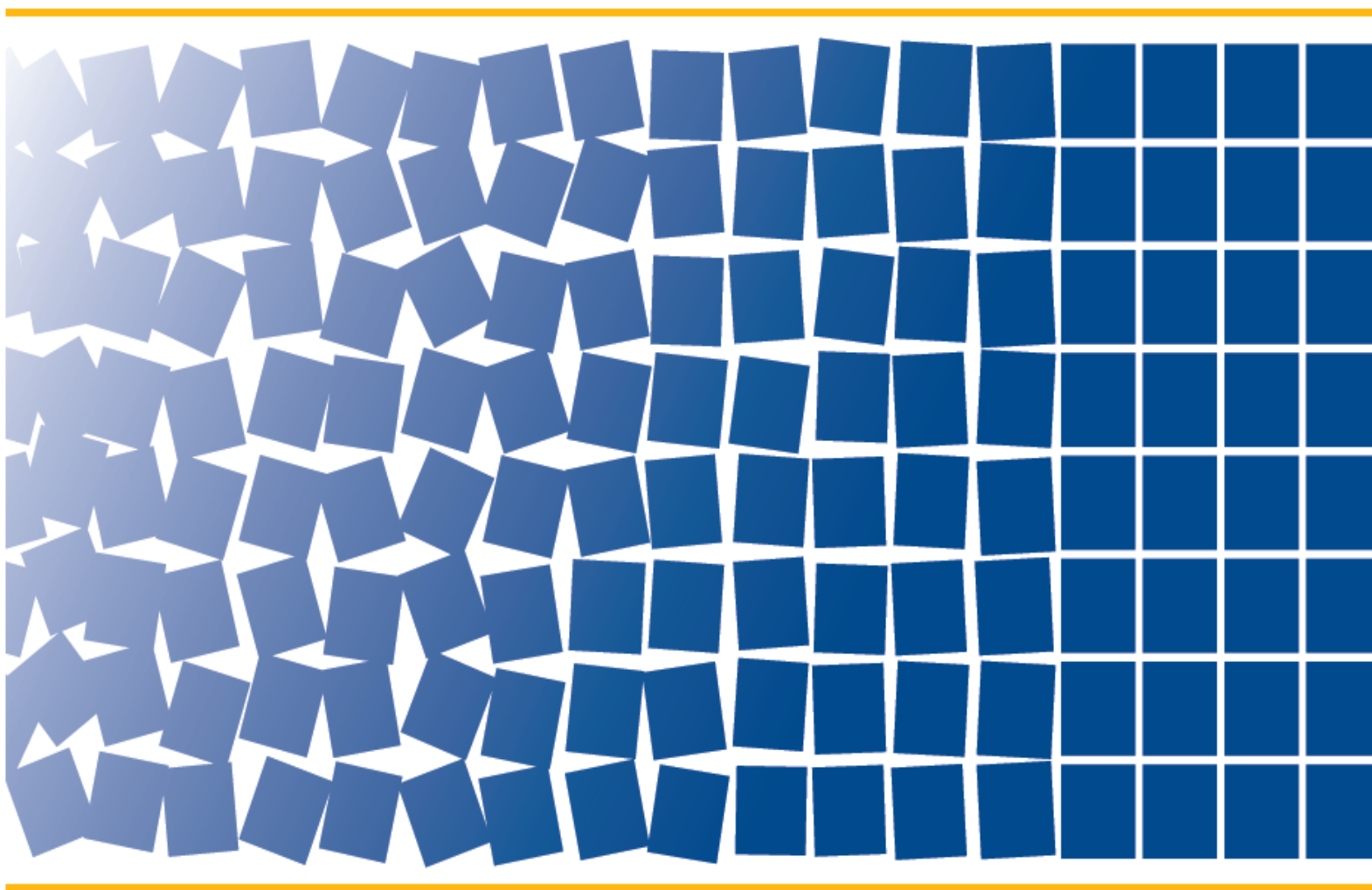


STUDENT FINANCIAL ASSISTANCE SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

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](#).

STUDENT FINANCIAL ASSISTANCE SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Vital Statistics Services ORCS*, in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Original schedule approval date: 2002/02/21

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
190901	2018/01/22	Entire ORCS	Entire ORCS updated. See summary of amendments for a detailed listing of changes.

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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



INFORMATION SCHEDULE APPROVAL

Title: *Student Financial Assistance Services Operational Records Classification System (ORCS):
Amendment 1*

Ministry of Advanced Education, Skills and Training
Student Services Division
Student Services Branch

Scope of Schedule:

This is an amendment of the *Student Services ORCS*. The purpose of this amendment is to update the classification system and retention and disposition schedule for the operational records created by the Student Aid BC Program.

The amendments reflect revised operational requirements of the records; consolidation of secondaries to streamline records classifications that relate specifically to a student; data retention requirements and increases or decreases to retention periods as appropriate. Other amendments to primaries and secondaries have been made throughout the ORCS to include wording changes in scope notes, secondary titles, and secondary notes.

This amendment does not apply to records that, as of the date of approval, have been authorized for disposition (ARS 130 signed off) by the central records services agency.

For a complete list of the changes, see the Summary of Changes (Appendix A).

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: 1971

The government body endorses this schedule and its implementation.

Endorsement on file

Assistant Deputy Ministry – Student Services Division
Name: Paige MacFarlane

Nov. 10, 2015

Date

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw, Chair

2017/10/16

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Name: David Curtis

2018/01/22

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: Mahia Frost
Archivist: Linda Nobrega

Endorsed by Government Records Service.

Name: Alex Wright

Date Sept. 11, 2017

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](#).

A SA FD

STUDENT FINANCIAL ASSISTANCE SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMMENDMENT 1

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Student Aid BC program. This program is administered under the federal Canada Student Financial Assistance Act (SC 1994, c. 28) and BC Order in Council number 1252/2000. The authority for the province to deliver provincial financial assistance is from BC Order in Council number 1363/87.

The amendments reflect revised operational requirements of the records; consolidation of secondaries to streamline records classifications that relate specifically to a student; data retention requirements and increases or decreases to retention periods as appropriate. Other amendments to primaries and secondaries have been made throughout the ORCS to include wording changes in scope notes, secondary titles, and secondary notes.

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

This ORCS covers records created and received since 1971. This amendment does not apply to records that, as of the date of approval, have been authorized for disposition (ARS 130 signed off) by the central records services agency.

The following summary describes the changes that affect retention periods and final disposition. Secondaries with a final disposition of destruction and a retention period of less than seven years are only described in detail if the final disposition has changed from the previous version of the ORCS. In this summary, record types are linked to the ORCS by primary and secondary numbers. For a detailed description of all changes, please consult Appendix A: Summary of Changes to the Student Financial Assistance Services ORCS.

- 1) Student Services human rights complaints
(secondary 40000-25)

SO+2y 8y FR

These records document the resolution of complaints brought forth to the BC Human Rights Tribunal regarding Student Aid BC decisions. The retention period meets the reference requirements of the branch and ensures the records are available in defense of future complaints.

SO: when complaint is withdrawn or settled, or when the Tribunal has issued its decision and the requirements of the decision have been met

[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](#).

A SA FD

FR: The government archives will fully retain Student services human rights complaints because they document the response of the government to the complaint, the hearing, the decision, and the issues raised by the nature of the complaint. These records have significant evidential and informational value.

2) Web declaration forms
(secondary 40210-12)

SO 25y DE

A student applying for financial assistance through the Internet must sign and submit a paper declaration, as well as paper declarations that have been signed by the individuals who have completed the related appendices. The declarations are legal documents that attest that the information on the application and appendices is correct. The retention period ensures that these records are retained for the full potential student application and loan repayment and collections cycle.

SO: when information is entered into SFAS and forms are batched

3) Verification and compliance data
(secondary 40000-17)

SO 15y DE

This data creates a comprehensive chronological picture of all activities during verification audits of students and compliance investigations of post-secondary institutions. The retention period ensures the files are available for the duration of the loan repayment period, provides a sufficient period for fraud investigations, and meets statistical reporting requirements.

