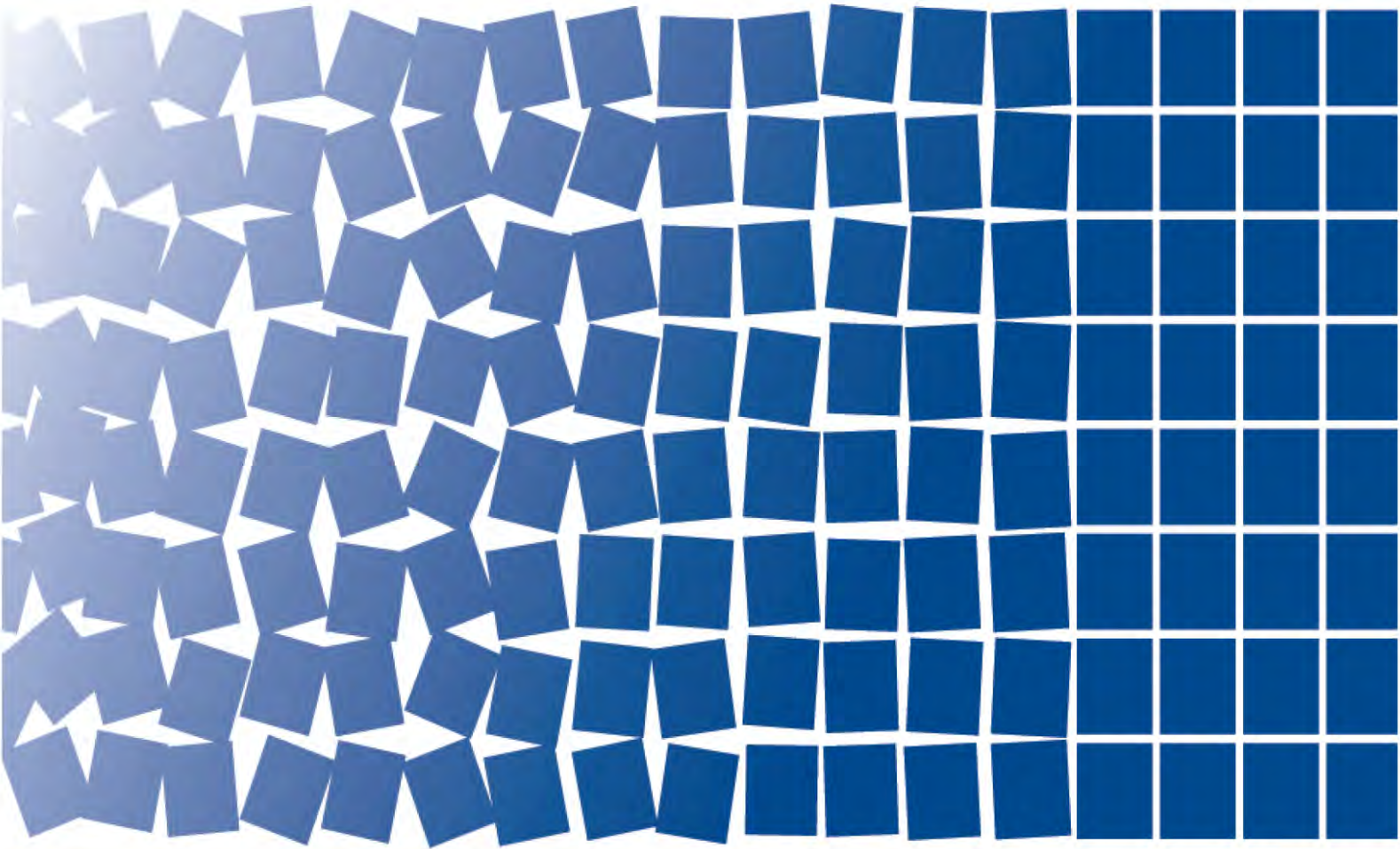


# **CULTURAL SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT RECORDS SERVICE**

## INFORMATION SCHEDULE APPROVAL

Title: *Cultural Services Operational Records Classification System (ORCS) – Amendment 1*

