

ABORIGINAL HEALTH PROGRAM OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

**ABORIGINAL HEALTH
PROGRAM
OPERATIONAL
RECORDS
CLASSIFICATION
SYSTEM**



**Province of
British Columbia**

**British Columbia
Archives**

RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see ORCS "Introduction"
part 2.6.1 (c)

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

Title: *Aboriginal Health Program Services Operational Records Classification System*

Ministry of Health and Ministry Responsible for Seniors
Aboriginal Health Division

Description and Purpose:

The *Aboriginal Health Program Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Aboriginal Health Division. These records document the development and implementation of Aboriginal health initiatives, the development and supervision of Aboriginal health education programs, the conducting and monitoring of Aboriginal health research projects, and provisions regarding health issues in negotiation of First Nations treaties and non-treaty self-government agreements. For further descriptive information about these records, please refer to the attached executive summary.


Date range: 1993 ongoing

Physical format of records: see attached schedule

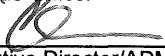
Annual accumulation: 0.16 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

 1999/10/08

Records Officer Date

 1999/10/12

Executive Director/ADM Date

Deputy Minister/Corporate Executive Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:
 1999/10/28

Chair, PDC Date

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

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2001-03-19

Date

OTHER STATUTORY APPROVALS:

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

CONTACT: Lisa Allgaier, Director, Aboriginal Health Division, 952-3151

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 *Health Act* (RSBC 1996, c. 179), the *New Directions for a Healthy British Columbia Initiative*, 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 AnalystOct 5, 1999
Date**ARCHIVAL APPRAISAL:**

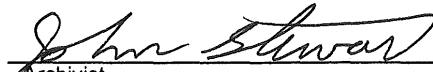
This appraisal documents the recommendation for final disposition.

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.


ArchivistOct. 5, 1999
Date

The undersigned endorses the appraisal recommendations:


Director, Information and Data Management BranchOct. 8, 1999
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

ABORIGINAL HEALTH PROGRAM SERVICES

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Aboriginal Health Division of the Ministry of Health and Ministry Responsible for Seniors.

These records document the development and implementation of Aboriginal health initiatives, the development and supervision of Aboriginal health education programs, the conducting and monitoring of Aboriginal health research projects, and provisions regarding health issues in negotiation of First Nations treaties and non-treaty self-government agreements.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The 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 April 1, 1993, when the Aboriginal Health Policy Branch of the Ministry of Health was established as part of the *New Directions for a Healthy British Columbia Initiative*. The branch has since been renamed the Aboriginal Health Division.

The Office of Primary Responsibility (OPR) for all primaries is the Aboriginal Health Division. Legislated authority for the operations of this division is provided by the *Health Act* (RSBC 1996, c. 179), the *New Directions for a Healthy British Columbia Initiative*, and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

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

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) Aboriginal Health Initiatives SO 7y FR
 (secondaries 70050-40, 70050-50, and 70050-60)

These records document the development and implementation of Aboriginal health initiatives.

The government archives will fully retain regional Aboriginal health initiative files, urban Aboriginal health initiative files, and non-urban provincial initiative files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of Aboriginal groups in the province.

- 3) Aboriginal Health Program and Project Development Files SO+1y 6y FR
 (secondary 70050-20)

These records document the development of programs to address the health needs of Aboriginal people throughout all regions of the province, including urban centres.

A = Active
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<p>The government archives will fully retain Aboriginal health program and project development files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of Aboriginal groups in the province.</p>			
4) <u>Aboriginal Health Program and Project Monitoring Files</u> (secondary 70050-30)	CY+2y	4y	FR
<p>These records document the monitoring of health service delivery by Regional Aboriginal Health Councils and Aboriginal-controlled urban health centres.</p> <p>The government archives will fully retain Aboriginal health program and project monitoring files for their significant evidential value. These records document monitoring of the development of Aboriginal health programs and projects documented in 70050-20 to ensure that the projects meet expectations and funding standards.</p>			
5) <u>Education Program Development and Monitoring Case Files</u> (secondary 70020-30)	SO+1y	5y	FR
<p>These records document the funding, support, development, and monitoring of culturally specific education programs and training courses in the field of Aboriginal health.</p> <p>The government archives will fully retain education program development and monitoring case files for their evidential and informational value.</p>			
6) <u>First Nations Non-Treaty Negotiation Case Files</u> (secondary 70150-20)	SO	5y	FR
<p>These records document the identification and negotiation of the Ministry's responsibilities for the delivery of certain health programs and services, and the establishment of inter-ministerial and/or inter-governmental agreements including self-government agreements.</p>			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

The government archives will fully retain non-treaty negotiation case files for their significant evidential and informational value. These records document negotiations and agreements for the provision of health services with non-status Aboriginal and Metis organizations. Aboriginal Health Division is directly involved in these negotiations.