SO: when the audit, investigation or institution file is closed

4) Student data in tracking databases
(secondary 40200-10 and 402000-18)
(secondary 40230-05)

SO+9y nil DE
SO nil DE

These data exist in three systems: YEAF, ICI, and AT-WIS. The systems manage specific programs, such as the Youth Educational Assistance Fund (YEAF), BC Canada Student Grant for Students with Permanent Disabilities program (AT-WIS), and various others, such as the Nurses Education Bursary, Loan Forgiveness Program (in ICI). While the data relates to the program, the common denominator is that it also relates specifically to students. The retention for the data is either when the program year is complete, plus 9 years, or when it has been 9 years since the last activity on the student's electronic file. The 9 years ensures the records are available for fiscal accountability, and are kept for a similar duration as the student file, under 40210-20 Student financial assistance files.

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](#).

	A	SA	FD
5) <u>Student financial assistance files</u> (secondary 40210-20)	SO	7y	DE
<p>These are the “student files”. This amendment harmonized several separate classifications into this one, to facilitate easier searching, consistent retentions, and a streamlined approach to managing the records. The retention period ensures that a student's file will be available for verification, audit, review or investigation. If any of these events happens when the file is offsite and semi-active, the file may be reactivated, and the retention schedule starts over. Final disposition has changed from SR to DE.</p> <p>SO: when it has been two full program years since the last activity on the file (a program year is August 1st to July 31st)</p> <p>DE: Student financial assistance files may be destroyed. The policy, procedures and guidelines for financial assistance are adequately documented and fully retained under 40160-02, Core Student assistance application packages. Procedures for evaluating and auditing applications are fully retained under -00.</p>			
6) <u>Student loan financing reconciliation reports</u> (secondary 40180-20)	FY+2y	5y	DE
<p>This is another example of streamlining, and takes a new approach for classifying financial reports, combining seven previous classifications and mitigating the need for creating future secondaries. It provides one place for financing reports generated by the student financial assistance system for statistical and reconciliation purposes, such as changes to loans, anomaly reports, or remission amounts owed by the province.</p>			
7) <u>Partner Portal Appendix 3 data</u> (secondary 40140-03)	SO	6y	DE
<p>The Partner Portal is an online tool for designated institutions to maintain their contact and program information. The portal will have other uses in the future, but at this time, the primary use is for the institution to confirm or correct the program and course information a student loan applicant submits in an Appendix 3 form. The Partner Portal maintains a copy of all submitted Appendix 3's, which are attached to the institution profile for reference. The retention ensures the post-secondary institutions have access to online Appendix 3 data for audit and compliance processes.</p> <p>SO: when the application program year, which is August 1st to July 31st, is complete</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](#).

	A	SA	FD
8) <u>Post-secondary institution designation files</u> (secondary 40140-40)	SO	nil	DE

This secondary is not new to the ORCS, but this amendment has refined the criteria on when to close the files, (above) and changed the final disposition from SR to DE.

SO: the file will be closed when:

- it has been 2 calendar years since the designation application was denied, or
- the institution file has been inactive for 5 calendar years (which sufficiently covers de-designation periods), or
- it has been 5 calendar years since the institution was closed or became defunct

DE: Post-secondary institution designation files may be destroyed because they are routine and procedural. Records documenting the criteria for program eligibility and the expectations from designated institutions is captured and fully retained under secondary 40140-00.

9) <u>Student profile data</u> (secondary 40210-17)	SO	nil	DE
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This is the “master” data of students, similar to tombstone data, residing on systems of record (currently Student Financial Assistance System (SFAS) and the Student Aid Internet Loan system (SAIL)) for part-time and full time students. Currently, the ministry will manage student profile data until it has been 45 years since the student file is opened, and when at least 15 years has elapsed since the last file activity (e.g. an application for financial assistance or interest relief), to ensure lifetime cumulative totals of weeks in study and funds loaned are maintained, and the profile data meets the data requirements outlined in secondary 40210-25.

END OF EXECUTIVE SUMMARY

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](#).

SECTION 1

STUDENT FINANCIAL ASSISTANCE SERVICES

PRIMARY NUMBERS

4 0 0 0 0 – 4 0 9 9 9

Section 1 covers records relating to the provision of financial assistance services to British Columbia post-secondary students. This program is administered under the federal [Canada Student Financial Assistance Act \(S.C. 1994, c. 28\)](#) and BC Order in Council number 1252/2000. The authority for the province to deliver provincial financial assistance is BC Order in Council number 1363/87. This section includes records relating to: awarding scholarships and medals of recognition; administering and delivering Canada-BC integrated loans, as well as BC bursary and grant programs; designating post-secondary institutions and approving programs that meet eligibility requirements for student assistance funding; and reconciling the provincial government's student loan payments against the lending institutions' records.

SECTION 1 TABLE OF CONTENTS
STUDENT FINANCIAL ASSISTANCE SERVICES

40000 - 40999

40000	STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL
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40060	ACADEMIC AWARDS – PREMIER'S EXCELLENCE (CLOSED)
40140	DESIGNATION OF INSTITUTIONS
40160	STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION
40180	STUDENT LOAN FINANCING RECONCILIATION
40200	STUDENT LOANS AND GRANTS - GENERAL
40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE
40230	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS
40260	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - HEALTH CARE SCHOLARSHIP FUND (CLOSED)
40270	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS – NURSES EDUCATION BURSARY (CLOSED)
40280	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - STUDENTS WITH DISABILITIES (CLOSED)

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](#).

40000 STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL

Records not shown elsewhere in the student financial assistance services section which relate generally to the provision of financial assistance services to British Columbia post-secondary students under the federal [Canada Student Financial Assistance Act \(S.C. 1994, c. 28\)](#) and BC Order in Council numbers 1363/87 and 1252/2000. The provincial government is responsible for the administration and delivery of the Canada student loan and grant program in British Columbia.

This primary covers records relating to:

- the branch's files relating to human rights complaints that have been brought by students to the Human Rights Tribunal;
- the StudentAidBC website and twitter account, which are communication and information sharing platforms for the program;
- system reports, produced for the purpose of monitoring statistics and supporting day to day operations, and
- verification, audit and compliance data held in the Verification Statistical System (VSS), which is used to document and track the chronological progress of investigations, audits and reviews of both students and institutions, and produce statistical reports.

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

For contract management records relating to the Call Centre, [ARCS secondary 1070-20](#).

For the Call Centre User Guide, see secondary 40160-00.

For a description of the systems related to the functions in this ORCS, see the Systems Section.

For escalated correspondence, see [ARCS secondary 280-30](#).

For policy and procedure development files, see secondary 40160-04.

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

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

40000	STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures (covers final/approved versions of policies, procedures, standards, and guidelines)	SO	5y	FR
	FR: The government archives will fully retain all policy and procedure files created by offices having 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](#).

40000	STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL	A	SA	FD
	responsibility for policy and procedure development and approval. These records have evidential value.			
	NOTE: Operational student assistance program policies are covered under primary 40160.			
-01	General	FY+2y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not related to topics that warrant specific classifications.			
-08	Liaison with business partners (supersedes 40280-02 Contracted agent liaison) (covers routine correspondence with business partners such as service providers and contracted agents)	CY+2y	nil	DE
-12	StudentAid BC website (covers pages and content on the provincial internet site for student financial assistance, currently https://studentaidbc.ca/)	SO	nil	DE
	SO: when the web page is updated, redesigned, or closed			
	DE: The StudentAid BC website can be destroyed when no longer needed because the information and documents they contain are classified elsewhere. As the web pages are updated, superseded/obsolete versions of the documents may be destroyed in accordance with approved retention schedules. When the web pages are closed, they can be destroyed after relevant schedules have elapsed and/or the documents have been classified accordingly.			
	NOTE: This secondary is to schedule the website and the content on its pages. Source records for the website/pages such as policies, guides or lists must be filed under the appropriate secondaries in this ORCS or ARCS. Please see the website overview in the systems section for more information.			
PIB	-13 StudentAid BC tweets (covers twitter conversations on StudentAid BC's twitter account www.twitter.com@studentaidbc . These are informal exchanges of information between the public and StudentAid BC, as well as general notices of information such as new online tutorials, new information on the StudentAid BC website, or links to online articles)	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](#).