Ministry of Tourism, Art, and Culture  
Arts, Culture and Sports Division  
Arts and Cultural Development

### Scope of Schedule:

This amendment to the ORCS reflects minor business process changes and new activities by Arts and Cultural Development since the original schedule was approved in 2003. Key changes include: the introduction of new records series, changes to how grant programs are administered, re-appraisal of arts and culture funding case files from destruction to selective retention, and updating format and wording to meet current ORCS standards and practices.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1974

The government body endorses this schedule and its implementation.

Signed endorsement on file

Gillian Wood, Executive Director, Arts and Cultural Development

2017-12-05

Date

The Information Management Advisory Committee recommends this schedule for approval.

*Susan Laidlaw*

Susan Laidlaw, Chair

06 Apr 2018

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

*David Curtis*

David Curtis

May 22/18

Date

*The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.*

Schedule Developer: Maxwell Otte

Endorsed by Government Records Service.

*Alexander Wright*

Alexander Wright, Chief Archivist

Date

Dec. 18, 2017

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	<b>ARCS</b> = <i>Administrative Records Classification System</i> <b>ORCS</b> = <i>Operational Records Classification System</i>
Office information:	<b>OPR</b> = Office of Primary Responsibility
Records life cycle:	<b>A</b> = Active <b>SA</b> = Semi-active <b>FD</b> = Final Disposition
Active and semi-active period codes:	<b>CY</b> = Calendar Year <b>FY</b> = Fiscal Year <b>NA</b> = Not Applicable <b>SO</b> = Superseded or Obsolete <b>w</b> = week <b>m</b> = month <b>y</b> = year
Final disposition categories:	<b>DE</b> = Destruction <b>FR</b> = Full Retention <b>SR</b> = Selective Retention <b>OD</b> = Other Disposition <b>NA</b> = Not Applicable
Special flags:	<b>FOI</b> = Freedom of Information/Protection of Privacy <b>PIB</b> = Personal Information Bank <b>VR</b> = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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### SECTION 1

#### CULTURAL SERVICES

#### PRIMARY NUMBERS

80000 – 80999

Section 1 covers records relating to services in support of arts and culture in British Columbia. This includes records relating to: arts and culture funding, including funding available through the British Columbia Arts Council under the [Arts Council Act \(RSBC 1996, c. 19\)](#); and the administration of the provincial government's art collection.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1 TABLE OF CONTENTS

#### CULTURAL SERVICES

80000 - 80999

80000	CULTURAL SERVICES - GENERAL
80100	ARTS AND CULTURE FUNDING
80200	BRITISH COLUMBIA ART COLLECTION MANAGEMENT

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 80000 CULTURAL SERVICES - GENERAL

Records not shown elsewhere in the information schedule that relate generally to services in support of arts and culture in British Columbia. This primary covers records relating to the website; the development of operational policies and procedures; and statistical analysis and reporting.

Record types include correspondence, the website, reports, and policy documents.

For briefing notes, see [ARCS 280-20](#).

For committee files, see [ARCS 200-20](#).

For legislation development and approval files pertaining to the Arts and Cultural Development Branch, see [ARCS primary 140](#).

