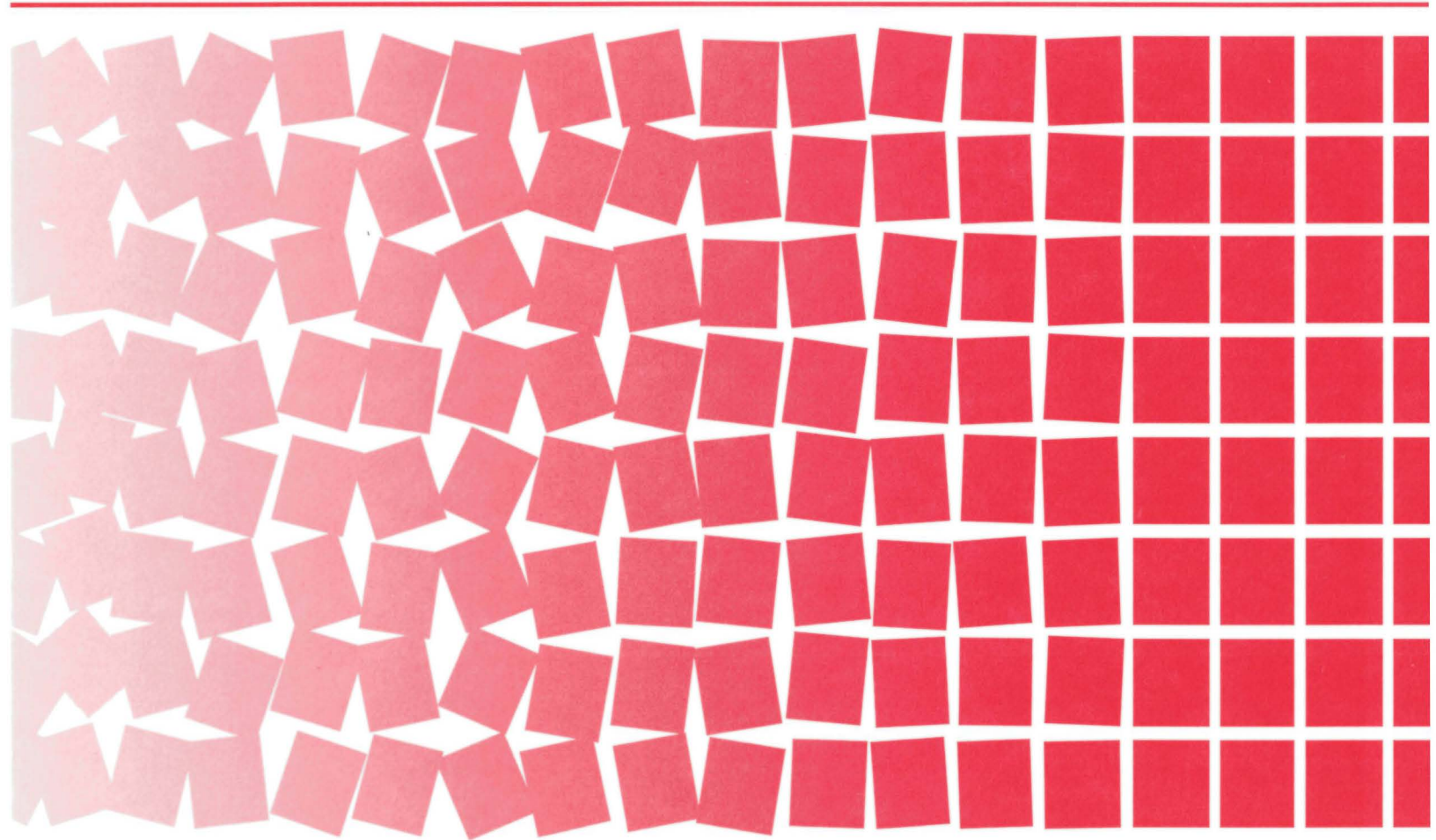


STUDENT SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



BRITISH COLUMBIA ARCHIVES

**STUDENT SERVICES
OPERATIONAL
RECORDS
CLASSIFICATION
SYSTEM**



**Province of
British Columbia**

**British Columbia
Archives**

National Library of Canada Cataloguing in Publication Data

Main entry under title:

Student Services operational records classification system.

-- 2002 ed.

Loose-leaf for updating.

"This ORCS covers records created and received since 1971"--Executive summary.

ISBN 0-7726-4780-1

1. British Columbia. Student Services Branch - Public records - Handbooks, manuals, etc. 2. Student financial aid administration - British Columbia. 3. Student aid - British Columbia. 4. Classification - Public records - Handbooks, manuals, etc. 4. Records retention - British Columbia - Handbooks, manuals, etc. I. British Columbia Archives.

JL429.5.P3S34 2002 353.8'82732387'09711 C2002-960104-5

RECORDS RETENTION AND DISPOSITION AUTHORITY

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

Title: *Student Services Operational Records Classification System*

Ministry of Advanced Education
Post Secondary Education
Student Services Branch

Description and Purpose:

The *Student Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by Student Services Branch.

These records document awarding scholarships and medals of recognition; administering and delivering Canada and BC student loan and grant programs; designating post-secondary institutions for student assistance funding; and reconciling student loan payments against the lending institutions' records.

For further descriptive information about these records, please refer to the attached executive summary.

Date range: 1971 ongoing

Physical format of records: see attached schedule

Annual accumulation: 2.18 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Richard Nov 4/01

Records Officer Date

Lyn Laist Nov 8/01

Executive Director/ADM Date

Deputy Minister/Corporate Executive Date

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

2002/02/21

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Saunt Hill 2001/11/15

Chair, PDC Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Date

OTHER STATUTORY APPROVALS:

Signature Date Signature Date
Title: Title:

CONTACT: Cathy Laycock, Records Management/Supplies Clerk, 250-356-7149

RECORDS MANAGEMENT APPRAISAL:

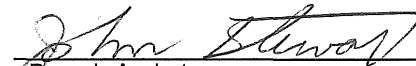
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Canada Student Financial Assistance Act* (RSC 1985, c. C-28), British Columbia Order in Council 1367/87 and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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.


Records Analyst

Oct. 24, 2001
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

Oct. 24, 2001
Date

The undersigned endorses the appraisal recommendations:


Manager, Government Records Services, BC Archives

Oct 24, 2001
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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

STUDENT SERVICES

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 Student Services Branch under the *Canada Student Financial Assistance Act* (RSC 1985, c. C-28), and British Columbia Order in Council number 1367/87.

These records document the provision of financial assistance to British Columbia post-secondary students.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. BC Archives 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 1971 when the province assumed the administration and delivery of the Canada student loan program in British Columbia. Prior to this time, the functions covered by this *ORCS* were not carried out by the BC Government.

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

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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 standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout ORCS)	SO	5y	FR

Throughout this ORCS, 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. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.

2) <u>Student Loan and Grant Program Policy and Procedure Manuals</u> (secondaries 40160-00, 40230-00, 40260-00, 40270-00, and 40280-00)	SO	5y	FR
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These records document the policies and procedures under which the Canada and British Columbia student loan and grant programs operate.

FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from ARCS 195-30, which has a final disposition of selective retention. Since the provincial student loan and grant program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.

3) <u>Student Loan Application Packages</u> (secondary 40160-02)	SO+9y	nil	FR
---	-------	-----	----

These records document the information and instructions given to full-time British Columbia post-secondary students applying for Canada and BC student loans and supplementary grants.

SO = when the current federal program year of August 1 to July 31 has elapsed

9y = The nine-year retention period combined with the current federal program year ensures that the application packages are available in the event of legal action against a student. They prove that the student was given certain information and instructions. Experience has shown that applications that are over 10 years old are not required.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
FR = The government archives will fully retain the student loan application packages because they document the policy decisions described in the policy and procedure manuals classified under secondary -00. The application packages for each year are approximately two cm thick.			
4) <u>Premier's Excellence Awards Applications - Awarded</u> (secondary 40060-20)	FY+2y	nil	FR

These records document awards given to British Columbia's top high school graduates to attend a BC university, college or institute.

FR = The government archives will fully retain Premier's Excellence Award applications for their significant evidential value. These files document the awarding of Premier's Excellence awards to British Columbia high school students. The Student Services Branch has a role in screening applicants and funding is provided by the Ministry of Education.

5) <u>United World College Scholarships</u> (secondary 40020-05)	SO	nil	FR
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These records document the awarding of scholarships to outstanding British Columbia grade 11 students to attend a united world college.