40000	STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL	A	SA	FD
	SO: when the operational and reference value for the tweet has expired			
-16	System-produced reports (covers reports generated by the various systems used by the program area)	SO	nil	DE
	SO: when no longer required for reference purposes or statistical analysis			
	NOTE: This secondary is intended for both the people responsible for system report production, who keep reports for reference and recall purposes, and also for staff who receive the reports for statistical analysis.			
	NOTE: Staff receiving these reports to support their processes will file the reports onto the relevant case files they relate to. Routine reports of temporary usefulness may be destroyed under the authority of special schedule 102901 (<i>Transitory Records</i>).			
PIB	-17 Verification and compliance data (includes student and institution data on the Verification Statistics System [VSS]) (covers chronological details of compliance investigations, verifications, and audits)	SO	15y	DE
	SO: when the audit, investigation or institution file is closed			
	15y: The retention period ensures the files are available for the duration of the loan repayment period; provides a sufficient period for fraud investigations; and meets statistical reporting requirements.			
	NOTE: See the System Overview section for more information on the VSS system.			
PIB	-25 Student Services human rights complaints (includes copy of complaint; investigation, defence and resolution records; financial assistance records, and the decision document of the Human Rights Tribunal) (supersedes 40280-40 TSSP application case files – human rights complaints) (arrange by complainant surname)	SO+2y	8y	FR

[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](#).

40000	STUDENT FINANCIAL ASSISTANCE SERVICES - GENERAL	A	SA	FD
	SO: when complaint is withdrawn or settled, or when the Tribunal has issued its decision and the requirements of the decision have been met			
	10y: The retention period meets the reference requirements of the branch and ensures the records are available in defense of future complaints			
	FR: The government archives will fully retain Student services human rights complaints because they document the response of the government to the complaint, the hearing, the decision, and the issues raised by the nature of the complaint. These records have significant evidential and informational value.			

END OF PRIMARY

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](#).

40020 ACADEMIC AWARDS – GENERAL

Records relating to academic awards given to British Columbia's top public post-secondary graduates. The awards are based on students' academic achievements, and may also be based on the students' outstanding service to their communities and institutions.

NOTE: The Governor General's collegiate bronze medal, Queen Elizabeth II British Columbia Centennial scholarships, and the united world college scholarship programs were all closed in 2009.

For application screening committees, see [ARCS secondary 200-20](#).

For policy and procedure development files, see secondary 40160-04.

For the Premier's Excellence Award, see primary 40060.

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

The ministry OPR is the Directed Programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

40020	ACADEMIC AWARDS – GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
-01	General	FY+2y	nil	DE
-02	Governor General's collegiate bronze medal awards (secondary closed)	FY+2y	nil	DE
-03	Lieutenant Governor's silver medal awards (includes correspondence and reports)	FY+2y	nil	DE
	NOTE: Branch staff distribute the medals to the institutions on behalf of the Lieutenant Governor. The number of medals sent to each institution depends on the size of the institution. The institutions are responsible for selecting the recipients, awarding the medals to them, and reporting their names to the branch. Branch staff consolidate the lists into a report which is sent to Government House.			
-04	Queen Elizabeth II British Columbia Centennial scholarships (secondary closed)	FY+2y	nil	DE
-05	United world college scholarships (secondary closed)	SO	nil	FR
PIB	-20 Academic awards (includes correspondence and awards) (arrange by award, then by applicant)	FY+2y	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](#).

40020	ACADEMIC AWARDS – GENERAL	A	SA	FD
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(covers academic awards for high achieving or exemplary students in post-secondary educational institutions; recipients are usually selected by the institutions)

NOTE: Policy and procedure material relating to these awards, including selection criteria, is classified under -00.

NOTE: This secondary includes the Pacific leaders' scholarship for children of public servants.

NOTE: Student records relating to the Pacific leaders loan forgiveness program are classified under 40210-20 Student financial assistance files.

END OF PRIMARY

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](#).

40060 ACADEMIC AWARDS – PREMIER'S EXCELLENCE (CLOSED)

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

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

NOTE: The Premier's Excellence award program was closed in 2009.

For the Premier's Excellence Awards Screening Committee, see [ARCS secondary 200-20](#).

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

The ministry OPR is Special Programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

40060	ACADEMIC AWARDS – PREMIER'S EXCELLENCE (CLOSED)	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures (secondary closed)	SO	5y	FR
-01	General (secondary closed)	FY+2y	nil	DE
-02	Premier's Excellence Award ceremony planning (secondary closed)	FY+2y	nil	DE
-20	Premier's Excellence Award applications - awarded (secondary closed)	FY+2y	nil	FR
-30	Premier's Excellence Award applications - pending and not awarded (secondary closed)	FY+2y	nil	DE

END OF PRIMARY

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](#).

40140 DESIGNATION OF INSTITUTIONS

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

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

Since all BC public post-secondary institutions are automatically designated, the designation process covered by the records in this primary involve the assessment of BC private post-secondary institutions, and the assessment of both public and private out-of-province and out-of-country post-secondary institutions. The authority to designate institutions is delegated to the province under the federal [Canada Student Financial Assistance Act \(S.C. 1994, c. 28\)](#), and the Pan-Canadian Designation Policy Framework guides designation policy. To be considered for designation, institutions must demonstrate that they are capable of appropriate administration of the student loan program and be accountable for this administration. Designated institutions are expected to focus on student retention and success and on ensuring students improve their overall employability so they are able to repay their student loans.

Institution inspections examine an institution's compliance with policy. If an institution is determined to be non-compliant, it must submit plans for corrective action, and performance is monitored by the ministry. If there is a failure to comply and/or improve, this can result in restrictions being imposed or even "de-designation" of an institution. De-designated institutions may be eventually re-approved for designation because of changes in government designation policy or changes that the institution has made to its program.

For a description of the systems related to the functions in this primary, see the Systems Section.

For policy and procedure development files, see secondary 40160-04.

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

For student loan files, see secondary 40210-20.

For tracking lists and spreadsheets, see [ARCS secondary 100-05](#).

The ministry OPR is Post-Secondary Audit and Accountability Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

40140	DESIGNATION OF INSTITUTIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures (includes eligibility criteria for the designation of an institute)	SO	5y	FR
-01	General	FY+2y	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](#).

40140	DESIGNATION OF INSTITUTIONS	A	SA	FD
-02	Post-secondary institution calendars (secondary is closed – calendars are no longer requested and course calendar information may be enclosed with the PED's under -50)	SO	nil	DE
-03	Partner Portal Appendix 3 data (covers Appendix 3 data which is attached to institution profiles) SO: when the application program year, which is August 1st to July 31st, is complete 6y: The retention ensures the post-secondary institutions have access to online Appendix 3 data for audit and compliance processes. NOTE: Appendix 3 data that is submitted with the student's application for financial assistance is covered under 40210-25 Student financial assistance data; Appendix 3 data which is attached to an abandoned/expired application on LiveCycle is covered under 40210-15 Expired student financial assistance applications – data. This secondary applies only to Appendix 3 data in the Partner Portal, which is available for reference by institutions.	SO	6y	DE
-20	Designation case files - approved (superseded by -40 Post-secondary institution designation files)			
-30	Designation case files – denied/de-designated (superseded by -40 Post-secondary institution designation files)			
-40	Post-secondary institution designation files (supersedes -20 Designation case files – approved and -30 Designation case files – denied/de-designated) (includes designation requests received from students, completed designation application forms and signed designation agreements, complaints and associated documentation, copies of final inspection reports, and if applicable, memoranda documenting decisions to deny designation) (arrange by name of post-secondary institution) (covers physical and electronic records, including institution data on the Partner Portal) SO: the file will be closed when:	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](#).