For policy records from external sources, see [ARCS primary 195](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is the Arts and Cultural Development Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

80000	CULTURAL SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-00</b>	<b>Policy and procedures - final</b> (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this schedule)	SO	5y	FR
	SO: when the policy is replaced or becomes irrelevant			
	FR: The government archives will fully retain final versions of operational policy and procedures documentation because they provide significant evidence of the governance of the functions and programs covered by this schedule.			
<b>-01</b>	<b>General</b>	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and not related to topics that warrant specific classifications.			
<b>-02</b>	<b>Cultural services web site</b> (covers branch websites, including the BC Arts Council website)	SO	nil	DE
	SO: when the website is altered, updated, redesigned or closed			

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



# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80000	CULTURAL SERVICES - GENERAL	A	SA	FD
	DE: All documents presented on these websites are classified under appropriate secondaries within this ORCS or in ARCS.			
-10	<b>Final reports, statistics and reviews</b>	SO	5y	FR
	SO: when no longer required for statistical, reporting, or research and analysis purposes			
	FR: The government archives will fully retain branch final reports, statistics and reviews because they: <ul style="list-style-type: none"> <li>document original research and analysis pertaining to the arts sector in British Columbia;</li> <li>have evidential and informational value in documenting the effectiveness of specific arts funding programs; and</li> <li>provide evidence of strategy development in British Columbia's arts sector.</li> </ul>			
	NOTE: Examples of reports and reviews covered under this secondary include annual reports (e.g., <i>BC Arts Council Annual Report</i> ), awards listings, program reviews (e.g., <i>Media Arts Program Review</i> ) and strategic plans.			
-20	<b>Issues management files</b> (arrange by issue) (covers issues management activities not covered under a more specific secondary in this schedule)	SO	5y	DE
	SO: when issue is resolved or when no longer required for operational purposes			
	NOTE: These records may be destroyed because issues of a significant nature are adequately documented under <a href="#">special schedule 102906</a> ( <i>Executive Records</i> ).			
-25	<b>Policy development files</b> (includes copies of briefing notes, correspondence, drafts and working materials)	SO	5y	DE
	SO: when policy is approved and distributed or abandoned			
	DE: Policy development files may be destroyed because final policies are fully retained under secondary 80000-00.			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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END OF PRIMARY



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 80100 ARTS AND CULTURE FUNDING

Records relating to grants and scholarships available to community and professional arts and cultural organizations and individual artists through the British Columbia Arts Council and other ministry arts and culture funding programs.

Grant and scholarship funding are available to support and encourage various cultural and artistic endeavors, including but not limited to, arts festivals, arts training, community and regional arts development, professional performing arts (e.g., dance and theatre), visual arts, literary and publishing arts, and media arts. The BC Arts Council website provides information on these funding programs.

Branch staff and one or more adjudication committees or juries consisting of professionals from applicable disciplines review the applications and make funding recommendations which, depending on the funding program, may be submitted to the BC Arts Council for approval. A file is created for each applicant upon receipt of an application.

Funding is awarded according to established eligibility and program guidelines documented in the policy manuals. Recipients may be required to sign contribution agreements.

Record types include correspondence, manuals, website, applications, financial statements, proposals, agreements, payment requisitions, minutes, and reports.

For reference material/topical files, see [ARCS secondary 358-20](#)

The ministry OPR is the Arts and Cultural Development Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

80100	ARTS AND CULTURE FUNDING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	(obsolete; superseded by secondary 80000-00 Policy and procedures - final)			
-01	General	CY+1y	nil	DE
-02	(obsolete; superseded by secondary 80000-02 Cultural services website)			
-03	(obsolete; superseded by secondary 80000-10 Final reports, statistics and reviews)			
-04	BC Arts Council meeting packages and meeting minutes (includes meeting packages for adjudication meetings and BC Arts Council meetings, as well as meeting minutes)	SO	7y	SR
	SO: when the Council is no longer active and/or			