FR = The government archives will fully retain united world college scholarships files for their significant evidential value. These files document the awarding of united world college scholarships to British Columbia high school students, as well as policy decisions for awarding scholarships. The scholarships are funded through the Student Services Branch and staff from the branch sit on the selection committee.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
6) <u>Portability Decisions</u> (secondary 40140-60)	SO	nil	FR

These records document decisions on whether or not BC students attending post-secondary institutions outside the province qualify for provincial student assistance funding.

SO = when portability is no longer a consideration in student assistance funding

FR = The government archives will fully retain the portability decisions because they contain important decisions relating to provincial student assistance funding.

7) <u>Student Loan Files</u> (secondary 40210-20) (secondaries 40210-09 and -25)	SO+2y SO+15y	13y nil	SR DE
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These records document Canada and BC student loans and supplementary grants provided to eligible full-time British Columbia post-secondary students.

SO = when a student has not applied for financial assistance in the subsequent program year

2y = The two-year active retention period ensures that the file is semi-active. (If the student reapplies the file is reactivated). It also provides for the review and processing of loan remission applications.

13y = The 13-year semi-active retention period when combined with the two-year active phase satisfies operational, audit and legal requirements, including the collection requirements of the government agency responsible for collecting overdue student loans and grant overawards. It also ensures that records are retained until most loans are repaid. The loan repayment period is 10 years.

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A SA FD

The 13-year semi-active retention period also ensures that a student's file will be available should the student take 13 years to complete his/her education. The longest education period in which a student is likely to receive student loan funding is 13 years: four years of undergraduate education, five years to complete a graduate program, and four years to complete a post-graduate degree. If a student reapplies anytime within the 13-year retention period, and the file is required for verification, audit, review or investigation the file is reactivated, and the retention schedule starts over.

SR = The government archives will selectively retain student core financial assistance case files to provide evidence of the how applicants are processed and evaluated over time. The files will be selected by retaining one box of files per year, approximately a one-percent sample, on a rotational basis to ensure that over time the full alphabetical range of applicants is represented in the sample.

- 8) Post-Secondary Institution Case Files - Defunct or Closed FY+2y 2y SR
 (secondary 40140-40)

These records document the designation process used to assess whether or not post-secondary institutions satisfy provincial and federal eligibility requirements for student assistance funding.

SR = The government archives will selectively retain case files for defunct and closed post-secondary institutions that are 3.5 cm (1.5 inches) thick or greater. These "thick" files document Ministry interaction with post secondary institutions with significant issues or Ministry concerns.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
9) <u>Student Loan Overaward/Withdrawal Letters</u> (electronic records) (secondary 40210-07)	FY+9y	nil	DE

These records document requests for repayment from students who have withdrawn from full-time enrollment after receipt of their financial assistance or who have received an overaward (i.e., the difference between the original amount awarded to the student and a new lesser amount that he/she is awarded as a result of a reassessment).

10y = The 10-year retention period is required for collections purposes. In the event of a legal change on the interest calculated, the actual letter is required because it shows the date on which the debtor was notified. (Interest accrues from the date the debtor is notified).

10 years is sufficient because under the *Limitation Act* (RSBC 1996, c. 266), the limitation period for collecting a receivable is six years from the debtor's last written acknowledgement of the debt or last payment. The additional four years allows for the transfer of the account to collections and any extensions.

10) <u>Student Loan Financing Reconciliation Reports</u> (secondaries 40180-02, -03, -04, -05, -06, -07, and -08)	FY+4y	3y	DE
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These records document the reconciliation of the government's payments against the invoices and related records received from the lending institutions (e.g., banks), and the resolution of any anomalies.

8y = The eight-year combined active and semi-active retention period provides a sufficient length of time to resolve anomalies with the lending institution, in particular with banks over the risk/share student loan agreement from 1995 to 2000. (Banks have taken many years to update their records). In addition, the retention period is consistent with the eight-year retention period for the invoices, which are classified under *ARCS* secondary 925-20.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- | | | <u>A</u> | <u>SA</u> | <u>FD</u> |
|-----|---------------------------|----------|-----------|-----------|
| 11) | <u>Electronic Records</u> | | | DE |

The following electronic databases are covered by this *ORCS*: Health Bursary System and Student Financial Administration System. 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.

- | | | | | |
|-----|--------------------------|--|--|----|
| 12) | <u>All Other Records</u> | | | 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 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 ministry annual reports covering the Student Services Branch (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM
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GLOSSARY

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HOW TO USE ORCS

For further information, call your Records Officer,
Donna Coward, 356-0386

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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.

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, pictorial records, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, or cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic (disks, diskettes, magnetic tape, etc.).

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:

Schedule No.	Schedule Title
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 (including photographs, motion pictures, audio-visual materials, videotapes, etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records

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, both in relevant primaries and in the Information System Overview (ISO).

Responsibility for ORCS

British Columbia Archives, Information, Science and Technology Agency, 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 BC Archives at 387-1321.

The BC Archives is responsible for preserving and providing access to records of enduring value to the province. The 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).

1.3 Introduction to the Student Services ORCS

The operational records in this ORCS relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the provision of financial assistance services to British Columbia post-secondary students.

This ORCS covers all operational record series created or received by your branch since 1970. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

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:

Section Number	Primary Numbers	Section Title
Section 1	40000-40999	Student Services

Covers records relating to the provision of financial assistance services to British Columbia post-secondary students under the *Canada Student Financial Assistance Act* (RSC 1985, c. C-28), and British Columbia Order in Council number 1367/87. This includes records relating to: awarding scholarships and medals of recognition; administering and delivering Canada and BC student loan and grant programs; designating post-secondary institutions and approving programs that meet eligibility requirements for student assistance funding; and reconciling the provincial government's student loan payments to the lending institutions' records.

ISO	SFAS	Student Financial Administration System
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The purpose of SFAS is to check core student loan applications for missing information; calculate the amount of financial assistance to be awarded to eligible BC post-secondary students; and monitor the status of the loan (e.g., interest-free status, repayment status, or restricted status).

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

- 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 section 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)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the ORCS)
- Index (aids in classifying and finding records - see 3.6 for further discussion)

This ORCS was reviewed by BC Archives 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 branch. This means that this *ORCS* is a legally binding document.

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 Media Designations
- 2.11 Vital Records Flags

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 standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

		A	SA	FD
2.1				
23120	<u>EXTRATERRESTRIAL REGISTRATION AND TRACKING</u>			
	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. Includes registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.			
2.3	For Extraterrestrial Registration System (ERS) Information System Overview (ISO), see 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
2.6	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>		
	-01 General	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-02 Complaints and inquiries			
	-03 Extraterrestrial reports and statistics	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

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 standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
23120	<u>EXTRATERRESTRIAL REGISTRATION AND TRACKING</u>	(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 these records relate to extraterrestrials who may present a threat to provincial security, access is restricted under the <i>Freedom of Information and Protection of Privacy Act</i> (RSBC 1996, c. 165, s. 15(1)(b)).				
PIB	-20 Extraterrestrial registrant case files (includes textual records and photographs) (arrange by registration number)		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
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

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 may also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a sentence beginning "Includes" If this sentence does not appear, 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.

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 those that are used frequently and therefore need to be retained and maintained in the office space and equipment of the user.

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.

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 or offices having primary responsibility for a category of records (OPR[s]) and all other offices which hold copies of the same records (non-OPRs). 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 BC Archives are aware of these changes.

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 files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

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.

If a document relates to two or more secondaries, you should be more precise and 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; alphanumeric codes developed by BC Archives or alphanumeric codes developed by the ministry or agency using the *ORCS*. For BC Archives codes see *ARCS* Appendices A-H; ministry codes, if there are any, can be found in *ORCS* appendices I on. 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. Codes may take the form of names, titles, abbreviations, or other alphabetic codes.

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

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:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
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 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 BC 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. BC Archives, also known as 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. BC Archives, also known as 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 BC Archives. The instructions for extraterrestrial registrant case files require that after records to be 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:

FOI =	Freedom of Information/Privacy	see 2.8
OPR =	Office of Primary Responsibility	see 2.5
PIB =	Personal Information Bank	see 2.8
PUR =	Public Use Record	see 2.8
VR =	Vital Record	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 glossary for definitions of PIB and PUR). The flags are placed in the left-hand column, directly in front of the relevant secondary. In the 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.”
- Media 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.

- 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 3.8.1.

2.10 Media Designations

All government records, regardless of physical media, must be classified under either an *ARCS* or an *ORCS* secondary number. Different media 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 media formats each media version must be identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information. The media designation is expressed as a qualifier under the secondary title. Retention periods are specified for each media 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.

Some media designations used in *ORCS* are: hardcopy, microfilm, microfiche, mylar-based, COM, COMfiche, optical disk, electronic database, electronic image, and electronic record.

