for distribution within each ministry; ministers' or deputy ministers' quotes for release to the public, and positioning notes. They also may prepare briefing binders for the minister. Briefing binders are a compilation of issues notes and briefing notes on current issues in the ministry and of specific interest to the media. They are usually compiled for sessions in the house, specific briefings, and Estimates.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For briefing notes, see *ARCS* primary 280.

For executive correspondence, see *ARCS* primary 280.

For meetings, see *ARCS* primary 102.

For questions and answers, see secondary 23100-30.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) will retain these records for:

CY+1y    3y    DE

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

SO            nil            DE

(continued on next page)

A = Active

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PIB = Personal Information Bank

PUR = Public Use Records

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

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w = week    m = month

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23300	<u>ISSUES MANAGEMENT</u> (continued)				
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General		CY+1y	nil	DE
-03	Deputy Minister messages and quotes				
-07	Issues notes (arrange as a chronological compilation by program area, usually in binders) (also known as Communication notes or House notes)		CY+1y	3y	FR
	FR =	The government archives will fully retain issues notes because the records provide evidence of a ministry's position on specific issues.			
	NOTE:	Each ministry communications office holds a compilation of issues notes created by their office. PAB's central office holds copies of all issues notes created by all communications offices, organized by ministry; these will be processed as non-OPR records.			
-09	Issues scans (arrange as a chronological compilation)				
	NOTE:	Issues scans, or summaries, are created using the issues notes for reference.			
-10	Issues tracking				
-13	Minister messages and quotes				
-20	Briefing binders (arrange by binder date)		SO	nil	DE
	DE =	Briefing binders may be destroyed because they are sufficiently documented within records under the Executive Records Schedule (102906).			

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A                      SA                      FD

23400      MEDIA – GENERAL

Records not shown elsewhere in the media section that relate generally to managing government’s relationship with the media. Also includes records relating to the BC Government’s Media Room, a searchable database where the media or members of the public can obtain up-to-date news releases and media clips associated with government events.

Record types include correspondence, memoranda and newspaper clippings.

For communications projects, see primary 23100.

For issues management, see primary 23300.

For media monitoring, see primary 23440.

For news releases, see primary 23100.

For the Media Room Information System Overview (ISO), see ISO section.

For Today’s News Online, see primary 23480 and the Information System Overview section.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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				
-10	Media requests				
-13	Newspaper clippings		SO	nil	DE

NOTE: may contain faxed clippings from regional constituency offices

(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>
23400	<u>MEDIA – GENERAL</u> (continued)			
-30	Media Room data (includes news releases, editorials, video and audio clips, photographs, and power point presentations)	SO	nil	DE

SO = after a provincial election is complete and there has been a change in government.

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A                      SA                      FD

23440      MEDIA - MEDIA MONITORING

Records relating to media monitoring by the Public Affairs Bureau (PAB) staff for the ministries they support. The central media monitoring group transcribes radio and television coverage as it is broadcasted (known as “in real time”), and along with relevant clippings from the Today’s News Online service, immediately distributes the information/transcriptions to the appropriate recipients. PAB staff supporting specific ministries also monitor and disseminate any issues that are in the media through media summaries, which are compilations of newspaper clippings on relevant topics to a ministry, and are distributed to PAB and ministry staff. Records include transcripts of radio and television interviews, speeches, and media summaries.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For letters to the editors, see secondary 23100-30.  
 For media advisories, see secondary 23100-30.  
 For Today’s News Online, see primary 23480 and the Information System Overview section.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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				
-20	Media summaries (includes newspaper clippings from Today’s News On-line, and other news sources) (also called media monitoring packages, and morning summaries)		SO	nil	DE

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23440	<u>MEDIA - MEDIA MONITORING</u> (continued)			
-40	Transcripts (includes transcriptions of interviews and speeches) (arrange chronologically)	CY+1y	3y	DE
	OPR: Media Relations and Media Monitoring Unit			
	NOTE: While staff distribute transcripts accessed through the Today's News Online (TNO) service, the transcripts covered by this classification are not fully duplicated in TNO.			
	NOTE: Transcripts of Premiers speeches are posted and retained on the government portal internet site by PAB; the Premier's Office retains the OPR paper copy of Premier speeches under schedule 881099, secondary 14600-20.			

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A                      SA                      FD

23480      MEDIA - TODAY'S NEWS ONLINE

Today's News Online (TNO) is a website developed and maintained by the Public Affairs Bureau (PAB) as a media monitoring service for the Government of British Columbia. It is a subscriber-based search engine containing the current day's newspaper clippings from a variety of newspapers, excerpts and summaries of television and radio broadcasts, as well as an archive covering approximately the last 6 month's news.

Records for TNO are received on a daily basis through automatic download from newspaper and broadcast companies. PAB editors create newspaper clippings and select broadcast clips for posting to the TNO site. The clippings are also printed out by PAB for distribution to ministries as the Today's News publication.