- 7) Treaty Negotiations SO 5y FR
(secondaries 70180-30 and 70180-40)

These records document the negotiation of formal pre- and post-treaty agreements, and the development of mandates used in the negotiation process.

The government archives will fully retain interim measures case files and mandate development case files for their significant evidential and informational value. Interim measures case files document negotiations between the Aboriginal Health Division and First Nations to provide interim medical services, in exceptional circumstances, until a treaty has been completed. Mandate development case files document the significant role played by the Aboriginal Health Division in developing the general broad issues, guidelines and principles that the Ministry of Health is looking for in the treaty negotiation process.

- 8) Research Project Files SO+1y 4y SR
(secondary 70120-50)

These records document the conducting of research projects to identify special areas of concern regarding the health of Aboriginal populations, and to recommend possible solutions.

The government archives will selectively retain research project files by retaining files that document significant research projects.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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9) All Other Records A SA FD
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. 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,
Mary McIntosh, 952-2168

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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

BC Archives (BCARS), 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 BCA at 387-1321.

The British Columbia Archives (BCA) is responsible for preserving and providing access to records of enduring value to the province. The BCA 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 BCA custody can be accessed through the BCA Reference Room, located at 655 Belleville Street, Victoria, or through the BCA 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 Aboriginal Health Program Services ORCS

The operational records in this ORCS relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the development and supervision of Aboriginal health education programs, the conducting and monitoring of Aboriginal health research projects, and provisions regarding health issues in negotiation of First Nations treaties and non-treaty self-government agreements.

This *ORCS* covers all operational record series created or received by your division since April 1, 1993. 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	70000 – 70199	Aboriginal Health Program Services
		Covers records relating to the development, implementation, and monitoring of Aboriginal health program services. This includes records relating to the development and implementation of Aboriginal health initiatives, the development and supervision of Aboriginal health education programs, the conducting and monitoring of Aboriginal health research projects, and providing advice relating to health issues in the negotiation of First Nations treaties, and negotiation of non-treaty self-government agreements for the delivery of health services.

Within each 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 BCA 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 Aboriginal Health Division . 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

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

2.1

ASAFD23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

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

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

2.6

SO nil DE

-00 Policy and procedures

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

-01 General

-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

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VR = Vital Records

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A SA FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING (Continued)

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

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 *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 15(1)(b)).

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

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) SO nil DE
(electronic database)

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

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2.1 Primary Number and Title

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

2.2 Scope Note

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It 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 an 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 BCA 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 BCA or alphanumeric codes developed by the ministry or agency using the ORCS. For BCA 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 BCA. 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).

BCA 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 BCA, government ministries, and other government agencies. This ORCS was reviewed by BCA 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 Aboriginal Health Division. 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

BCA 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.

BCA 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.

BCA 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, BCA 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, BCA (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, BCA 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, BCA. 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)

BCA 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.

For further information about ongoing accession numbers and lists of the numbers, contact your Records Officer.

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).

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 BCA 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

BCA 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

BCA maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising BCA 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 BCA. Proposals will be jointly reviewed by BCA 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

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A SA FD

SECTION 1

ABORIGINAL HEALTH PROGRAM SERVICES

PRIMARY NUMBERS

70000 - 70199

Section 1 covers records relating to the development, implementation, and monitoring of Aboriginal health program services. This includes records relating to the development and implementation of Aboriginal health initiatives, the development and supervision of Aboriginal health education programs, the conducting and monitoring of Aboriginal health research projects, and providing advice relating to health issues in the negotiation of First Nations treaties, and negotiation of non-treaty self-government agreements for the delivery of health services.

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

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A SA FD

70000 - ABORIGINAL HEALTH PROGRAM SERVICES - 70199

PRIMARY NUMBERS AND PRIMARY SUBJECTS

70000	ABORIGINAL HEALTH PROGRAM SERVICES - GENERAL
70020	ABORIGINAL HEALTH EDUCATION
70050	ABORIGINAL HEALTH INITIATIVES
70120	ABORIGINAL HEALTH RESEARCH
70130	ABORIGINAL ISSUES
70150	NON-TREATY ABORIGINAL HEALTH AGREEMENTS
70180	TREATY NEGOTIATIONS

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70000 ABORIGINAL HEALTH PROGRAM SERVICES - GENERAL

Records not shown elsewhere in the Aboriginal health program services section which relate generally to health service programs and policies for Aboriginal people. The goal of these programs and policies is to support greater control by Aboriginal people over their own health services, through partnership with government and other means available. Includes correspondence and memoranda.