A media designation is not required for a secondary covering a series which includes records of different media in the same file, for example photographs, plans, and textual records. This information is conveyed, instead, in an “(includes ...)” qualifier or in the “Includes ...” sentence of the scope note. 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.

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 glossary for more detailed definition).

BC Archives 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.

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, magnetic tape, diskettes, 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.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by BC Archives, government ministries, and other government agencies. This *ORCS* was reviewed by BC Archives 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 branch. 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.

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, magnetic media, 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

BC Archives 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.

BC Archives 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 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.

BC Archives 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.

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, etc. 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, BC Archives has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices to the *Administrative Records Classification System (ARCS)* manual. For information about using coded series, see 2.6.4.

See 2.6.4 for further information about coded series.

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.

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, BC Archives (see 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
- 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 in *ARCS* 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.

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, BC Archives 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 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

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, BC Archives. 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.

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)

BC Archives 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-

0123-1 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.

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 a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it
- 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. 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

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 Manager/Director 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. 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 Application (ISOA). See the ISO section of this *ORCS*.

The Information System Overview (ISO) Section is an integral part of any *ORCS* which covers electronic records. The Information System Overview (ISO) describes an electronic database for three main purposes:

- to provide a high-level description of the information content of the database, in other words a map of the data managed by the system
- to document the records-keeping context of the database by identifying how the database and related records are classified in the *ORCS* (including inputs and outputs)
- to provide description of the technical aspects of the database (such as the hardware, software, and users)

The ISO section of the *ORCS* ensures that electronic records are properly identified, documented, and scheduled.

Electronic records are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic database appears 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 database 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 (or MRO) or Corporate Records Officer (CRO), should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call BC Archives 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. Designation of 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.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

3.13 Advisory Services

BC Archives 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

BC Archives maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising BC Archives 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.

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 BC Archives. Proposals will be jointly reviewed by BC Archives 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.

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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

SECTION 1

STUDENT SERVICES

PRIMARY NUMBERS

4 0 0 0 0 - 4 0 9 9 9

Section 1 covers records relating to the provision of financial assistance services to British Columbia post-secondary students under the *Canada Student Financial Assistance Act* (RSC 1985, c. C-28), and British Columbia Order in Council number 1367/87. This includes records relating to: awarding scholarships and medals of recognition; administering and delivering Canada and BC student loan and grant programs; designating post-secondary institutions and approving programs that meet eligibility requirements for student assistance funding; and reconciling the provincial government's student loan payments against the lending institutions' records.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

40000 STUDENT SERVICES - GENERAL

Records not shown elsewhere in the student services section which relate generally to the provision of financial assistance services to British Columbia post-secondary students under the *Canada Student Financial Assistance Act* (RSC 1985, c. C-28) and British Columbia Order in Council number 1367/87. The provincial government is responsible for the administration and delivery of the Canada student loan and grant program in British Columbia.

Record types include correspondence.

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

For the branch's involvement with the Canadian Information Centre for International Credentials (CICIC), a national agency for information on Canadian and foreign post-secondary studies, diplomas and degrees, see *ARCS* secondary 206-20.

Unless otherwise specified below, the ministry OPR (Student Services Branch) will retain these records for:

FY+2y 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

FR = 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. Draft and duplicate materials that hold no evidential value may be purged and discarded.

-01 General

3y = The three-year retention period satisfies operational, legal, fiscal, and audit requirements.

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

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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

40020 ACADEMIC AWARDS - GENERAL

Records relating to academic awards given to British Columbia's top public post-secondary graduates not shown elsewhere in this primary block. The awards are based on students' academic achievements. They may also be based on the students' outstanding service to their communities and institutions.

The awards covered in this primary are the Governor General's collegiate bronze medal, the Lieutenant Governor's silver medal, the Queen Elizabeth II British Columbia Centennial scholarships, and the united world college scholarships.

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

For application screening committees, see *ARCS* secondary 200-20. For the Premier's Excellence Award, see primary 40060.

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

FY+2y 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Governor General's collegiate bronze medal awards (includes correspondence and reports)				

NOTE: The federal government sends the medals directly to the post-secondary institutions. The number of medals sent to each institution depends on the size of the institution. The institutions are responsible for selecting the recipients, awarding the medals to them, and reporting their names to the branch in an electronic message (email). Branch staff consolidate the names of recipients into a report which is sent to the Governor General.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40020	<u>ACADEMIC AWARDS - GENERAL</u> (continued)			
-03	Lieutenant Governor's medal awards (includes correspondence and reports)			
	NOTE: Branch staff distribute the medals to the institutions on behalf of the Lieutenant Governor. The number of medals sent to each institution depends on the size of the institution. The institutions are responsible for selecting the recipients, awarding the medals to them, and reporting their names to the branch. Branch staff consolidate the lists into a report which is sent to Government House. The Lieutenant Governor personally awards some of the medals at selected institutions each year.			
-04	Queen Elizabeth II British Columbia Centennial scholarships (includes applications with attached letters, official transcripts, reference letters, cheque request forms, and press releases)			
	NOTE: The scholarship was established in 1971 to commemorate the visit of Her Majesty Queen Elizabeth II to British Columbia during the province's centennial celebrations. It consists of a major scholarship and two minor scholarships that are available to the two top runners-up. It is awarded every year to a graduate who has obtained an undergraduate degree from a BC public post-secondary institution, whose domicile or ordinary residence is BC, who is a Canadian citizen, and who proposes to continue their studies at an institution in any British Commonwealth country, except Canada. An advisory committee consisting of representatives from the ministry and BC public universities evaluates the applications and selects the recipients.			
-05	United world college scholarships (includes correspondence containing policy decisions and press releases)	SO	nil	FR

(continued on next page)

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A SA FD

40020 ACADEMIC AWARDS - GENERAL (continued)

FR = The government archives will fully retain united world college scholarships files for their significant evidential value. These files document the awarding of united world college scholarships to British Columbia high school students, as well as policy decisions for awarding scholarships. The scholarships are funded through the Student Services Branch and staff from the branch sit on the selection committee.

NOTE: Scholarships are awarded annually to outstanding BC grade 11 students to attend a united world college. The two-year program leads to the international baccalaureate, the equivalent to the final year of secondary school and the first year of university. Award recipients are selected by an independent committee composed of representatives of the ministry, public post-secondary institutions, and united world college graduates and former staff.

The applications and supporting documents are maintained by the chair of the committee currently (September 2001) a University of Victoria professor.

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A SA FD

40060 ACADEMIC AWARDS - PREMIER'S EXCELLENCE

Records relating to the Premier's Excellence Awards, which are given to British Columbia's top high school graduates. The awards are based on students' academic achievements, as well as their outstanding service to their communities and schools.

The awards, established in 1986, include a medal of recognition and a financial scholarship to attend a BC university, college or institute. One grade 12 student is chosen every year from each of BC's 15 college regions. Eligible students are nominated by their school principals, and are required to submit an application, letters of endorsement and an essay on a predetermined topic. Recipients are selected by a screening committee composed of post-secondary and provincial government representatives.

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

For the Premier's Excellence Awards Screening Committee, see *ARCS* secondary 200-20.

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

FY+2y 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Premier's Excellence Award ceremony planning (includes correspondence, premier's and deputy minister's speaking notes, seating plans, and copies of the Premier's Excellence Award booklets)				

NOTE: Records documenting the development and publication of the Premier's Excellence Award booklets are maintained by the ministry's communications office, and classified under *ARCS* secondary 312-20.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40060	<u>ACADEMIC AWARDS - PREMIER'S EXCELLENCE</u> (continued)			
-20	Premier's Excellence Award applications - awarded (includes correspondence, applications, letters of endorsement, and essays) (arrange by college region)	FY+2y	nil	FR
	FR = The government archives will fully retain Premier's Excellence Award applications for their significant evidential value. These files document the awarding of Premier's Excellence awards to British Columbia high school students. The Student Services Branch has a role in screening applicants and funding is provided by the Ministry of Education.			
-30	Premier's Excellence Award applications - pending and not awarded (includes correspondence, applications, letters of endorsement, and essays) (arrange by college region)			

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A SA FD

40140 DESIGNATION OF INSTITUTIONS

Records relating to the designation of post-secondary institutions that meet provincial and federal eligibility requirements for student assistance funding.

In order to be eligible for consideration of student financial assistance funding or interest-free loan status, students must be registered in full-time attendance at a designated post-secondary institution and in an approved program of study.

Since all BC public post-secondary institutions are designated, the designation process involves the assessment of BC private post-secondary institutions, as well as the assessment of out-of-province and out-of-country public and private post-secondary institutions.