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

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80100	ARTS AND CULTURE FUNDING	A	SA	FD
	file/volume has been closed for one year			
	7y: The seven-year retention period is consistent with the retention period for committee files classified under <a href="#">ARCS secondary 200-20</a> .			
	SR: The government archives will selectively retain the meeting packages and meeting minutes. BC Arts Council meeting packages and minutes will be retained because these records document the decisions and decision making process of the Council in dispensing grants to visual artists, writers and institutions in the province. Adjudication packages and minutes may be destroyed because the decisions are documented at a higher level in the BC Arts Council records.			
	NOTE: A copy of the adjudication comments is placed in 80100-20 Arts and culture funding case files.			
PIB	<b>-20 Arts and culture funding case files</b> (arrange by fiscal year and then by applicant) (covers applications for grant and scholarship programs administered by the branch) (includes grant application, allocation records, final reports from the recipient of the grant, and supporting material)	FY+2y	5y	SR
	SR: The government archives will selectively retain arts and culture funding case files. Successful applications will be retained because they document a core function of the branch and possess considerable historical and informational value in the area of the development of British Columbia's arts sector. Unsuccessful applications may be destroyed.			
	NOTE: This change to final disposition is on a go-forward basis from January 2017 and does not apply to records already off-site.			
	NOTE: Enhanced capacity assistance applications are managed as part of the original funding case file and will be retained, whether they are approved or rejected, if the initial application was successful.			
PIB	<b>-30 Arts and culture funding data</b> (covers electronic records maintained in the Grant Tracking Management System (GTMS), which date back to 1995) (includes file number, name of applicant, brief description of	SO	nil	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80100	ARTS AND CULTURE FUNDING	A	SA	FD
	the project, its location, and the amount of funding received)			
	SO: when no longer required for analysis, provided it is not before the disposition of the physical case file (classified under secondary 80100-20)			
	NOTE: Because GTMS is a simple database, an information system overview has not been developed.			
-40	<b>Arts and culture funding reference files</b> (arrange by client, then by year) (covers organizational data and reference files from established applicants who routinely apply for branch funding; these records are removed from the funding case file for ease of reference)	SO	nil	DE
	SO: when no longer required for reference purposes, provided that no information about an applicant has been used to make a decision that directly affects them in the past year.			
-41	<b>Arts and culture funding supporting material</b> (arrange by panel number) (covers supporting material, such as publications and artwork, managed outside of the case file)	SO	nil	DE
	SO: when no longer required for reference			
-45	<b>Arts and culture image case files</b> (covers images from funded clients who submit them along with consent forms and credit details for use in branch or ministry communications) (includes images, consent forms and photo credit details)	SO	5y	DE
	SO: when no longer required for operational purposes			
	DE: Arts and culture image case files may be destroyed because many of the images appear in published form in branch and ministry publications, a large number of which are selectively retained, or fully retained. Furthermore, the lack of information respecting copyright and ownership of the images means they have limited informational value for future researchers.			

END OF PRIMARY

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

### 80200 BRITISH COLUMBIA ART COLLECTION MANAGEMENT

Records relating to the provincial government's art collection. The purpose of the collection is to promote and support BC artists, and to loan their art to provincial government offices. The collection consists of approximately 1100 pieces of visual art by BC artists, which were acquired by the provincial government from 1974 to 1995. Most of the acquisitions were purchased, but some pieces were donated. Future acquisitions are subject to the availability of funding and donations.

The records provide descriptive information about each item in the collection, biographical information about the artists, and information on the acquisition, conservation, storage, and loan of each item.

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

For a description of the BC Art Collection Database, see the Systems Section. For risk management, see [ARCS primary 450](#).

The ministry OPR is the Arts and Cultural Development Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