40140	DESIGNATION OF INSTITUTIONS	A	SA	FD
	<ul style="list-style-type: none"> it has been 2 calendar years since the designation application was denied, or the institution file has been inactive for 5 calendar years (which sufficiently covers de-designation periods), or it has been 5 calendar years since the institution was closed or became defunct <p>DE: Post-secondary institution designation files may be destroyed because they are routine and procedural. Records documenting the criteria for program eligibility and the expectations from designated institutions is captured and fully retained under secondary 40140-00.</p> <p>NOTE: Routine correspondence related to administering the designation process, such as annual mail-outs and generic questions, may be classified under secondary 40000-08 Liaison with business partners. Records relating directly to an institution will be filed onto the institution file.</p>			
-45	<p>Post-secondary institution performance monitoring files (includes correspondence, system reports, research material, inspection notes and final reports) (arrange by name of post-secondary institution) (covers working files and final reports on inspections and site visits of post-secondary institutions, which are conducted to ensure compliance with ministry policy)</p> <p>SO: when the institution is closed or defunct, and research value has expired; or, for longstanding institutions, when reference value of superseded inspections has expired, ensuring that a minimum of the previous five inspection records are retained on the active file.</p> <p>DE: Post-secondary institution performance monitoring files may be destroyed because the fully retained StudentAid BC Administration Manual, under 40140-00, succinctly documents the roles, responsibilities and obligations of institutions and their staff which are monitored and evaluated.</p> <p>NOTE: See the System Overview Section for a description of the Verification Statistics System, which holds inspection notes.</p>	SO	5y	DE

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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](#).

40140	DESIGNATION OF INSTITUTIONS	A	SA	FD
-50	Program eligibility declarations (PED's) (includes published information (such as brochures) about the institution, course lists, and calendars) (arrange by name of post-secondary institution) (covers information packages submitted by post-secondary institutions in order to maintain eligibility [designation] for their students to obtain student loan funding) SO: when the program year covered by the PED has elapsed 5y: The retention ensures the Program eligibility declarations (PED's) are available for the entire term of the post-secondary programs outlined in the material (e.g. will cover a 5 year diploma program in Traditional Chinese Medicine).	SO+2y	3y	DE
-60	Record of portability decision case files (secondary closed - portability is no longer a consideration in student assistance funding, under the integrated funding model)	SO	nil	FR

END OF PRIMARY

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](#).

40160 STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION

Records relating to the development and implementation of student financial assistance programs. This covers development, administration and delivery of British Columbia student financial assistance programs, and the delivery of federal student financial assistance programs.

This primary also covers records relating to research and recommendations regarding the development, administration and interpretation of the program's policies and procedures, as well as the development of application packages for the programs.

For academic award program administration, see primary 40020.

For brochures describing the program, see [ARCS secondary 312-20](#).

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

For the policy issues list, see [ARCS secondary 100-05](#).

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

For student files, see primary 40210.

For targeted financial assistance programs administration, see primary 40230.

The ministry OPR is Student Services Branch unless otherwise noted below.

See specific secondaries for OPR retention schedules.

40160	STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00 Policy and procedures (arrange by program year) (covers policy and procedures manuals dating back to 1973, including operational procedures such as the Call Centre User Guide, Program Delivery Procedure Manual, or Operations Procedures)	SO	5y	FR
	-01 General	CY+2y	nil	DE
	-02 Student assistance application kits (includes an uncompleted [blank] sample of part time and full-time student loan application packages, which include appendices, instructions and guides, dating back to the 1971/72 program year)	SO+9y	nil	FR
	SO: when the relevant program year of August 1 to July 31 has elapsed			
	9y: The nine-year retention period combined with the current program year ensures that the application packages are available in the event of legal action against a student. They prove that the student was			

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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](#).

40160	STUDENT ASSISTANCE PROGRAM DEVELOPMENT AND IMPLEMENTATION	A	SA	FD
	given certain information and instructions. Experience has shown that applications that are over 10 years old are not required.			
	FR: Student loan application kits will be fully retained because they provide a succinct annual capture of the application, instructions and guides provided to applicants. The package documents how the program policies, fully retained under 40160-00, are encapsulated and communicated out to applicants.			
-03	Core student assistance planning reports (secondary closed)	SO	nil	DE
-04	Student assistance policy and program development files (arrange by program year, then by initiative) (includes records such as policy development forms, research material, and committee records) (covers the development and implementation of financial assistance programs and related policies, including policy clarification and refinement)	SO	2y	DE
	SO: when initiative/policy has been superseded, closed or cancelled, and when no longer required for reference purposes			
	DE: Approved policies and program changes are documented in the policy and procedure manuals classified under secondary -00, the application packages classified under secondary -02, and the briefing notes classified under ARCS secondary 280-20.			

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](#).

40180 STUDENT LOAN FINANCING RECONCILIATION

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

The government assumes responsibility for providing interest payments to the lending institutions for the duration of a student's study period. In addition, the provincial government pays interest on BC student loans to the lending institutions for six months following the study period end date, or the date of withdrawal, and participating banks are paid a "risk premium" of five per cent on loans issued from August 1, 1995 to July 31, 2000 that are in repayment each year. The Ministry of Finance is responsible for this loan collection.

In 2011 the province entered into a relationship with the federal government and students now apply for Canada-BC integrated loans, which means both federal and provincial loans are managed as a single integrated loan. The provincial government processes applications for funding and establishes eligibility for BC residents, and the National Student Loans Service Centre administers the loans and repayments, in conjunction with the Ministry of Finance. The reconciliation records covered in the primary relate to the ministry's management of provincial programs, awards, bursaries and the loan forgiveness programs.

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

For a description of the SFAS System, see the Systems Section.

For internal audit reviews and reports, see [ARCS secondary 975-40](#).

For the invoices received from the lending institutions, see [ARCS secondary 925-20](#).

For policy and procedure development files, see secondary 40160-04.

For protocol agreements with the government agency responsible for collecting grant overawards and overdue student loans, see [ARCS primary 146](#).

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

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

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

40180	STUDENT LOAN FINANCING RECONCILIATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR

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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](#).

40180	STUDENT LOAN FINANCING RECONCILIATION	A	SA	FD
-01	General	FY+2y	nil	DE
-02	Failed certificate of eligibility reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-03	Loan management reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-04	Loan reconciliation anomaly reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-05	Loan remission reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-06	Pre-1995 student loan quarterly interest reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-07	Provincial liability reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-08	Student loan default reports (secondary closed; reconciliation reports are now filed under - 20 Student loan financing reconciliation reports)			
-20	Student loan financing reconciliation reports files (supersedes -02 Failed certificate of eligibility reports, -03 Loan management reports, -04 Loan reconciliation anomaly reports, -05 Loan remission reports, -06 Pre-1995 student loan quarterly interest reports, -07 Provincial liability reports, and -08 Student loan default reports) (includes reports, notes, and associated documentation) (arrange by report type) (covers reports generated by the student financial assistance system for statistical and reconciliation purposes, such as changes to loans, anomaly reports, or remission amounts owed by the province)	FY+2y	5y	DE
8y:	The eight-year combined active and semi-active retention period provides a sufficient length of time to resolve anomalies with the lending institution, in particular with banks over the risk/share agreement. In addition, the retention period is consistent with the eight-year retention period for the invoices, which are classified under ARCS secondary 925-20 .			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

40200 STUDENT LOANS AND GRANTS - GENERAL

Records relating to the provision of student loans and grants not shown elsewhere in this primary block.

This includes records relating to data in the Youth Educational Assistance Program (YEAF) system, which is specific to the YEAF program, and the Information Consolidation Initiative (ICI) system, which administers and tracks the activities in multiple bursary, loan and grant programs. Both of these systems are used to track applications, monies disbursed, verifications of eligibility and other details required by the program it relates to.

NOTE: Throughout this block, records (excluding data) relating directly to a student will be classified under 40210-20, whether it is a part-time or full-time application, bursary, grant, or a targeted fund program, including disability assistance applications. Block funded programs are classified under primary 40230.