In addition to attending a designated institution, students must be enrolled in programs that satisfy the branch's eligibility requirements.

If the program is outside BC it may not be eligible for provincial funding, even though it is eligible for federal funding. Staff compare the program with similar programs offered at BC post-secondary institutions. If the program is not significantly different, it is not approved for provincial funding.

Approved institutions and approved programs are assigned unique codes, which are keyed onto the Student Financial Assistance System (SFAS). SFAS matches the institution and program codes against the student loan applications. If the codes are missing the applications are rejected. In addition, the new institution codes prompt SFAS to automatically update the list of designated institutions on the branch's website.

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

(continued on next page)

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A SA FD

40140 DESIGNATION OF INSTITUTIONS (continued)

NOTE: In order for BC private post-secondary institutions to be considered for designation, they must first be registered and accredited by the Private Post-Secondary Education Commission (PPSEC). PPSEC is an independent commission that operates under the *Private Post-Secondary Education Act* (RSBC 1996, c. 375). Its records are not governed by the *Document Disposal Act*. However, when Student Services Branch staff members are appointed to PPSEC, the PPSEC meeting records are classified under *ARCS* secondary 200-20; and when PPSEC requests information from the branch about certain private post-secondary institutions, those information requests and responses are classified under secondaries -20, -30, and -40.

For the branch's involvement with PPSEC, see *ARCS* secondary 200-20, and secondaries -20, -30, and -40 below.

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

For student loan files, see secondary 40210-20.

Unless otherwise specified below, the ministry OPR (Designation and Portability Unit) will retain these records for:

FY+2y 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 (includes designation criteria)	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Post-secondary institution calendars		SO	nil	DE
-20	Designation case files - approved (includes designation requests received from students, copies of designation automatic system letters sent to the institutions, and completed designation application forms and signed memoranda of understanding received back from the institutions) (arrange by name of post-secondary institution)		SO	NA	NA

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
40140 <u>DESIGNATION OF INSTITUTIONS</u> (continued)			
SO = when the institution is closed or defunct, or the institution loses its designation status, or the province is no longer responsible for designating post-secondary institutions for student financial assistance			
NA = If de-designated, the files are reclassified under secondary -30. Otherwise they are reclassified under secondary -40.			
-30 Designation case files - denied/de-designated (includes designation requests received from students, copies of designation automatic system letters sent to the institutions, completed designation application forms and signed memoranda of understanding received back from the institutions, and memoranda documenting decisions to deny, cancel or suspend designation) (arrange by name of post-secondary institution)	SO	NA	NA
SO = when designation is approved, or the institution is defunct or closed, or the province is no longer responsible for designating post-secondary institutions for student financial assistance			
NA = If approved, the files are reclassified under secondary -20. Otherwise they are reclassified under secondary -40 (for administrative convenience).			
NOTE: Denied and de-designated institutions may be eventually approved for designation because of changes in government designation policy or changes that the institution has made to its program.			
-40 Post-secondary institution case files - defunct/closed (includes designation requests received from students, copies of designation automatic system letters sent to the institutions, completed designation application forms and signed memoranda of understanding received back from the institutions, and if applicable memoranda documenting decisions to deny designation) (arrange by name of post-secondary institution)	FY+2y	2y	SR

(continued on next page)

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A SA FD

40140 DESIGNATION OF INSTITUTIONS (continued)

SR = The government archives will selectively retain case files for defunct and closed post-secondary institutions that are 3.5 cm (1.5 inches) thick or greater. These "thick" files document Ministry interaction with post secondary institutions with significant issues or Ministry concerns.

NOTE: If the institution starts operating again within the five-year retention period, the file is reclassified under secondaries -20 or -30 whichever is appropriate.

-50	Private post-secondary institution program case files (includes brochures about the institution, course lists, and calendars) (arrange by name of post-secondary institution)	FY+1y	2y	DE
-60	Record of portability decision case files (arrange by name of post-secondary institution)	SO	nil	FR

SO = when portability is no longer a consideration in student assistance funding

FR = The government archives will fully retain the portability decisions because they contain important decisions relating to provincial student assistance funding. These records document decisions on whether or not BC students attending post-secondary institutions outside the province qualify for provincial student assistance funding.

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A SA FD

40160 STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION

Records relating to the development and implementation of the core student assistance program. The core program is responsible for administering and delivering the Canada student loan and grant program in British Columbia on behalf of the federal government. In addition, it supplements the federal program by providing BC student loans and BC grants to eligible full-time BC post-secondary students whose assessed need exceeds their federal loan.

This primary covers researching and recommending policy changes to the federal government on the federal core student loan and grant program, developing and implementing core BC student loan and grant policies and procedures, and developing the application packages for the core program.

Record types include correspondence, manuals, applications, and reports.

For brochures describing the core program, see *ARCS* secondary 312-20.

For the core Canada and BC student loan and grant case files, see primary 40210.

For committees, sub-committees, and working groups, see *ARCS* secondary 202-20.

For executive briefing notes, see *ARCS* secondary 280-20.

For special financial assistance programs, see primaries 40230 to 40280.

Unless otherwise specified below, the ministry OPR (Student Services Branch) will retain these records for:

CY+2y nil DE

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

SO nil DE

VR	-00	Policy and procedures (includes policy and procedures manuals dating back to 1973)	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
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A SA FD

40160 STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION (continued)

FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from *ARCS* 195-30, which has a final disposition of selective retention. Since the BC student loan and grant program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.

NOTE: Starting with the 2001 program year, the manuals include the designation criteria, which was classified under secondary 40140-00 in previous years.

-01	General			
-02	Core student assistance application packages (includes uncompleted student loan application packages dating back to the 1971/72 program year)	SO+9y	nil	FR

SO = when the current federal program year of August 1 to July 31 has elapsed

9y = The nine-year retention period combined with the current federal program year ensures that the application packages are available in the event of legal action against a student. They prove that the student was given certain information and instructions. Experience has shown that applications that are over 10 years old are not required.

FR = The government archives will fully retain the student loan application packages because they document the policy decisions described in the policy and procedure manuals classified under secondary -00. The application packages for each year are approximately two cm thick.

-03	Core student assistance planning reports	SO	nil	DE
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-04	Core student assistance policy and program development and implementation case files (arrange by topic)	SO	2y	DE
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(continued on next page)

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A SA FD

40160 STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND
IMPLEMENTATION (continued)

SO = when completed, closed or cancelled, and when no longer required for reference purposes

DE = Approved policies and program changes are documented in the policy and procedure manuals classified under secondary -00, the application packages classified under secondary -02, and the briefing notes classified under *ARCS* secondary 280-20.

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A SA FD

40180 STUDENT LOAN FINANCING RECONCILIATION

Records relating to reconciling the government's payments (e.g., interest, remission, and risk premium) against the lending institutions' (e.g., banks') invoices and related records, and resolving any anomalies. This involves notifying lending institutions of any changes to the status of their student loans, and checking invoices and reports received from the lending institutions against reports generated by the Student Financial Assistance System (SFAS).

The government assumes responsibility for providing interest payments to the lending institutions for the duration of a student's study period. In addition, the provincial government pays interest on BC student loans to the lending institutions for six months following the study period end date, or the date of withdrawal.

Before August 1, 1995, loans made by banks to students were fully guaranteed by the government. That meant that the government had to assume financial responsibility for any loans that students did not repay.

From August 1, 1995 to August 1, 2000 a new system of student loan financing was introduced. Under that model, the government continued to pay the interest to the banks for the duration of a student's study period, but no longer guaranteed student loans once the loan entered repayment. Instead, participating banks were paid a "risk premium" of five per cent of loans that went into repayment each year.

Therefore, recovery of loans in repayment issued from August 1, 1995 to August 1, 2000 are entirely the responsibility of the participating bank that issued them, but the banks are expected to notify the branch when a student falls into default.

Loans made prior to August 1, 1995, and after August 1, 2000 are guaranteed by the government.

Record types include correspondence and reports.

For the collection of overdue student loans that were awarded prior to August 1, 1995, see the *Provincial Treasury ORCS* (schedule 890168) secondary 70200-30.

(continued on next page)

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A SA FD

40180 STUDENT LOAN FINANCING RECONCILIATION (continued)

For internal audit reviews and reports, see ARCS secondary 975-50.

For the invoices received from the lending institutions, see ARCS secondary 925-20.

For protocol agreements with the government agency responsible for collecting grant overawards and overdue student loans, see ARCS secondary 151-25.