80200	BRITISH COLUMBIA ART COLLECTION MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-00</b>	<b>(obsolete; superseded by secondary 80000-00 Policy and procedures - final)</b>			
<b>-01</b>	<b>General</b>	CY+1y	nil	DE
<b>-02</b>	<b>BC Art Collection acquisition files</b> (includes lists and invoices)	SO	nil	FR
	FR: The government archives will fully retain acquisition files because they provide legal evidence of the province's ownership of the art and the initial value of the art.			
	NOTE: These records document the date on which the art was acquired, the purchase price or initial value of the art, the names of staff, contractors, and government agencies involved in the acquisitions, and pertinent issues surrounding acquisitions.			
<b>-03</b>	<b>BC Art Collection conservation files</b> (includes correspondence, copies of contracts and invoices, and reports)	SO+6y	nil	DE
	SO: upon expiry or termination of contract			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80200	BRITISH COLUMBIA ART COLLECTION MANAGEMENT	A	SA	FD
<p>NOTE: This secondary covers reference material on available art conservators, as well as contracts with conservators and their invoices. The invoices may include information on the assessment, condition, and conservation of certain pieces. Comprehensive information on the condition and treatment of the collection is included in the database classified under secondary -30.</p>				
-04	<b>BC Art Collection documentation files</b> (includes correspondence, slides, and catalogues)	SO	nil	SR
<p>SR: The government archives will retain the slides because they depict the art in the collection, and the <i>British Columbia Art Collection 1974-1980</i> and other published catalogues because they provide a concise history of the collection over time and the manner in which the government publicized the collection. Published catalogues and slides for retention by the archives will be boxed separately from other records for destruction at the time of transfer to storage.</p> <p>NOTE: This secondary covers slides of each piece of art in the collection and other records relating to the documentation and publicity of the collection such as the <i>British Columbia Art Collection 1974-1980</i>.</p>				
-05	<b>BC Art Collection exhibition files</b> (includes correspondence, lists, exhibition catalogues, and press releases and clippings)	SO	nil	SR
<p>SR: The government archives will selectively retain exhibition files by retaining only those records that document exhibition of works from the BC Art Collection. These provide the only complete record of which art works in the collection were chosen for exhibition, and where they were exhibited. Records that document other exhibitions involving branch staff, but not the BC Art Collection, will be destroyed. Staff will box records relating to the exhibition of works from the BC Art Collection separately to facilitate transfer to the government archives.</p> <p>NOTE: This secondary documents exhibitions undertaken by the branch, as well as art from the collection displayed at other exhibitions (e.g., the 1976 Olympic Games in Montreal). Examples of exhibition catalogues in the files include: <i>The Provincial</i></p>				

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80200	BRITISH COLUMBIA ART COLLECTION MANAGEMENT	A	SA	FD
	<i>Collection 1975, Paperworks 1978, and 1976 Olympic Exhibition of the Provincial Collection.</i>			
-06	<b>BC Art Collection storage facility files</b> (includes correspondence, the successful proposal, and reports)  NOTE: This secondary covers the specifications and description of the storage facility storing the BC Art Collection (e.g., size, layout, shelving, and temperature control). Contracts with storage facilities are classified under <a href="#">ARCS primary 1070</a> .	SO	nil	DE
-07	<b>BC Art Collection inventory files</b>  FR: The government archives will fully retain inventories of BC Art Collection records because they provide the only complete record of art in the collection, including artwork identified as missing and when it was last seen.  NOTE: The inventories, which are generated by the BC Art Collection Database and earlier databases, provide a snapshot of the collection over time, including artwork identified as missing and when it was last seen. This secondary also includes records documenting searches for the missing pieces.	SO	nil	FR
-08	<b>BC Art Collection loan files</b> (arrange by loan number) (includes correspondence, loan agreements, reports, cards, and lists)  SO: upon expiry or termination of loan, and then upon the expiry of a minimum of six years  NOTE: This secondary includes loan records documented on catalogue cards and word processing documents from 1974 to 1987. Since 1988, loans are documented on the BC Art Collection Database and in loan reports which are generated by the Database and classified under this secondary.	SO	nil	DE
-09	<b>Pre-1996 BC Art Collection files</b> (arrange by subject)  SO: when the relevant information has been incorporated into the data classified under secondary -30	SO	nil	DE