For full and part time financial assistance programs and related data, see primary 40210.

For policy and procedure development files, see secondary 40160-04

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

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

40200	STUDENT LOANS AND GRANTS - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and Procedures	SO	5y	FR
-01	General	FY+2y	nil	DE
-10	Information Consolidation Initiative (ICI) data (includes eligibility criteria, budget and program data, student information and awarded/not awarded lists) (covers program information and applications in ICI which relate to multiple student loan and bursary programs)	SO+9y	nil	DE
	SO: when the program year, which is August 1st to July 31st, is complete			
	9y: The retention period ensures the records are available for fiscal accountability, and are kept for a similar duration as the student file.			
	NOTE: See the System Overview section for more information on ICI.			

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](#).

40200	STUDENT LOANS AND GRANTS - GENERAL	A	SA	FD
-18	Youth Educational Assistance Fund (YEAF) data (includes student information and “virtual applications”) (covers YEAF program information)	SO+9y	nil	DE
	SO: when the program year, which is August 1st to July 31st, is complete			
	9y: The retention period ensures the records are available for the duration of time a student is eligible for YEAF (19-24 years old) and covers appeal periods. It also ensures they are available for fiscal accountability, and are kept for a similar duration as the student file.			
	NOTE: See the System Overview Section for more information on the YEAF system.			

END OF PRIMARY

40210 STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE

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

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

A paper case file may be created for each applicant for financial assistance, commonly called the student file. That case file contains all of the applicant's financial assistance records from the first application to the last, as well as any records documenting the verification and audit of the applicant's financial information, loan remission requests and decisions, and review requests and decisions. A record of the students' financial aid applications and activities are also on the student financial assistance system.

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

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

Reviews are first considered by branch staff, but may be referred to a review committee if necessary. The decisions of the review committee are classified on the appropriate student financial assistance file under secondary -20.

This primary also covers data relating to the student's online applications, supporting documentation for online applications (declaration forms), the student data residing in the student financial assistance system, and the related data warehouse.

For the Call Centre User Guide, see secondary 40160-00.

For contract management records relating to the Call Centre, see [ARCS secondary 1070-20](#).

For data files exported to business partners, see the special schedule 102901 (*Transitory Records*).

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

For a description of the systems referenced in this primary, see the Systems Section.

For policy and procedure development files, see secondary 40160-04.

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

For review committees, including the Appeals Committee, see [ARCS Secondary 200-20](#).

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

40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
-01	General	FY+2y	nil	DE
-02	Certificates of eligibility (secondary closed – these are now data files sent to the National Student Loans Service Centre [NSLSC])	12m	nil	DE
-03	Designation automatic system letters (secondary closed – these are now data files sent to the federal government)	12m	nil	DE
-04	Loan remission qualifier (LRQ) automatic system letters (superseded by -25 Student financial assistance files - electronic)			
-05	Missing information request (MIR) automatic system letters (superseded by -25 Student financial assistance files - electronic)			
-06	Notice of assessment (NOA) automatic system letters (superseded by -25 Student financial assistance files - electronic)			
-07	Overaward/withdrawal automatic system letters (superseded by -25 Student financial assistance files - electronic)			
-08	Restriction automatic system letters (superseded by -25 Student financial assistance files - electronic)			
-09	Student loan applications (superseded by -25 Student financial assistance files - electronic)			
-10	Student loan microfiche reports (secondary closed – microfiche reports are no longer being	SO	nil	DE

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40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
	produced)			
-11	Confirmation of enrolment (arrange in batches by date the confirmation is entered into the system) (covers forms submitted by schools confirming the students' enrolment in their institution) SO: when entered into SFAS and batched 1y: The confirmation of enrolment is only valid for thirty days after it is signed by the school. The retention period ensures the records are available for an entire study period.	SO	1y	DE
-12	Declaration forms (arrange in batches by date received) (commonly called "web decs") (covers Application Consent and Declaration forms submitted in hard copy in order to provide the official signature for a web application) SO: when information is entered into SFAS and forms are batched 25y: The retention period ensures that records are retained for the full potential student application and loan repayment and collections cycle. NOTE: A student applying for financial assistance through the Internet must sign and submit a paper declaration, as well as paper declarations that have been signed by the individuals who have completed the related appendices. The declarations are legal documents that attest that the information on the application and appendices is correct.	SO	25y	DE
PIB	-14 Credentials data (includes login, password and verification data for students accessing the student dashboard) (covers credential data in the Credentials Store system) SO: when the account is deactivated by the student creating a new account with the same Social Insurance Number, or when no longer required to allow access to the student dashboard	SO	nil	DE

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40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
PIB	<p>-15 Expired student financial assistance applications – data (covers incomplete loan application data stored on the LiveCycle system and associated Appendix 3 data in the Partner Portal)</p> <p>SO: when it has been 15 months from the end of the program year for which the application is intended</p> <p>NOTE: The retention period provides for the longest duration an application can be used. After that period the application form has been superseded by the following program years' application form, and a new form will have to be opened.</p> <p>NOTE: When an application is complete it is submitted from LiveCycle to the student financial assistance system to be processed, and becomes part of the student data classified under -25. The completed application data remaining in LiveCycle may be destroyed under special schedule 102902 (Transitory Electronic Data Processing (EDP) Records).</p> <p>NOTE: See the System Overview Section for information regarding LiveCycle, the Partner Portal, and SFAS.</p>	SO	nil	DE
PIB	<p>-16 Internet Loan Application (ILA) data (includes login, password and verification data, as well as incomplete loan application data for students accessing the student dashboard) (covers data on the Internet Loan Applications system)</p> <p>SO: when the system is replaced by LiveCycle and the Credentials Store, and operational reference value has expired</p> <p>NOTE: As part of the migration plan from ILA to LiveCycle and the Credentials Store, students were informed that in-progress application data in ILA would not be migrated to the new system; as a result, the retention for this data is appropriate. For in-progress application data in LiveCycle see -15 Expired student financial assistance applications – data.</p>	SO	nil	DE
PIB	<p>-17 Student profile data (includes identifying information such as name, address, student number and social insurance number, as well as restrictions, comments, and the cumulative totals of weeks in study and funds loaned)</p>	SO	nil	DE

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40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
	(covers master data, similar to tombstone data, residing on systems of record [currently SFAS and SAIL] for part-time and full-time students)			
	SO: when no longer required to track lifetime maximum financial assistance limits, as stipulated in policy, and when at least 15 years has elapsed since the last file activity (e.g. an application for financial assistance or interest relief)			
	NOTE: Currently, the ministry will manage student profile data until it has been 45 years since the student file is opened, and when at least 15 years has elapsed since the last file activity (e.g. an application for financial assistance or interest relief), to ensure lifetime cumulative totals of weeks in study and funds loaned are maintained, and the profile data meets the data requirements outlined in secondary 40210-25.			
-20	Student financial assistance files (supersedes 40230-20 Canada Study Grant for high need part-time students application case files, 40230-30 Other federal special assistance application case files, 40230-40 Part-time Canada student loan and grant application case files – paper records, 40230-50 Provincial special financial assistance program application case files, 40270-20 Nurses Education Bursary application case files – paper records, and 40280-30 TSSP application case files – paper records) (includes all documentation relating to a student's applications for financial assistance, such as ongoing payment and assessment records, loan forgiveness, permanent disability, and audit or appeal decisions) (arrange by the students' social insurance number) (covers both eligible and ineligible files for part-time and full-time students)	SO	7y	DE
	SO: when it has been two full program years since the last activity on the file (a program year is August 1st to July 31st)			
	7y: The retention period ensures that a student's file will be available for verification, audit, review or investigation. If any of these events happens when the file is offsite and semi-active, the file may be reactivated, and the retention schedule starts over.			
	DE: Student financial assistance files may be destroyed. The policy, procedures and guidelines for financial			