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

For student loan agreements with lending institutions, see ARCS secondary 146-45; and for the negotiation of the agreements, see the *Provincial Treasury ORCS* (schedule 890168) secondaries 62030-30 and 63200-25.

Unless otherwise specified below, the ministry OPR (Loan Remission Management Unit) will retain these records for:

FY+4y 3y 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		FY+2y	nil	DE
-02	Failed certificate of eligibility reports (includes monthly reports generated by SFAS that show system errors relating to the certificates of eligibility [i.e., loan documents]) (arrange by lending institution, then month, and then type of report)				

NOTE: This two-page report is used for error analysis and developing a system solution to the problem.

-03	Loan management reports (includes monthly reports generated by SFAS that are used to inform the lending institutions of changes to the student loans they administer) (arrange by lending institution)				
-04	Loan reconciliation anomaly reports (includes monthly reports generated by SFAS that show anomalies with the bank invoices) (arrange by invoice type, then month, and then bank)				

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A SA FD

40180 STUDENT LOAN FINANCING RECONCILIATION (continued)

- 05 Loan remission reports
 (includes monthly reports generated by SFAS showing
 the remission amounts owed by the province, and how
 they should be applied by the banks)
 (arrange by bank)

- 06 Pre-1995 student loan quarterly interest reports
 (includes quarterly reports generated by SFAS showing
 the interest paid to the banks)
 (arrange by bank)

- 07 Provincial liability reports
 (includes monthly reports generated by SFAS showing
 the student loans for which the government is still liable
 [i.e., guaranteed loans])

- 08 Student loan default reports
 (includes monthly reports received from the
 government agency responsible for collecting overdue
 student loans and grant overawards)

- 8y = The eight-year combined active and semi-active
 retention period provides a sufficient length of time to
 resolve anomalies with the lending institution, in
 particular with banks over the risk/share agreement.
 (Banks have taken many years to update their
 records). In addition, the retention period is consistent
 with the eight-year retention period for the invoices,
 which are classified under *ARCS* secondary 925-20.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40200	<u>STUDENT LOANS AND GRANTS - GENERAL</u>			
Records relating to the provision of student loans and grants not shown elsewhere in this primary block.				
Record types include correspondence.				
Unless otherwise specified below, the ministry OPR (Student Services Branch) will retain these records for:				
		FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>

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A SA FD

40210 STUDENT LOANS AND GRANTS - CORE ASSISTANCE

Records relating to the provision of core financial assistance to eligible full-time British Columbia post-secondary students. The core assistance available is the Canada student loan, which, depending on circumstances and need, is supplemented by federal grants as well as BC student loans and grants.

Full-time post-secondary students wishing to receive core financial assistance must complete a loan application form each year. An applicant's financial need is determined from the financial information on their application form. That information is entered on to the Student Financial Assistance System (SFAS). SFAS matches the financial information against established criteria, calculates the amount of financial assistance that is to be provided, and generates a notification of assessment that is sent to all applicants, and certificates of eligibility (i.e., loan documents) and grant cheques that are sent to applicants that qualify for financial assistance.

A paper case file is created for each applicant when they first apply for financial assistance. Until the 2001 program year, that case file contains all of the applicant's financial assistance records from the first application to the last, as well as any records documenting the verification and audit of the applicant's financial information, loan remission requests and decisions, and review requests and decisions.

Effective 2001, students have the option of applying through the Internet. Electronic applications are classified separately under secondary -09.

Any student not satisfied with the amount of funding received can request a review to re-examine their original application due to exceptional and extenuating circumstances. This re-examination may involve setting aside standard program policy. In addition, branch staff may consider information from prior applications.

Students requesting a review must provide information in writing explaining which policy or policies they would like set aside, and why an exception should be made in their case. The request for review must also include a detailed explanation and supporting documentation of their extenuating circumstances.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40210	<u>STUDENT LOANS AND GRANTS - CORE ASSISTANCE</u> (continued)			
	Reviews are first considered by branch staff, but may be referred to a review committee if necessary. The decisions of the review committee are classified on the appropriate student loan file under secondary -20.			
	Record types include correspondence, certificates of eligibility copy four, applications, electronic data and images, and other types of records as indicated under relevant secondaries.			
	For part-time student loans, see secondaries 40230-40 and -45. For the review committee, see <i>ARCS</i> secondary 202-20. For review statistical reports, see <i>ARCS</i> primaries 442, 444, and 448. For the Student Financial Assistance System (SFAS) Information System Overview (ISO), see the ISO section.			
	Unless otherwise specified below, the ministry OPR (Student Services Branch) will retain these records for:	FY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
-01	General			
-02	Certificates of eligibility copy four (includes copy four (i.e., the bottom copy) of the certificate of eligibility and computer-generated summary lists of students' names and the amounts awarded to each student)	12m	nil	DE
	NOTE: Since July 1, 2001, copy four and the summary lists have not been produced. Copy four was retained by the branch when it sent the remaining three copies to the student for signatures and negotiation with the lending institution. Copy four simply proved that the certificate of eligibility was sent to a particular student. That information is recorded on SFAS.			
	The remaining three copies are still produced. The student and the lending institution retain copies one and two and the branch receives copy three back. Copy three is classified on the student's file under secondary - 20.			
	(continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40210	<u>STUDENT LOANS AND GRANTS - CORE ASSISTANCE</u> (continued)			
-03	Designation automatic system letters (electronic records)	12m	nil	DE
	12m = The 12-month retention period is sufficient because the paper copy is classified on the appropriate post-secondary institution case file under secondaries 40140-20, -30, and -40.			
	NOTE: These are electronic images of the letters that were sent out to post-secondary institutions.			
PIB	-04 Loan remission qualifier (LRQ) automatic system letters (electronic records)	12m	nil	DE
	12m = The 12-month retention period is sufficient for the "yes" responses, and a paper version of the "no" responses is classified on the student loan file under secondary -20.			
	NOTE: LRQ letters (formerly statement of personal responsibility (SPR) letters) notify students whether or not they qualify for loan remission. These are electronic images of the letters that were sent out to students. A paper copy of the "no" response is classified on the student loan case files under secondary -20, and the students' electronic files on SFAS (secondary -25) show that the LRQ letters were sent to the students and contains the data that generated the letters.			
PIB	-05 Missing information request (MIR) automatic system letters (electronic records)	12m	nil	DE
	12m = The 12-month retention period is sufficient because MIR letters relate to the current year's loan applications, and since students must reply in writing, their responses are classified on their student loan file under secondary -20.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
40210	<u>STUDENT LOANS AND GRANTS - CORE ASSISTANCE</u> (continued)				
	NOTE: These are electronic images of the letters that were sent out to students. A paper copy may also be classified on the student loan case files under secondary -20, if the student returned the MIR letter with their reply. In addition, the student's electronic file on SFAS (secondary -25) shows that the MIR letter was sent to the student and contains the data that generated the letter.				
PIB	-06	Notice of assessment (NOA) automatic system letters (electronic records)	24m	nil	DE
	24m = The 24-month retention period is sufficient because NOA letters relate to the current year's loan applications, and it provides a sufficient length of time to respond to inquiries.				
	NOTE: These are electronic images of the letters that were sent out to students. A paper copy is not classified on the student loan case files under secondary -20. However, the student's electronic file on SFAS (secondary -25) shows that NOA letters were sent to students and contains the data that generated the letters.				
PIB	-07	Overaward/withdrawal automatic system letters (electronic records)	FY+9y	nil	DE
	10y = The 10-year retention period is required for collections purposes. In the event of a legal change on the interest calculated, the letter is required because it shows the date on which the debtor was notified. (Interest accrues from the date the debtor is notified).				
	10 years is sufficient because under the <i>Limitation Act</i> (RSBC 1996, c. 266), the limitation period for collecting a receivable is six years from the debtor's last written acknowledgement of the debt or last payment. The additional four years allows for the transfer of the account to collections and any extensions.				

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A SA FD

40210 STUDENT LOANS AND GRANTS - CORE ASSISTANCE (continued)

SO = when there is no activity on the student's electronic file classified under secondary -25

15y = The 15-year retention period is the same as the retention period for a student's electronic file under secondary -25 because the destruction of a student's electronic file also triggers the destruction of the student's electronic applications and related appendices.

NOTE: These are electronic images of completed student loan applications and related appendices submitted by students through the Internet. In the 2001 program year, students will have the option of applying for a student loan either by completing electronic forms or by completing the paper forms.

If a student applies electronically through the Internet, a paper copy is not classified on the student loan case files under secondary -20. However, the student must sign and submit a paper declaration, as well as paper declarations that have been signed by the relevant individuals who have completed the related appendices.

The declarations are legal documents that attest that the information on the application and appendices is correct.