PAB has a broadcast licence agreement which sets the terms for retention of the records received by TNO for distribution. Under that agreement records will be kept for no longer than 5 years.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

For billing, see ARCS primary 1050.  
 For contracts, see ARCS primary 1070.  
 For real time media monitoring, see primary 23440.  
 For transcripts, see primary 23440.  
 For the Today's News Online (TNO) Information System Overview (ISO), see ISO section.

Unless otherwise specified below, the ministry OPR (Today's News) 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

-03      Correspondence

(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>
23480	<u>MEDIA - TODAY'S NEWS ONLINE</u> (continued)			
-30	Radio excerpts (includes excerpts of radio broadcasts, stored on Compact Disc (CD)) (arrange in chronological order)	CY+4y	nil	DE
	NOTE: Approximately 500 CDs are created annually			
-35	Today's News Online source material (includes print material in PDF format, and full radio and television broadcasts) (arrange by media type, then chronological order)	SO	nil	DE
	NOTE: Downloaded prints (usually newspapers) in PDF format are held on the server until relevant clippings are excerpted, and then the entire download is deleted, as per the approval of the Ministry Records Officer, outlined in Appendix A. Excerpted clippings are scheduled under secondary -40.			
	NOTE: Original radio broadcasts are kept on a hard drive for six months. After six months the broadcasts are transferred to CD's and retained for a period of up to five years. The CD's are then shredded on a routine basis, as per the approval of the Ministry Records Officer outlined in Appendix A. Radio excerpts are also saved on CDs, and scheduled under secondary -30.			
	NOTE: Television broadcast excerpts are not saved outside of TNO, although their summaries are included in the TNO publications. The excerpts are posted to TNO, and deleted from the system once relevancy has expired. The full original downloads are stored on VHS tapes, which are erased and reused on a five year rotational basis. This process is authorized by the Ministry Records Officer under Appendix A, and meets the terms of PAB's broadcast licence agreement.			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23480	<u>MEDIA - TODAY'S NEWS ONLINE</u> (continued)			
	NOTE: See Appendix A for the Ministry Records Officer's authorization for the routine destruction of TNO source material.			
-40	Today's News publication – compilation (arrange in chronological order)	SO	nil	DE
	SO = when reference value expires			

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A                      SA                      FD

23600      PUBLICATIONS

Records relating to the design, preparation, and compilation of individual books, pamphlets, and other publications, created to communicate current government initiatives, or convey factual, statistical or procedural information. The Public Affairs Bureau creates original publications, and also assists ministries in the publishing process.

The originals used in publication can be various media, including textual manuscripts, maps, photographs, films, sound recordings and computer storage media.

Record types include correspondence and memoranda, and other types of records as indicated under relevant secondaries.

- For forms management, see ARCS primary 285.
- For image management, see primary 23250.
- For model releases, see ORCS secondary 23250-10.
- For printing and distribution of books and publications, see ARCS primary 308.
- For publication distribution accounting records, see ARCS primary 935.
- For requests for publications, see ARCS primary 308.

Unless otherwise specified below, the ministry OPR (Public Affairs Bureau) 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				
-09	Completed publications – PAB		SO+4y	nil	FR

SO =      when re-publication is no longer a consideration

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A            SA            FD

23600    PUBLICATIONS (continued)

the ministries; but the Public Affairs Bureau provides guidance and input into content and/or the publishing process. The responsible ministry will have a master file, which will contain the final publication, in ARCS secondary 312-05.

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### INFORMATION SYSTEM OVERVIEW SECTION

#### TABLE OF CONTENTS

##### ISO TITLE

Media Room	MROM
Today's News Online	TNO

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Public Affairs Bureau  
Support Services and Operations Division  
Web Initiatives

#### **System Title**

Media Room

#### **Purpose**

The BC Government Media Room is a public database for audio, video and other multi-media items associated with government events. The ten most recent events are on the Media Room's home page ([www.mediaroom.gov.bc.ca](http://www.mediaroom.gov.bc.ca)). All events from the past thirty, sixty or ninety days are available in the database, searchable by ministry, theme, spokesperson, or file type.

#### **Information Content**

Information in the Media Room database includes: a brief summary of the event; the date of the event; photographs, video clips, audio clips; PowerPoint materials; maps; brochures, reports; and links to the news releases or backgrounders.

#### **Inputs, Processes, and Outputs**

Audio clips with the lead ministers or government stakeholders are recorded by PAB Media Relations staff prior to the event; PAB Media Relations staff write one sentence introductions for each clip. Other related materials are sent from the ministry PAB office to PAB Online Communications staff who upload all items to the database. The items go live on the website when the event begins. Videos are produced following the event and then uploaded to the site. All material remains in the database per the retention schedule.