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

40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
	assistance are adequately documented and fully retained under 40160-02, Core Student assistance application packages. Procedures for evaluating and auditing applications are fully retained under -00.			
	NOTE: Each year a percentage of the student files are audited to verify the accuracy of information provided by the students. If audited, the student is required to provide additional documentation such as rent receipts, child support/alimony payment receipts and income statements. The records of the review and results are all filed onto the student file. Audits that identify suspected fraud are referred to the RCMP for formal investigation and may result in criminal charges. Relevant information is copied from the files and sent to the RCMP.			
	NOTE: Assistive technology application files are managed separately from the main student file and are sent offsite when the file has been inactive for two program years. Also, past filing practices kept records relating to a specific program together, and when the active period was complete for those program records (for example, loan remission applications) they were sent offsite in a batch rather than filed onto the student files. Practices are being streamlined, but this secondary applies to records relating to a student; whether they are legacy "batched" records, assistive technology application files, or the main student file.			
-25	Student financial assistance data (supersedes -04 Loan remission qualifier (LRQ) automatic system letters, -05 Missing information request (MIR) automatic system letters, -06 Notice of assessment (NOA) automatic system letters, -07 Overaward/withdrawal automatic system letters, -08 Restriction automatic system letters, and -09 Student loan applications) (covers the student files on both the Student Financial Assistance System [SFAS] and the Student Aid Internet Loan system [SAIL], including images of completed student loan applications and related appendices, auto-generated letters, notes, and all other information relating to a student's applications for financial assistance and repayment)	SO+15y	nil	DE
	SO: when it has been 15 full program years (a program year is August 1st to July 31st) since the last activity on the student file (e.g., an application for financial assistance or interest relief)			

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40210	STUDENT LOANS AND GRANTS - FINANCIAL ASSISTANCE	A	SA	FD
15y:	The retention period ensures that a student's data will be available throughout the 14.5 year repayment window for collection purposes, and supports statistical reporting and program analysis. The student's electronic file is destroyed provided it remains dormant for 15 years. If a student reapplies for a loan or interest relief anytime within the 15-year retention period the file is reactivated, and the retention schedule starts over.			
NOTE:	The branch requires this data in order to monitor the province's liability and to generate missing final payment reports for the lending institutions. Missing final payment reports are classified under secondary 40180-20 Student loan financing reconciliation reports.			
NOTE:	For a description of the SFAS and SAIL systems, see the System Overview section.			
NOTE:	When a student applies for assistance electronically through the Internet, a paper copy is not classified on the student loan case files under secondary -20. However, the student must sign and submit a paper declaration, as well as paper declarations that have been signed by the relevant individuals who have completed the related appendices. These declarations are classified under -12.			
-30	Student financial assistance system data warehouse (SFAS DW) data (covers data in the SFAS Data Warehouse; this data is used for reporting and statistical analysis for various organizational functions such as policy development, compliance investigations, executive reporting and performance measurement)	SO	nil	DE
SO:	when the data is no longer required for analytical and statistical reporting			
NOTE:	See the System Overview section for more information on the SFAS DW.			

END OF PRIMARY

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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](#).

40230 STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS

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

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

Block-funding is provided for some of the programs and is available only to public post-secondary institutions. In order to receive block-funding, public institutions receive an annual funding letter for each block-funded program at the beginning of each fiscal year, and submit reports at the end of the academic year detailing how the funds were disbursed.

NOTE: Any records relating directly to a student are classified under 40210-20, whether it is a part-time or full-time application, bursary, grant, or a targeted fund program, including disability assistance applications.

For assistive technology application files, see secondary 40210-20.

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

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

For policy and procedure development files, see secondary 40160-04.

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

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

The ministry OPR is Directed Programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

40230	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00 Policies and Procedures (includes policy and procedures manuals, which will include eligibility criteria for the programs)	SO	5y	FR
	-01 General	FY+2y	nil	DE
	-02 Female doctoral student grant summary data (secondary closed - program is closed)	SO+2y	nil	DE
	-03 Targeted financial assistance program tracking (includes spreadsheets and reports)	SO	nil	DE
	SO: when no longer required for planning purposes and			

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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](#).

40230	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS	A	SA	FD
	program tracking			
	NOTE: This statistical information is prepared every year for each financial assistance program. It documents the amounts block-funded each year to each public post-secondary institution, and the total grant amount awarded and number of recipients. It is used for program planning purposes, and for reporting the allocation of grant money.			
	NOTE: Targeted financial assistance program files, including the funding letter and reports received from block-funded institutions are covered under -55.			
-04	Trinity Western University matching endowment (secondary closed – program is closed)	FY+2y	nil	DE
-05	@ Web Information System (AT-WIS) data (covers data on the AT-WIS system. AT-WIS is the system of record for the Canada Student Grant for Students with Permanent Disabilities program, which is being delivered through a contracted company called @BC)	SO	nil	DE
	SO: when it has been 9 years from the last activity on the file			
	9y: The retention period ensures the records are available for fiscal accountability, and are kept for a similar duration as the student file, under 40210-20 Student financial assistance files.			
	NOTE: See the System Overview section for more information on AT-WIS.			
	NOTE: AT-WIS replaced the former Technology and Services Support Program (TSSP) database. Data from AT-WIS feeds into the ministry's student financial assistance system. The associated paper records are routinely sent to the branch and classified under 40210-20.			
	NOTE: Although this service is being performed by a third party service provider, the records in the AT WIS system belong to the government. This secondary provides for the classification, retention and disposition of government records that are maintained by the service provider while providing			

[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](#).

40230		STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS	A	SA	FD
		these services on behalf of the provincial government.			
PIB	-20	Canada Study Grant for high need part-time students application case files (secondary closed – program is closed)	SO+2y	nil	DE
	-25	Canada Study Grant for high need part-time students block-funding case files (secondary closed - program is closed)	SO+2y	nil	DE
PIB	-30	Other federal special assistance application case files (secondary closed; records created after January 1, 2015 will be filed under secondary 40210-20 Student financial assistance files)	SO+2y	nil	DE
	-35	Other federal special assistance block-funded case files (superseded by secondary 40230-55 Targeted financial assistance program files)			
PIB	-40	Part-time Canada student loan and grant application case files – paper records (superseded by 40210-20 Student financial assistance files)			
	-45	Part-time Canada student loan and grant application case files – electronic records (secondary closed – the database was replaced with the Student Aid Internet Loan system [SAIL] - see secondary 40210-25 and the SAIL System Overview)	FY+4y	nil	DE
PIB	-50	Provincial special financial assistance program application case files (secondary closed; records created after January 1, 2015 will be filed under secondary 40210-20 Student financial assistance files)	FY+2y	nil	DE
	-55	Targeted financial assistance program files (includes funding letter and reports received from block-funded institutions) (arrange by program, and then by institution)	FY+4y	nil	DE
	5y:	The five-year retention period provides sufficient time for review and analysis.			
	DE:	These case files can be destroyed because they contain little information of value and the programs are well documented in policy manuals, executive briefing notes and annual reports.			

[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](#).

40260 STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - HEALTH CARE SCHOLARSHIP FUND (CLOSED)

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

NOTE: Records relating to a student's application for grants will be filed onto their student file in primary 40210 whether it is a part-time or full-time application, bursary, grant, or a targeted fund program, including disability assistance applications.

For a description of the Health Bursary System (HBS), see the Systems Section.

For Health Care Committee decisions, see [ARCS secondary 200-20](#).

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

The ministry OPR is Special Programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

40260	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - HEALTH CARE SCHOLARSHIP FUND (CLOSED)	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00 Policy and procedures (secondary is closed – program is closed)	SO	5y	FR
	-01 General (secondary is closed – program is closed)	FY+2y	nil	DE
	-02 Awarded and not awarded lists (secondary is closed – program is closed)	FY+2y	nil	DE
	-03 Confirmation of applicant's enrolment (secondary is closed – program is closed)	FY+2y	nil	DE
	-04 Recipients recommended to the Health Care Committee (secondary is closed – program is closed)	SO	nil	DE
PIB	-20 Health Care Scholarship Fund application case files – paper records (secondary is closed – program is closed)	FY+2y	nil	DE
PIB	-25 Health Care Scholarship Fund application case files – electronic records (secondary is closed – program is closed and the Health Bursary System which held these files was decommissioned in	FY+4y	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](#).