PIB	-10	Student loan microfiche reports (includes computer output microfiche [COMfiche]) (arrange chronologically by date of microfiche, and then alphabetically by student name)	SO	nil	DE
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NOTE: This secondary provides for the retention and disposition of these obsolete microfiche reports. They were created from 1979 to 1983 from information keyed to a file on the provincial government's shared Multiple Virtual Storage (MVS) computer. The microfiche provided a quick and convenient reference to the student loan amounts awarded to students.

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A SA FD

40210 STUDENT LOANS AND GRANTS - CORE ASSISTANCE (continued)

- 2y = The two-year active retention period ensures that the file is semi-active. (If the student reapplies the file is reactivated). It also provides for the review and processing of loan remission applications.
- 13y = The 13-year semi-active retention period when combined with the two-year active phase satisfies operational, audit and legal requirements, including the collection requirements of the government agency responsible for collecting overdue student loans and grant overawards. It also ensures that records are retained until most loans are repaid. The loan repayment period is 10 years.

The 13-year semi-active retention period also ensures that a student's file will be available should the student take 13 years to complete his/her education. The longest education period in which a student is likely to receive student loan funding is 13 years: four years of undergraduate education, five years to complete a graduate program, and four years to complete a post-graduate degree. If a student reapplies anytime within the 13-year retention period, and the file is required for verification, audit, review or investigation the file is reactivated, and the retention schedule starts over.

- SR = The government archives will selectively retain student core financial assistance case files to provide evidence of the how applicants are processed and evaluated over time. The files will be selected by retaining one box of files per year, approximately a one-percent sample, on a rotational basis to ensure that over time the full alphabetical range of applicants is represented in the sample.

NOTE: Each year a percentage of the award case files are audited to verify the accuracy of information provided by the students. If audited, the student is required to provide additional documentation such as rent receipts, child support/alimony payment receipts and income statements. Audits that identify suspected fraud are

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40210	<u>STUDENT LOANS AND GRANTS - CORE ASSISTANCE</u> (continued)			
	referred to the RCMP for formal investigation and may result in criminal charges. Relevant information is copied from the files and sent to the RCMP.			
PIB	-25 Full-time student core financial assistance case files - electronic records	SO+15y	nil	DE

SO = when there is no activity on the electronic file in the subsequent program year (e.g., the student has not applied for financial assistance or interest relief)

15y = A student's electronic file is destroyed after 15 years provided it remains dormant for 15 years. If a student reapplies for a loan or interest relief anytime within the 15-year retention period the file is reactivated, and the retention schedule starts over.

The 15-year retention period is consistent with the retention period for the paper files classified under secondary -20.

NOTE: The branch requires this data in order to monitor the province's liability and to generate missing final payment reports for the lending institutions. Missing final payment reports are classified under secondary 40180-03.

NOTE: The electronic files are on SFAS. For a description of SFAS, see the ISO section.

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A SA FD

40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
GENERAL

Records relating to special financial assistance programs that are available to BC post-secondary students not shown elsewhere in this primary block. These programs are in addition to the core federal and provincial student assistance programs covered by primary 40210. They consist of federal and BC programs that provide loans and grants to eligible students.

Depending on the program, students either apply directly to the branch, or directly to their institution's financial aid office, which receives block-funding from the branch to deliver the program.

Block-funding is provided for some of the programs and is available only to public post-secondary institutions. In order to receive block-funding, public institutions sign a statement of agreement for each block-funded program at the beginning of each academic year, and submit reports at the end of the academic year detailing how the funds were disbursed and the names of students who received them.

In addition, block-funded institutions that retain students' applications must comply with the relevant retention periods under secondaries -20, -30 and -50.

This primary also covers the provincial government's matching endowment to Trinity Western University, a Christian post-secondary institution located in Langley, BC.

Record types include correspondence, reports, electronic data, and other types of records as indicated under relevant secondaries.

For the British Columbia Health Care Scholarship Fund, see primary 40260.

For the British Columbia Nurses Education Bursary, see primary 40270.

For executive briefing notes, see *ARCS* secondary 280-20.

For the Technology and Services Support Program (TSSP) for Adults with Permanent Disabilities, see primary 40280.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40230	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - GENERAL</u> (continued)			
	Unless otherwise specified below, the ministry OPR (Special Programs Unit) will retain these records for:	FY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
VR	-00 Policy and procedures (includes policy and procedures manuals)	- OPR <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
	FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from <i>ARCS</i> 195-30, which has a final disposition of selective retention. Since this program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.			
PIB	-01 General			
	-02 Female doctoral student grant summary data (electronic records)	SO+2y	nil	DE
	SO = when the current federal program year of August 1 to July 31 has elapsed			
	NOTE: The data provides a quick and convenient reference to students receiving the grants, and the programs and institutions in which they are enrolled. The grant applications are classified on the appropriate student loan file under secondary 40210-20			
	The electronic records are created on a Microsoft Access database.			
	-03 Special assistance program reports	FY+4y	nil	DE
	5y = The five-year retention period provides sufficient data for review and analysis.			

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40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
GENERAL (continued)

NOTE: These statistical reports are prepared every year for each special assistance program. They document the amounts block-funded each year to each public post-secondary institution, and the total grant amount awarded and number of recipients. They are used for program planning purposes, and for reporting the allocation of federal grant money to the federal government.

- 04 Trinity Western University matching endowment
(includes cheque request forms, certified financial statements and correspondence specifying the amount of the endowment)

NOTE: The endowment matches the amount Trinity Western University raises in private donations. Records documenting the payment of the endowment are maintained by the ministry's finance branch and classified under *ARCS* secondary 925-20.

- PIB -20 Canada Study Grant for high need part-time students application case files SO+2y nil DE
(includes applications and related records [e.g., correspondence and returned T4A slips])
(arrange by student's social insurance number, but if not available, by student's name)

SO = when the current federal program year of August 1 to July 31 has elapsed

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: This secondary covers the part-time grant applications handled by the block-funded public institutions on behalf of the province.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40230	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - GENERAL</u> (continued)			
-25	Canada Study Grant for high need part-time students block-funding case files (includes block-funding agreements and reports received from the block-funded institutions) (arrange by name of post-secondary institution)	SO+2y	nil	DE
	SO = when the current federal program year of August 1 to July 31 has elapsed			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
	NOTE: As of September 2001, the other Canada Study Grants are: female doctoral students, students with dependents, and students with permanent disabilities. Female doctoral students and students with dependents grant applications are classified on the appropriate student loan file under secondary 40210-20, and the students with permanent disabilities grant program has its own primary in this primary block. Female doctoral student grant summary data is classified under secondary -02.			
PIB	-30 Other federal special assistance application case files (includes applications and related records [e.g., correspondence and returned T4A slips]) (arrange by student's social insurance number, but if not available, by student's name)	SO+2y	nil	DE
	SO = when the current federal program year of August 1 to July 31 has elapsed			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			

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A SA FD

40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
GENERAL (continued)

NOTE: The purpose of this secondary is to provide for the classification, retention and disposition of applications for future federal special assistance programs. If the retention period and disposition are not appropriate for a particular program, or if the administration of the program is complex, a separate secondary or primary must be created for the program.

-35 Other federal special assistance block-funded program case files SO+2y nil DE
(includes agreements and reports)
(arrange by name of program, and then by name of post-secondary institution)

SO = when the current federal program year of August 1 to July 31 has elapsed

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: The purpose of this secondary is to provide for the classification, retention and disposition of future block-funded federal special assistance programs. If the retention period and disposition are not appropriate for a particular program, or if the administration of the program is complex, a separate secondary or primary must be created for the program.

PIB -40 Part-time Canada student loan and grant application case files - paper records SO+2y nil DE
(includes applications, loan authorization documents, correspondence, returned T4A slips, and cheque request forms)
(arrange by student's surname)

SO = when the current federal program year of August 1 to July 31 has elapsed

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40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
GENERAL (continued)

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: This secondary covers applications from both private and public post-secondary students who are requesting a part-time Canada student loan. Since the same form is used for both part-time loans and part-time Canada Study Grants, some of the applications contain requests for grant funding.

This secondary does not contain the negotiated loan certificates. Unlike the core student loan files (secondary 40210-20), the part-time negotiated loan certificates are created and maintained by the lending institutions once the student has presented the loan authorization document.

This secondary also covers applications from private post-secondary students for just the part-time grant. Applications from public post-secondary students for just the part-time grant are classified under secondary -20.

PIB	-45	Part-time Canada student loan and grant application case files - electronic records	FY+4y	nil	DE
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5y = The five-year retention period provides sufficient data for review and analysis.