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

#### **Classification**

##### **Electronic System**

This electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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(continued on next page)

### Electronic Records

<b>Secondary No.</b>	<b>Secondary Title</b>
23400-30	Media Room data

### Inputs

<b>Secondary No.</b>	<b>Secondary Title</b>
23100-45	News releases - compilation
23100-30	Communication projects

### Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

---

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Public Affairs Bureau (PAB)  
Support Services and Operations Division  
Today's News

#### **System Title**

Today's News Online (TNO)

#### **Purpose**

TNO is a media monitoring service for the Government of British Columbia. It is a subscriber-based search engine containing the current day's newspaper clippings from a variety of newspapers, excerpts and summaries of television or radio broadcasts, as well as an archive covering approximately the last six months of news.

#### **Information Content**

TNO contains material excerpted in part or in whole from newspapers, broadcast television and radio companies from across the province. Also included are PAB editors' summaries of broadcast excerpts.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Records for TNO are received on a daily basis through automatic download from newspaper and broadcast companies. Newspapers are downloaded as PDF files onto the TNO server. Broadcasts are captured in both digital and analogue mediums on the TNO server.

##### **Processes**

**PRINT:** Once downloads are received, editors create clippings of relevant news items. The clippings are posted to TNO for online viewing, and are also consolidated and printed out by PAB for distribution to ministries as the Today's News publication. The PDF edition of Today's News is posted to the website for fourteen days; individual clippings are deleted from TNO within six months, depending on relevancy. A hard copy master of the Today's News publication is kept onsite until relevancy expires. The original PDF files are deleted after all relevant information has been extracted.

**TELEVISION:** Editors select excerpts from the captured broadcast content, produce a summary of the selection, and then both the excerpt and accompanying summary are posted to the TNO site. The summaries are also included in the Today's News publication. Broadcast television excerpts may be retained online for as little as two weeks or for as long as five years depending upon its importance. Television excerpts are deleted from the system once relevancy expires, as the original full download is captured on videotape and retained for five years, per broadcast licence agreement.

(continued on next page)



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Processes

RADIO: Editors select excerpts from the captured broadcast content, produce a summary of the selection, and then both the excerpt and accompanying summary are posted to the TNO site. The summaries are also included in the Today's News publication. Broadcast radio material may be retained online for as little as 2 weeks or for as long as five years depending upon its relevancy. Once a radio excerpt is removed from the TNO system it is retained on CD for five years, per broadcast licence agreement. The original full download is captured on a hard drive, retained for six months, then transferred to CD and kept for five years.

### Outputs

TNO outputs consist of the Today's News publication, which contains print clippings and broadcast summaries. A PDF edition of the Today's News publication is held online for fourteen days; a master copy is held onsite for two years.

### Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see the classification section below.

### Classification

#### Electronic System

This electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Inputs

Secondary No.	Secondary Title
23480-35	Today's News Online source material

#### Outputs

Secondary No.	Secondary Title
23480-30	Radio excerpts
23480-40	Today's News publication

#### Other Related Records

- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.

### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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APPENDICES

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APPENDIX CODE

APPENDIX TITLE

APPENDIX A

*DESTRUCTION OF TODAY'S NEWS ONLINE (TNO) SOURCE MATERIAL*

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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---

### APPENDIX A

#### DESTRUCTION OF TODAY'S NEWS ONLINE (TNO) SOURCE MATERIAL

By means of this appendix, and with the authority granted by the Document Disposal Act, the Ministry Records Officer approves the destruction of downloaded source material for Today's News Online (TNO), classified under 23480-35 in the Government Communication ORCS. These records have been determined to have no enduring value with a retention of SO nil DE. Retained excerpts are scheduled as noted below.

By granting approval in advance for destruction of these records, the process of overwriting downloaded information will be done on a routine basis without the usual requirements of the ministry destruction process. Because of the volume of tapes and server space, it would be unreasonable to expect the program area, on a daily basis, to adhere to the standard procedures of obtaining authorization prior to overwriting the tapes.

With this approval, the following records may be destroyed as specified:

- PRINT: Downloaded prints (usually newspapers) in PDF format will be held on the server until relevant clippings are excerpted, and then the entire download may be deleted. Excerpted clippings are scheduled under secondary 23480-40.
- RADIO: Original radio broadcasts will be kept on videocassette (VHS) for one month as a backup precaution. The VHS tapes may be erased and re-used on a routine basis. Radio excerpts are saved on CD's, and scheduled under secondary 23480-30.
- TV: The full original downloads of television broadcasts will be stored on VHS tapes, which are erased and reused on a five year rotational basis. This process meets the terms of PAB's broadcast licence agreement.

Please note that for the duration of the tobacco-related health care costs recovery litigation members of the tobacco litigation document team will be vetting Today's News Online for relevant records.

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Bea Nacey, Ministry Records Officer

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### GOVERNMENT COMMUNICATIONS

#### 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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