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

For management review and analysis of plans and programs, see *ARCS* primary 410.

Unless otherwise specified below, the ministry OPR (Aboriginal Health Division) will retain these records for:

CY+2y 2y 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 - non-OPR
-----	-----------------------	--------------------

SO	5y	FR
SO	nil	DE

-01 General

5y = This allows for coherent policy development, consistent program and performance evaluation, and consultation regarding ongoing issues.

FR = The government archives will fully retain policy and procedures files created by offices having primary responsibility for policy and procedure development and approval for their evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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A SA FD

70020 ABORIGINAL HEALTH EDUCATION (Continued)

- SO = when program development is complete
and/or upon implementation of program
- FR = The government archives will fully retain
education program development and
monitoring case files for their evidential and
informational value. These records document
the funding, development and monitoring of
education programs and training courses for
Aboriginal people for careers in the field of
health.

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SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

SECT 1 - 6

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70050	<u>ABORIGINAL HEALTH INITIATIVES</u> (Continued)			
-20	Aboriginal health program and project development files (includes information relating to programs and projects prior to and during the development stage) (arrange alphabetically by name of project)	SO+1y	6y	FR
	SO = when development of program or project is completed or abandoned			
	FR = The government archives will fully retain Aboriginal health program and project development files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of Aboriginal groups in the province.			
-30	Aboriginal health program and project monitoring files (includes correspondence, memoranda and reports relating to the monitoring of programs and projects) (arrange alphabetically by name of project)	CY+2y	4y	FR
	FR = The government archives will fully retain Aboriginal health program and project monitoring files for their significant evidential value. These records document monitoring of the development of Aboriginal health programs and projects documented in 70050-20 to ensure that the projects meet expectations and funding requirements.			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70050	<u>ABORIGINAL HEALTH INITIATIVES</u> (Continued)			
-40	Regional Aboriginal health initiative files (includes correspondence, memoranda and reports relating to liaison activities with the B.C. Aboriginal Health Council and associated regional health councils) (arrange alphabetically by name of Aboriginal health region)	SO	7y	FR
	SO = upon expiration of the contract with the respective Regional Aboriginal Health Council, or when initiative is fully implemented			
	FR = The government archives will fully retain regional Aboriginal health initiatives files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of Aboriginal groups in the province.			
	NOTE: A host agency and a regional coordinator are retained in each region to manage the administrative work of each regional council. Aboriginal Health Division has its own regional divisions of the province that do not correspond to the regional health boards. There are six Aboriginal health regions, one for each of the Aboriginal Health Councils.			
	Please see ARCS secondary 1080-20 for the contract case file for the host agencies.			

(Continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70050	<u>ABORIGINAL HEALTH INITIATIVES</u> (Continued)			
-50	Urban Aboriginal health initiative files (includes reports, correspondence and memoranda relating to liaison activities with Urban Aboriginal Health Centres) (arrange alphabetically by name of urban centre)	SO	7y	FR
	SO = when the Health Centre closes, upon the expiration of the contract with the Health Centre, or when initiative is fully implemented.			
	FR = The government archives will fully retain urban Aboriginal health initiatives files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of Aboriginal groups in the province.			
-60	Non-urban provincial initiative files (includes reports, correspondence and memoranda relating to liaison activities with parties involved in these initiatives) (arrange alphabetically by name of project)	SO	7y	FR
	SO = when initiative is fully implemented or abandoned			
	FR = The government archives will fully retain non-urban provincial initiatives files for their significant evidential and informational value. These records document the development of health programs designed to meet the needs of aboriginal groups in the province.			

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A SA FD

70120 ABORIGINAL HEALTH RESEARCH

Records relating to the preparation of proposals for research grants and the conducting of research projects to identify special areas of concern regarding the health of Aboriginal populations, and to recommend possible actions. Research proposals and projects can originate from outside the Aboriginal Health Division and be conducted by contractors, or they can originate from within the division and be conducted by division staff. This primary also relates to liaison activities on behalf of agencies seeking funding for the study of chronic or preventable diseases, such as those related to heart health, diabetes, or smoking, and their occurrence in Aboriginal populations. This primary also relates to peer or site reviews conducted on behalf of funding agencies to ensure compliance with grant criteria. Includes grant applications, correspondence, memoranda, surveys, statistics and reports.