40260	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - HEALTH CARE SCHOLARSHIP FUND (CLOSED)	A	SA	FD
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July 2009. The records on the system were extracted onto an Excel spreadsheet; this secondary applies to that spreadsheet)

END OF PRIMARY

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](#).

40270 STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS – NURSES EDUCATION BURSARY (CLOSED)

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

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

NOTE: This primary has been closed because Nurses Education Bursary records are managed differently than outlined in the original primary structure; records relating to a student's application for a bursary are now filed onto their student file in primary 40210. See below for details.

For Nurses Education Bursary Committee decisions, see [ARCS Secondary 200-20](#).

The ministry OPR is the Special Programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

The ministry OPR is Special programs Unit unless otherwise noted below. See specific secondaries for OPR retention schedules.

40270	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS – NURSES EDUCATION BURSARY (CLOSED)	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00 Policy and procedures (superseded by 40230-00 Policy and procedures)	SO	5y	FR
	-01 General (superseded by 40230-01 General)			
	-02 Awarded and not awarded lists (superseded by ARCS secondary 100-05 Lists, spreadsheets and registers)			
	-03 Confirmation of applicant's enrolment (secondary closed – confirmations are no longer issued)	FY+2y	nil	DE
	-04 Recipients recommended to the Nurses Education Bursary Committee (secondary closed – there is no longer a Nurses Education Bursary Committee)	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](#).

40270		STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS – NURSES EDUCATION BURSARY (CLOSED)	A	SA	FD
PIB	-20	Nurses Education Bursary application case files – paper records (secondary closed; records created after January 1, 2015 will be filed under secondary 40210-20 Student financial assistance files)	FY+2y	nil	DE
	-25	Nurses Education Bursary application electronic records (secondary closed because the Health Bursary System, which held these records, was shut down July 17, 2009, and the records were extracted onto an Excel spreadsheet. This secondary also applies to that spreadsheet) NOTE: NEB applications are now tracked in the Information Consolidation Initiative (ICI) system – see the Systems Section for information about ICI.	FY+4y	nil	DE

END OF PRIMARY

**40280 STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE
PROGRAMS - STUDENTS WITH DISABILITIES (CLOSED)**

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

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

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

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

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

NOTE: This primary has been closed because records relating to students with disabilities are managed differently than outlined in the original primary structure; records relating to a student's application for grants will be filed onto their student file in primary 40210. See below for details.

For a description of the SFAS System, see the Systems Section.
For cheque request forms for the semi-annual fee paid to the contracted agent, see the contract file under [ARCS secondary 1070-20](#).

For the contract with the agent, see [ARCS secondary 1070-20](#).

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

For the screening committee decisions and meeting minutes, see [ARCS secondary 200-20](#).

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](#).

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

40280	STUDENT LOANS AND GRANTS - TARGETED ASSISTANCE PROGRAMS - STUDENTS WITH DISABILITIES (CLOSED)	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00 Policy and procedures (superseded by 40230-00 Policy and Procedures)			
	-01 General (superseded by 40230-01 General)			
	-02 Contracted agent liaison (superseded by 40000-08 Liaison with business partners)			
	-03 Disability grant program working reports (secondary closed – no evidence of current use)	SO	nil	DE
	NOTE: The final report is classified under 40230-03.			
	-04 Disability grant program training packages (secondary closed – these are no longer being created)	SO	nil	DE
	-20 Disability grant program development case files (superseded by 40160-04 Student financial assistance policy and program development files)			
	-30 TSSP application case files – paper records (superseded by 40210-20 Student financial assistance files)			
	-35 TSSP application case files – electronic records (secondary closed – the TSSP database has been decommissioned and data copied into the @ Web Information System [AT-WIS])	CY+4y	nil	DE
	NOTE: See secondary 40230-05 for AT-WIS data, and the Systems Section for an overview of AT-WIS.			
	-40 TSSP application case files – human rights complaints (superseded by 40000-25 Human rights complaints)			

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](#).

STUDENT FINANCIAL ASSISTANCE SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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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](#).

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.

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](#).

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

System Title	System Overview		Retention Schedule		
			A	SA	FD
@ Web Information System (AT-WIS)	This database is the system of record for the BC Canada Student Grant for Students with Permanent Disabilities program, which is being delivered through a contracted company called @BC. The data consists of summary application information from both the students and the contracted agents, which includes cost estimates of requested services or equipment, disability and enrolment records, and other related information.				
	Historical note: AT-WIS replaced the former Technology and Services Support Program (TSSP) database.				
Data:	40230-05	@ Web Information System (AT-WIS) data	SO	nil	DE
Inputs:	40210-20	Student financial assistance files	SO	7y	DE
Outputs:	40210-25	Student financial assistance data	SO+15y	nil	DE
Credentials store	This database is used to hold credentials data which allows students to access LiveCycle and their individual profile through the student dashboard. The data consists of user id's, passwords, verification questions and answers, and statistical information.				
	Historical note: The Credentials Store (along with LiveCycle) replaced ILA in 2015. Active credential data (defined as 3 years from last system login) was migrated to the Credentials Store from ILA.				
Data:	40210-14	Credentials data	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](#).

System Title	System Overview		Retention Schedule		
			A	SA	FD
Information Consolidation Initiative (ICI)	<p>This database is used to generate eligibility lists and calculate awards for financial assistance programs such as the Nurses Education Bursary; it is also used as a data entry/retrieval system for programs such as the Loan Forgiveness Program and the Pacific Leaders Scholarship for Children of Public Servants.</p> <p>Using data extracted from the Student Financial Assistance System (SFAS) and budget information manually keyed in, ICI tracks and monitors the programs, produces eligibility lists which operators can adjust and approve/deny, mail/merge lists for approval letters, creates “virtual applications” for eligible students, and creates text files which are uploaded into SFAS in order for cheques to be produced.</p>				
Data:	40200-10	Information Consolidation Initiative (ICI) data	SO+9y	nil	DE
	40210-20	Student financial assistance files	SO	7y	DE
Internet Loan Applications (ILA)	<p>The purpose of this system was for students to input financial assistance application information online, and when the application was complete, submit it into the student financial assistance system for processing.</p> <p>Historical note: ILA was replaced by LiveCycle and the Credentials Store in 2015. ILA held both credential data as well as the application data. Active credential data in ILA was migrated to the Credentials Store; in-progress application data was not migrated to LiveCycle.</p> <p>See the Consolidation Store and Livecycle overviews for more information.</p>				
Data:	40210-16	Internet Loan Application (ILA) data	SO	nil	DE
	102902	Transitory Electronic Data Processing (EDP) Records (covers completed application data that has been submitted to SFAS)	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](#).