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

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

80200	BRITISH COLUMBIA ART COLLECTION MANAGEMENT	A	SA	FD
	<p>DE: These files can be destroyed because they consist of low value correspondence and memoranda. All records of value, that document the acquisition and description of art works in the BC Art Collection, have been removed and filed in classifications -02 to -08 in this primary.</p> <p>NOTE: This secondary covers paper files created on the BC Art Collection until 1996, which were not reclassified under secondaries -02 to -08. Since 1995/96, no financial or human resources have been specifically allocated to the maintenance of the collection (apart from storage).</p>			
-20	<p><b>Artist files</b> (arrange alphabetically by artist name) (includes correspondence, exhibition and reproduction agreements (where available), lists, condition reports, biographies of artists, and may include photographs of artwork)</p> <p>FR: The government archives will fully retain artist files because they provide significant information on the art and artists represented in the BC art collection.</p> <p>NOTE: The exhibition and reproduction agreements with the artist permit the province to exhibit and reproduce artists' work for the promotion of the artists and the collection.</p>	SO	nil	FR
-30	<p><b>BC Art Collection data</b> (includes digital photographs) (electronic records)</p> <p>SO: when artwork is no longer owned by the Province of BC</p> <p>NOTE: These records provide descriptive information about each item in the collection; basic information about the artists; information on the acquisition, conservation, location, and loan of each item; and information on borrowers.</p> <p>NOTE: The data currently exists on SuperBase, which is a commercial software package that has been customized for this application. The database is not accessible remotely (e.g., by dialing into it or through the Internet), and may only be accessed by program</p>	SO	nil	DE

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<b>80200</b>	<b>BRITISH COLUMBIA ART COLLECTION MANAGEMENT</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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staff. The database is described in the systems section.

NOTE: Loan agreements and reports are generated regularly and classified under secondary -08. other reports are generated on an ad hoc basis and classified under the relevant *ORCS* or *ARCS* secondary.

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END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### CULTURAL SERVICES

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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### SYSTEM SECTION: COMMON SYSTEM NOTES

#### Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

## **BC ART COLLECTION DATABASE**

### **SYSTEM OVERVIEW**

#### **Creating Agency**

Ministry of Tourism, Art, and Culture  
Arts, Culture, and Sports Division  
Arts and Cultural Development Branch

#### **Purpose**

The purpose of the BC Art Collection Database is to manage the BC Art Collection and track loans of the art in the collection.

#### **Information Content**

The BC Art Collection Database contains: information on each item (e.g., title, digital photograph, accession and identification numbers, current location and location history, media description, size, colour, date made, purchase price and current value, and comments); information on artists (e.g., identification numbers, style, genre, artworks in collection, cross-reference to biography document, birth and death dates and places, sex, contact information, and dealer information); loan information (e.g., ministry name, code and office, location, identification numbers, loan start dates and end dates, items on loan, contact information, and specific place where the item is displayed); and borrower information (e.g., names, phone numbers, and locations of individual borrowers).

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

The BC Art Collection Database inputs consist of scanned slides, and information keyed from paper files, loan agreements, and staff comments.

The BC Art Collection Database links the digital photograph to the appropriate data, tracks the location and loan of items, and generates loan agreements and reports.

The BC Art Collection Database outputs consist of loan agreements and reports.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
<b>Data in the System</b>					
143933	80200-30	BC art collection data	SO	nil	DE
<b>Inputs</b>					
143933	80200-02	BC art collection acquisition files	SO	nil	FR
143933	80200-03	BC art collection conservation files	SO+6y	nil	DE
143933	80200-04	BC art collection documentation files	SO	nil	SR
143933	80200-08	BC art collection loan files	SO	nil	DE
143933	80200-09	Pre-1996 BC art collection files	SO	nil	DE
143933	80200-20	Artist files	SO	nil	FR
<b>Outputs</b>					
143933	80200-07	BC art collection inventory files	SO	nil	FR
143933	80200-08	BC art collection loan files	SO	nil	DE
<b>Other Related Records</b>					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000  
CULT = *Cultural Services*, schedule 143933

END OF OVERVIEW