For Aboriginal health promotion initiatives, see primary 70050.

Unless otherwise specified below, the ministry OPR (Aboriginal Health Division) will retain these records for:

CY+2y 2y 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
-01 General - non-OPR

SO 5y FR
SO nil DE

(Continued on next page)

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w = week m = month
y = year

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DE = Destruction
SR = Selective Retention
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VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70120	<u>ABORIGINAL HEALTH RESEARCH</u> (Continued)			
-20	Aboriginal health issue subject files (includes reports, statistics and other reference or resource material relating to diseases or health issues of specific concern to the Aboriginal population) (arrange alphabetically by disease or issue)	SO	nil	DE
	SO = when information is no longer current			
-30	Peer reviews (includes notes, correspondence, memoranda and copies of reports) (arrange alphabetically by subject of project)	SO	nil	DE
	SO = upon completion of the review and the submission of the report of findings to the funding agency.			
-40	Research agency liaison files (includes correspondence, memoranda and reports relating generally to liaison with external agencies conducting research) (arrange alphabetically by name of research agency)			
	NOTE: Records relating to a research project conducted in co-operation with a research agency should be filed in the appropriate research proposal preparation case file or research project file.			

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70120	<u>ABORIGINAL HEALTH RESEARCH</u> (Continued)			
-50	Research project files (includes surveys, questionnaires, reports, reference material, working papers, correspondence and memoranda) (arrange alphabetically by subject of project)	SO+1y	4y	SR
	SO = upon completion of project			
	SR = The government archives will selectively retain research project files by retaining files that document significant research projects. The selection will be done by program staff in consultation with an archivist.			
	At the time of transfer to semi active storage the staff of the Aboriginal Health Division will box files for retention separately from files for destruction.			
-60	Research proposal preparation case files (includes working papers, copies of grant applications, and correspondence) (arrange alphabetically by subject of proposal)	SO+1y	6y	DE
	SO = when grant or funding requirements are fulfilled or when application is rejected.			

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A SA FD

70130 ABORIGINAL ISSUES

Records relating to Aboriginal issues and concerns. Includes general information regarding Aboriginal communities and the environment, health, heritage and culture, lands and resources, and social welfare. Includes correspondence, memoranda, reports and statistics.

For Aboriginal health promotion and education, see primary 70020, 70050.

Unless otherwise specified below, the ministry OPR (Aboriginal Health Division) will retain these records for:

CY+2y 2y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Environment				
-03	Health				
-04	Heritage and culture				
-05	Lands and resources				
-06	Social welfare				
	(includes education, housing, justice and violence)				

NOTE: Subject secondaries can be broken down by arranging by code and then alphabetically by issue or subject.

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A SA FD

70150 NON-TREATY ABORIGINAL HEALTH AGREEMENTS

Records relating to the negotiation of agreements with First Nations, including bands, Tribal Councils and Aboriginal organizations, that fall outside of the B.C. Treaty Commission process. This primary also includes records relating to self-government agreements, the identification and negotiation of the Ministry's responsibilities for the delivery and provision of certain health programs and services, and the establishment of inter-ministerial and/or inter-governmental agreements, including cost-sharing agreements. Includes minutes, agendas, draft and final agreements, reports, correspondence and memoranda.

For treaty negotiations, see primary 70180.

Unless otherwise specified below, the ministry OPR (Aboriginal Health Division) will retain these records for:

CY+2y 2y 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
-01 General - non-OPR

SO 5y FR
SO nil DE

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70150	<u>NON-TREATY ABORIGINAL HEALTH AGREEMENTS</u> (Continued)			
-20	First Nations non-treaty negotiation case files (includes protocol agreements, Memoranda of Understandings (MOUs), related background material, and monitoring reports) (arrange alphabetically by organized Aboriginal group (e.g., the names of Aboriginal bands, Tribal Councils, First Nations, friendship centres, etc.))	SO	5y	FR
	SO = when agreement is signed or upon expiry of agreement			
	FR = The government archives will fully retain non-treaty negotiation case files for their significant evidential and informational value. These records document negotiations and agreements for the provision of health services with non-status Aboriginal and Metis organizations. Aboriginal Health Division is directly involved in these negotiations.			