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: The electronic records are used to print the part-time loan authorization documents and for preparing statistical reports, which are classified under secondary -03.

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40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
GENERAL (continued)

The electronic records are created on a Microsoft Access database. Because this is a simple system, an information system overview has not been created.

NOTE: Basic part-time student loan and grant information is entered on SFAS in the comments field.

PIB -50 Provincial special financial assistance program application case files
(includes applications and related records [e.g., correspondence and returned T4A slips])
(arrange by name of program, and then by student's social insurance number, but if not available, by student's name)

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: This secondary includes the grant applications currently handled by the block-funded public institutions on behalf of the province, as well as any future programs handled either directly by the branch or by block-funded institutions.

If the retention period and final disposition are not appropriate for a particular future program, or the administration of the program is complex, a separate secondary or primary must be created for the program as in the case of the Assistance Program for Students with Permanent Disabilities (APSD), the British Columbia Health Care Scholarship Fund and the British Columbia Nurses Education Bursary, which have their own primaries in this primary block.

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A SA FD

40230 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
 GENERAL (continued)

- 55 Provincial special financial assistance program block-funding case files
 (includes block-funding agreements and reports received from the block-funded institutions)
 (arrange by name of program, and then by post-secondary institution)

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

40260 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
HEALTH CARE SCHOLARSHIP FUND

Records relating to bursaries available to help health care workers retrain and upgrade their skills and keep pace with changing technology and preventative care needs. The bursaries, which were established in 1996, are awarded three times per year (May to August, September to December, and January to April) to qualified applicants who meet the criteria and have the greatest financial need. Bursaries are awarded equitably across all three health care sectors: nursing, health care and paramedic.

Branch staff review the applications for eligibility, and submit recommendations to the Health Care Committee for approval. The Health Care Committee consists of voting members from the relevant health care unions and observers from the branch.

Record types include correspondence, reports, electronic data, and other types of records as indicated under relevant secondaries.

For the Health Bursary System (HBS) Information System Overview (ISO), see the ISO section.

For Health Care Committee decisions, see *ARCS* secondary 200-20.

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

FY+2y nil DE

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

SO nil DE

VR	-00	Policy and procedures (includes policy and procedures manuals)	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
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FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from *ARCS* 195-30, which has a final disposition of selective retention. Since this program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40260	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - HEALTH CARE SCHOLARSHIP FUND</u> (continued)			
-01	General			
-02	Awarded and not awarded lists (includes mailing lists attached to one copy of the form letters that are sent out to the awarded and not awarded applicants)			
-03	Confirmation of applicants' enrollment (includes copies of forms sent to and received from post-secondary institutions)			
-04	Recipients recommended to the Health Care Committee (electronic records) (includes electronic messages and attached reports)	SO	nil	DE
	SO = when the committee has responded with its decision (which is printed off and classified under <i>ARCS</i> secondary 200-20), and when the electronic records (which are classified under secondary -25) are updated			
PIB	-20 Health Care Scholarship Fund application case files - paper records (includes applications, missing information letters, ministers' letters to eligible and ineligible applicants, cheque request forms and returned T4As) (arrange first by bursary period, then by awarded or not awarded, and then by student's surname)			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
PIB	-25 Health Care Scholarship Fund application case files - electronic records	FY+4y	nil	DE
	5y = The five-year retention period provides sufficient data for review and analysis.			

(continued on next page)

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A SA FD

40260 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
HEALTH CARE SCHOLARSHIP FUND (continued)

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: The electronic records document the names and addresses of all applicants, their programs of study, the bursary period in which they applied, and whether or not they were awarded a bursary.

NOTE: The electronic records are created on the Health Bursary System, which is described in the ISO section.

The reports submitted to the Health Care Committee are created from these electronic records. The reports are classified under secondary -04.

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
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A SA FD

40270 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
NURSES EDUCATION BURSARY

Records relating to bursaries available to nursing students, including currently trained nurses to help them upgrade their skills. The bursaries, which were established in 2001, are awarded three times per year (May to August, September to December, and January to April) to qualified applicants who meet the criteria and have the greatest financial need

Branch staff review the applications for eligibility, and submit recommendations to the Nurses Education Bursary Committee for approval. The committee consists of representatives from the nurses union and the Ministries of Health and Advanced Education.

Record types include correspondence, mailing lists, reports, electronic data, and other types of records as indicated under relevant secondaries.

For the Health Bursary System (HBS) Information System Overview (ISO), see the ISO section.

For Nurses Education Bursary Committee decisions, see *ARCS* secondary 200-20.

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

FY+2y nil DE

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

SO nil DE

VR	-00	Policy and procedures (includes policy and procedures manuals)	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
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FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from *ARCS* 195-30, which has a final disposition of selective retention. Since this program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.

-01 General

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40270	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - NURSES EDUCATION BURSARY (continued)</u>			
-02	Awarded and not awarded lists (includes mailing lists attached to one copy of the form letters that are sent out to the awarded and not awarded applicants)			
-03	Confirmation of applicants' enrollment (includes copies of forms sent to and received from post-secondary institutions)			
-04	Recipients recommended to the Nurses Education Bursary Committee (electronic records) (includes electronic messages and attached reports)	SO	nil	DE
	SO = when the committee has responded with its decision (which is printed off and classified under <i>ARCS</i> secondary 200-20), and when the electronic records (which are classified under secondary -25) are updated			
PIB	-20 Nurses Education Bursary application case files - paper records (includes applications, missing information letters, ministers' letters to eligible and ineligible applicants, cheque request forms and returned T4As) (arrange first by bursary period, then by awarded or not awarded, and then by student's surname)			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
PIB	-25 Nurses Education Bursary application case files - electronic records	FY+4y	nil	DE
	5y = The five-year retention period provides sufficient data for review and analysis.			

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A SA FD

40270 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
NURSES EDUCATION BURSARY (continued)

DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.

NOTE: The electronic records document the names and addresses of all applicants, their programs of study, the bursary period in which they applied, and whether or not they were awarded a bursary.

NOTE: The electronic records are created on the Health Bursary System, which is described in the ISO section.

The reports submitted to the Nurses Education Bursary Committee are created from these electronic records. The reports are classified under secondary -04.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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A SA FD

40280 STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE -
STUDENTS WITH DISABILITIES

Records relating to non-repayable grants available to students with permanent disabilities who are attending public post-secondary institutions.

The grant money is awarded each program year to eligible students who have demonstrated financial need, and who have shown that the money will be used to purchase goods and services (e.g., technical aids, computer technology and support services) that will help them access public post-secondary institutions. (The money cannot be used to pay for tuition and books or living expenses).

The grant money is provided under the Technology and Services Support Program (TSSP) for Adults with Permanent Disabilities. As of September 2001, TSSP consists of the federal government's Canada Study Grant, the provincial government's Assistance Program for Students with Permanent Disabilities (APSD), and the Adult Services Program loan bank.

Students submit their applications to their institutions' disability coordinators who screen the applications. If adaptive equipment is required, the disability coordinators send the applications and all related information either to the agent contracted to supply adaptive equipment (currently the Adult Services Program) or to the branch. The branch receives the applications only when applicants decide to purchase the equipment themselves rather than through the Adult Services Program. In that event, applicants must submit two separate cost estimates for the equipment. If approved, applicants receive a cheque for the equipment and must return a copy of the sales receipt once the equipment is purchased. If the contracted agent supplies the equipment, applicants must sign a waiver authorizing the contracted agent to cash their cheques on their behalf.