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SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70180	<u>TREATY NEGOTIATIONS</u> (Continued)			
-20	First Nations treaty negotiation case files (includes Agreements in Principle (AIPs), Memoranda of Understanding (MOUs), monitoring reports, and framework agreements) (arrange alphabetically by organized Aboriginal group [e.g., the names of Aboriginal bands, Tribal Councils, First Nations, friendship centres, etc.]	SO	5y	DE
	DE = Treaty negotiation case files can be destroyed as they are duplicates of records retained from the Ministry of Aboriginal Affairs. Advice given by Aboriginal Health Programs is sufficiently documented in negotiation and issues files from the Ministry of Aboriginal Affairs.			
-30	Interim measures case files (includes correspondence, memoranda, and reports) (arrange alphabetically by organized Aboriginal group [e.g., the names of Aboriginal bands, Tribal Councils, First Nations, friendship centres, etc.]	SO	5y	FR
	FR = The government archives will fully retain interim measures case files for their evidential and informational value. These records document negotiations between the Aboriginal Health Division and First Nations to provide interim medical services, in exceptional circumstances, until a treaty has been completed.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70180	<u>TREATY NEGOTIATIONS</u> (Continued)			
-40	Mandate development case files (includes agreements, correspondence, memoranda, and reports) (arrange alphabetically by organized Aboriginal group [e.g., the names of Aboriginal bands, Tribal Councils, First Nations, friendship centres, etc.]	SO	5y	FR
	FR = The government archives will fully retain mandate development case files for their significant evidential and information value. These records document the significant role played by the Aboriginal Health Division in developing the general broad issues, guidelines and principles that the Ministry of Health is looking for in the treaty negotiation process.			
	SO = when treaty is ratified or upon expiry of agreement			

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SUBJECT HEADINGS

PRIMARY NUMBERS

Aboriginal Health Program Services

Operational Records Classification System (ORCS)

I N D E X

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 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.

SUBJECT HEADINGSPRIMARY NUMBERS

- A -

ABORIGINAL HEALTH PROGRAM SERVICES

70000 - 70199

AGREEMENTS

- cost-sharing

70150, 70180

- in principle

70150

- protocol agreements

70150

- B -

- C -

CULTURE

70130

- D -

DISEASES

(See ISSUES)

- E -

EDUCATION

70130

(See also HEALTH EDUCATION)

ENVIRONMENT

70130

- F -

- G -

GRANT APPLICATIONS

(See RESEARCH)

- H -

HEALTH EDUCATION

(See also EDUCATION)

- issues

70020

- of Aboriginal people

70020

- program development

70020

HEALTH INITIATIVES

(See INITIATIVES)

HERITAGE

70130

HOUSING

70130

SUBJECT HEADINGS

PRIMARY NUMBERS

- I -

INITIATIVES

- non-urban	70050
- regional	70050
- urban	70050

INTERIM MEASURES

70180

ISSUES

- Aboriginal	70130
- health	70120
- subject files	70120

- J -

JUSTICE

70130

- K -

- L -

LANDS

70130

(See also NEGOTIATIONS, TREATY and NEGOTIATIONS, NON-TREATY)

- M -

MANDATE DEVELOPMENT

70180

MEMORANDA OF UNDERSTANDING

70150, 70180

MOU

(See MEMORANDA OF UNDERSTANDING)

- N -

NEGOTIATIONS, NON-TREATY

70150

(See also LANDS)

NEGOTIATIONS, TREATY

70180

(See also LANDS)

NON-TREATY NEGOTIATIONS

(See NEGOTIATIONS, NON-TREATY)

NON-URBAN INITIATIVES

(See INITIATIVES)

SUBJECT HEADINGS

PRIMARY NUMBERS

- O -
- P -

PEER REVIEWS 70080

POLICY (See secondary -00 under the appropriate subject primary)

PROCEDURES (See secondary -00 under the appropriate subject primary)

PROGRAMS

- development of 70020, 70050
- monitoring of 70020, 70050

PROJECTS

- development of 70050
- monitoring of 70050

- Q -

QUESTIONNAIRES

(See RESEARCH)

- R -

REGIONAL INITIATIVES

(See INITIATIVES)

RESEARCH

- agency liason 70120
- issues 70120
- project files 70120
- proposal preparation 70120

- S -

SERVICE DELIVERY 70050

SOCIAL WELFARE 70130

- T -

TRAINING

- for Aboriginal students 70020

TREATY NEGOTIATIONS

(See NEGOTIATIONS, TREATY)

SUBJECT HEADINGS

PRIMARY NUMBERS

- U -

URBAN INITIATIVES
(See INITIATIVES)

- V -

VIOLENCE

70130

- W -

- X -

- Y -

- Z -