If services (e.g., note takers, tutors, interpreters, and attendant care) are required, disability coordinators retain the applications and send a summary of the request and cost estimate to branch staff by electronic mail (email). Staff review the recommendations, check the Student Financial Assistance System (SFAS) and the Student Information System database for restrictions, and email their decision to the disability coordinators.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40280	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - STUDENTS WITH DISABILITIES</u> (continued)			
	Record types include correspondence, reports, training packages, electronic data, and other types of records as indicated under relevant secondaries.			
	For Canada Study Grant applications received from private post-secondary institutions, see secondary 40210-20.			
	For cheque request forms for the semi-annual fee paid to the contracted agent, see the contract file under <i>ARCS</i> secondary 1070-20.			
	For the contract with the agent, see <i>ARCS</i> secondary 1070-20.			
	For the screening committee decisions and meeting minutes, see <i>ARCS</i> secondary 200-20.			
	For the SFAS Information System Overview (ISO), see the ISO section.			
	Unless otherwise specified below, the ministry OPR (Special Programs Unit) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
VR	-00 Policy and procedures (includes policy and procedures manuals)	- OPR <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
	FR = The government archives will fully retain operational policy and procedures manuals from this secondary rather than from <i>ARCS</i> 195-30, which has a final disposition of selective retention. Since this program does not have specific legislation, these manuals document the program mandate and policies and should be fully retained for their significant evidential and informational values.			
	-01 General			
	-02 Contracted agent liaison (includes routine correspondence)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40280	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - STUDENTS WITH DISABILITIES</u> (continued)			
-03	Disability grant program working reports	SO	nil	DE
	SO = when the final report is produced			
	NOTE: The final report is classified under secondary 40230-03.			
-04	Disability grant program training packages	SO	nil	DE
	NOTE: The training packages are prepared for the disability coordinators, but they are available to other relevant provincial government departments (e.g., Vocational Rehabilitation Services) upon request.			
-20	Disability grant program development case files (arrange by topic)	SO	nil	DE
	SO = when the policy or program change has been implemented or abandoned			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
	NOTE: This secondary covers researching and recommending policy changes (e.g., coverage of learning disabilities) to the federal government on the federal program, developing changes to the provincial program, and implementing any new federal or provincial policies and program changes.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40280	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - STUDENTS WITH DISABILITIES</u> (continued)			
PIB	-30 TSSP application case files - paper records (includes applications and attachments [e.g., disability and enrollment records and cost-estimates of requested services or equipment], copies of emails received from disability coordinators, cheque request forms, and returned T4A slips) (arrange by student's social insurance number, but if not available, by student's name)			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
	NOTE: If a human rights complaint is received, the relevant file is temporarily sequestered and reclassified under secondary -40. Human rights complaints will have surfaced within the three-year retention period.			
	NOTE: This secondary covers the TSSP applications maintained by the disability coordinators and the contracted agent on the province's behalf.			
PIB	-35 TSSP application case files - electronic records	CY+4y	nil	DE
	5y = The five-year retention period provides sufficient data for review and analysis.			
	DE = These case files can be destroyed on approval because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			
	NOTE: The TSSP electronic records summarize the contents of the paper case files, as well as application information supplied by the contracted agent. The database is known as the Student Information System (SIS). It resides on a Microsoft Access database. Because this is a simple system, an information system overview has not been created.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
40280	<u>STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - STUDENTS WITH DISABILITIES</u> (continued)			
	NOTE: Basic TSSP information is entered on SFAS in the comments field.			
PIB	-40 TSSP application case files - human rights complaints (arrange by student's social insurance number, but if not available, by student's name)	SO	NA	NA
	SO = when the complaint has been resolved			
	NA = These files are reclassified under secondary -30.			

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INFORMATION SYSTEM OVERVIEW SECTION

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Advanced Education, Training and Technology
Student Services Branch

System Title

Health Bursary System (HBS)

Purpose

The purpose of HBS is to monitor and assist with the screening of applications for bursaries available under the Health Care Scholarship Fund and the Nurses Education Bursary.

Information Content

HBS contains the following information: names and addresses of all applicants, their programs of study, the bursary period in which they applied, and whether or not they were eligible and awarded the bursary.

Inputs, Processes, and Outputs

Inputs

HBS inputs consist of information taken from the application case files and from the decisions of the selection committees.

Processes

HBS validates the data entered from the applications, flags missing information, generates missing information letters, award notification letters, non-eligible letters, cheque requests and reports.

Outputs

HBS outputs consist of letters and cheque requests which are classified in the applicant's file, and reports for the selection committees which are classified on the recommendations files and the committee files.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy, as prescribed in GMOP 8.1.4 and in special schedule 112910 in the *ARCS* manual.

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

Classification

Electronic System

The 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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Electronic Records

Secondary No.	Secondary Title
40260-25	Health Care Scholarship Fund application case files - electronic records
40270-25	Nurses Education Bursary application case files - electronic records

Inputs

Secondary No.	Secondary Title
40260-04	Recipients recommended to the Health Care Committee
40260-20	Health Care Scholarship Fund application case files - paper records
40270-04	Recipients recommended to the Nurses Education Bursary Committee
40270-20	Nurses Education Bursary application case files - paper records

Outputs

Secondary No.	Secondary Title
ARCS 200-20	Selection committee files
40260-04	Recipients recommended to the Health Care Committee
40260-20	Health Care Scholarship Fund application case files - paper records
40270-04	Recipients recommended to the Nurses Education Bursary Committee
40270-20	Nurses Education Bursary application case files - paper records

Other Related Records

- For transitory electronic data processing (EDP) records, see schedule number 102902 in the *ARCS* manual.
- For computer system backup records, see 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

Ministry of Advanced Education, Training and Technology
Student Services Branch

System Title

Student Financial Administration System (SFAS)

Purpose

The purpose of SFAS is to check core student loan applications for missing information; calculate the amount of financial assistance to be awarded to eligible BC post-secondary students; and monitor the status of the loan (e.g., interest-free status, repayment status, or restricted status).

Information Content

SFAS contains the following information: names and addresses of students, names and addresses of banks, post-secondary institution codes, program codes, restriction codes, loan and grant amounts awarded, loan status, and summaries of review, audit, verification, and remission decisions.

Inputs, Processes, and Outputs

Inputs

SFAS inputs consist of information taken from the full-time student core financial assistance case files. In addition, participating banks enter data concerning the loans that they have negotiated with students; participating BC public secondary schools confirm enrollments electronically and enter information missing from loan applications; the government agency responsible for collecting overdue student loans and grant overawards updates the student loan amounts and overawards that they are collecting on behalf of the branch; and effective program year 2001, information from the electronic student loan applications will automatically load onto SFAS. In addition, basic part-time student loan and grant information, as well as basic information about the grants awarded under the Technology and Services Support Program are entered on SFAS in the comments field of a student's electronic record.

Processes

SFAS validates the data entered from the student loan applications, calculates the amount awarded, and generates notification of assessment letters and loan remission qualifier forms to all students whose applications pass correctly through the validation process. For applications that are missing information, SFAS generates missing information request (MIR) letters to the students. Furthermore, SFAS prints loan awards on pre-printed loan forms and generates grant cheque requests on the Office of the Comptroller General CASS ORCA system. It also automatically assigns restriction codes to students' electronic files when their loan applications are undergoing the verification or review process, or when students have received overawards, declared bankruptcy or defaulted on their loan payments. In addition, SFAS generates the corresponding restriction letters to the students, as well as other automatic letters.

SFAS also automatically updates the list of designated schools on the branch website.

Moreover, it generates hardcopy grant cheque invoice registers, T4As sent to students for their grant amounts, and statistical reports.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Finally, public school financial aid officers, the government agency responsible for collecting overdue student loans and grant overawards, and the banks have access to the application, award and disbursement information, and the human resources ministry has access for data matching purposes.

Outputs

SFAS outputs consist of loan documents (classified in the student loan case file), automatic letters, cheque invoice registers (classified under *ARCS* secondary 925-04), T4As (classified in the student loan file), and statistical reports.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy, as prescribed in GMOP 8.1.4 and in special schedule 112910 in the *ARCS* manual.

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

Classification

Electronic System

The 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".

Electronic Records

Secondary No.	Secondary Title
40210-03	Designation automatic system letters
40210-04	Loan remission qualifier (LRQ) automatic system letters
40210-05	Missing information request (MIR) automatic system letters
40210-06	Notice of assessment (NOA) automatic system letters
40210-07	Overaward/withdrawal automatic system letters
40210-08	Restriction automatic system letters
40210-09	Student loan applications
40210-25	Full-time student core financial assistance case files - electronic records

Inputs

Secondary No.	Secondary Title
40210-09	Student loan applications
40210-20	Full-time student core financial assistance case files - paper records
40230-40	Part-time Canada student loan and grant application case files - paper records
40280-30	TSSP application case files - paper 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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

Outputs

Secondary No.	Secondary Title
ARCS 925-04	Invoice summary sheets
ARCS 975-50	Ministry internal audit
40160-03	Core student assistance planning reports
40180-02	Failed certificate of eligibility reports
40180-03	Loan management reports
40180-04	Loan reconciliation anomaly reports
40180-05	Loan remission reports
40180-06	Pre-1995 student loan quarterly interest reports
40180-07	Provincial liability reports
40210-03	Designation automatic system letters
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40210-05	Missing information request (MIR) automatic system letters
40210-06	Notice of assessment (NOA) automatic system letters
40210-07	Overaward/withdrawal automatic system letters
40210-08	Restriction automatic system letters
40210-20	Full-time student core financial assistance case files - paper records

Other Related Records

- For transitory electronic data processing (EDP) records, see schedule number 102902 in the *ARCS* manual.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For student loan computer output microfiche reports, see secondary 40210-10.

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.

Student Services

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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