System Title	System Overview		Retention Schedule		
			A	SA	FD
LiveCycle	<p>This system is used by students to input financial assistance applications online. Students enter application information, including related appendices that provide additional information, which is required to correctly determine the amount of assistance the applicant needs [e.g., parent's financial information, spouse/common law partner information, and school and program information confirmed by the institution through the Partner Portal]. When the application is complete, the student submits the completed application for SFAS to begin the student financial assistance assessment process.</p> <p>Historical note: LiveCycle replaced ILA in 2015.</p>				
Data:	40210-15	Expired student financial assistance applications – data	SO	nil	DE
	102902	Transitory Electronic Data Processing (EDP) Records (covers completed application data that has been submitted to SFAS)	SO	nil	DE
Outputs:	40210-25	Student financial assistance data	SO+15y	nil	DE
Partner Portal	<p>The Partner Portal is an online tool for designated institutions to maintain their contact and program information. The portal will have other uses in the future, but at this time, the primary use is for the institution to confirm or correct the program and course information a student loan applicant submits in an Appendix 3 form. Once completed by the institution, it becomes part of the student's application, which is processed through LiveCycle to the student financial assistance system. The Partner Portal maintains a copy of all submitted Appendix 3's, which are attached to the institution profile for reference.</p>				
Data:	40140-03	Partner Portal Appendix 3 data	SO	6y	DE
	40140-40	Post-secondary institution designation files	SO	nil	DE
	40140-50	Program eligibility declarations (PED's)	SO+2y	3y	DE
	40210-15	Expired student financial assistance applications – data	SO	nil	DE
Outputs:	40210-25	Student financial assistance data	SO+15y	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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System Title	System Overview		Retention Schedule		
			A	SA	FD
Verification Statistics System (VSS)	This Access database is used to create a comprehensive chronological picture of all activities during verification audits of students and compliance investigations of post-secondary institutions. Documented activities may include correspondence, phone calls, compliance actions, findings, comments, and conclusions. VSS also produces reports; both for individual cases and broad statistical reports on audit types, conclusions, overawards/preventions, and other reports.				
Data:	40000-17	Verification and compliance data	SO	15y	DE
Inputs:	40140-45	Post-secondary institution performance monitoring files	SO	5y	DE
	40210-20	Student financial assistance files	SO	7y	DE
Outputs:	40140-45	Post-secondary institution performance monitoring files	SO	5y	DE
	40210-20	Student financial assistance files	SO	7y	DE
	40000-16	System-produced reports	SO	nil	DE
Youth Educational Assistance Fund (YEOF)	This database tracks applications from former BC youth in continuing custody for funds from the Youth Educational Assistance Fund. The information in the database consists of student information, application information, confirmation of eligibility, and monies granted.				
	Applications are made either directly from students, or are flagged in the student financial assistance system as eligible for YEOF funds. Student Aid manages the applications, the ministry responsible for former BC youth in continuing custody verifies eligibility, and the Victoria Foundation sends the cheques to the students.				
Data:	40200-18	Youth Educational Assistance Fund (YEOF) data	SO+9y	nil	DE
Inputs:	102902	YEOF reports produced from the Information Consolidation Initiative (ICI) system are covered by the Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

END OF SIMPLE SYSTEMS LIST

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

STUDENT ASSISTANCE INTERNET LOAN SYSTEM (SAIL)

SYSTEM OVERVIEW

Creating Agency

Ministry of Advanced Education
Student Services Branch

Purpose

The purpose of SAIL is to automate and track the processing of part time student loan applications from BC residents. The system performs validations and assessments for the applications, identifies errors or missing data, establishes eligibility for grants and bursaries, produces the entitlement file to be sent to the National Student Loan Service Centre (NSLSC) and Corporate Accounting System (CAS), and issues Notification of Assessment documents and other correspondence.

Information Content

SAIL contains the following information:

- information profiles of students;
- post-secondary institution information;
- program information such as codes, names, times, dates, costs;
- loan and grant criteria;
- loan and grant amounts awarded (disbursements); and
- loan status.

Inputs, Processes, and Outputs

SAIL inputs consist of information from student financial assistance files. Data is manually entered from paper applications, financial officers at post-secondary institutions, or through the online LiveCycle interface.

SAIL validates the data entered from the student loan applications, establishes eligibility for applicable grants and programs, calculates the amount awarded, and generates notification of assessment letters for all students whose applications pass correctly through the validation process. For applications that are missing information, SAIL generates missing information request letters to the students, or sends letters outlining issues, denials or restrictions.

SAIL outputs consist of automatic letters sent to students and service providers, data files to NSLSC and CAS, and data transfers to the Student Financial Administration System (SFAS).

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](#).

STUDENT ASSISTANCE INTERNET LOAN SYSTEM (SAIL)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
SAID	40210-17	Student profile data	SO	nil	DE
SAID	40210-25	Student financial assistance data	SO+15y	nil	DE
Inputs					
SAID	40210-20	Student financial assistance files	SO	7y	DE
Outputs					
SAID	40000-16	System-produced reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
SAID = Student Financial Aid ORCS, schedule 117457

END OF OVERVIEW

STUDENT FINANCIAL ADMINISTRATION SYSTEM (SFAS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Advanced Education
Student Services Branch

Purpose

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

Information Content

SFAS contains the following information:

- information profiles of students, which is essentially tombstone data;
- names and addresses of banks;
- post-secondary institution information;
- program information such as codes, names, times, dates, costs;
- restriction information, controls and effects;
- loan and grant amounts awarded;
- loan status, and
- summaries of review, audit, verification, and remission decisions.

Inputs

SFAS inputs consist of information taken from student financial assistance files. The majority of the applications for financial assistance are entered directly by the students through the internet, via the Student Dashboard and LiveCycle with a very small percentage manually entered. Also, the National Student Loan Service Centre sends data files containing information on the loans that they have negotiated with students; participating BC post-secondary schools confirm enrolments electronically and enter information missing from loan applications; the government agency responsible for collecting overdue student loans and grant overawards updates the student loan amounts and overawards that they are collecting on behalf of the branch; and information from the electronic student loan applications automatically load onto SFAS. In addition, basic part-time student loan and grant information, as well as basic information about the grants awarded under the Assistive Technology BC Program are entered on SFAS.

Processes

SFAS validates the data entered from the student loan applications, calculates the amount awarded, generates notification of assessment letters for all students whose applications pass correctly through the validation process, and sends out the Master Student Financial Assistance Agreement. For applications that are missing information, SFAS generates missing information request (MIR) letters to the students, or sends letters outlining issues, denials or restrictions. Furthermore, SFAS generates grant cheque requests on the Office of the Comptroller General Corporate Accounting System (CAS) ORCA system. It also tracks federal and provincial restriction codes which may be automatically assigned to students' electronic files when students have received overawards, declared bankruptcy, defaulted on their loan payments, or they may be manually applied during a verification or review

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](#).

process. In addition, SFAS generates the corresponding restriction letters to the students, as well as other automatic letters.

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

Moreover, it generates financial reconciliation data files which are sent to the CAS system, such as grant cheque invoice registers, and confirmation data for T4As sent to students for their grant amounts, as well as statistical reports.

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

Outputs

SFAS outputs consist of certificates of eligibility and other data files sent to the National Student Loan Service Centre, automatic letters sent to students and service providers, cheque invoice registers (classified under ARCS secondary 925-04), and statistical reports.

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](#).

STUDENT FINANCIAL ADMINISTRATION SYSTEM (SFAS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
SAID	40210-17	Student profile data	SO	nil	DE
SAID	40210-25	Student financial assistance data	SO+15y	nil	DE
Inputs					
SAID	40210-11	Confirmation of enrolment	SO	1y	DE
SAID	40210-12	Declaration forms	SO	25y	DE
SAID	40210-20	Student financial assistance files	SO	7y	DE
SAID	40230-05	@ Web Information System (AT-WIS) data	SO	nil	DE
102906		Transitory Electronic Data Processing (EDP) Records (to be applied to data files received from business partners and service providers)	SO	nil	DE
SAID	SYSTEMS	LiveCycle			
SAID	SYSTEMS	Internet Loan Application system (ILA)			
Outputs					
ARCS	925-20	Account payable files (for invoice summary sheets)	FY+1y	6y	DE
ARCS	975-40	Internal audit and review files	SO+1y	6y	DE
ARCS	6820-06	Log files	SO	nil	DE
SAID	40000-16	System-produced reports	SO	nil	DE
SAID	40140-45	Post-secondary institution performance monitoring files	SO	5y	DE
SAID	40180-20	Student loan financing reconciliation reports files	FY+2y	5y	DE
SAID	40210-20	Student financial assistance files	SO	7y	DE
102901		Transitory Records. (to be applied to data files sent to business partners and service providers)	SO	nil	DE
SAID	SYSTEMS	Student Financial Assistance System data warehouse (SFAS-DW)			
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
SAID = *Student Financial Aid ORCS*, schedule 117457
END OF OVERVIEW

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

STUDENT FINANCIAL ASSISTANCE SYSTEM DATA WAREHOUSE (SFAS DW)

SYSTEM OVERVIEW

Creating Agency

Ministry of Advanced Education
Student Services Branch

Purpose

The purpose of the SFAS DW is to make SFAS system data about applicants and disbursements available in Oracle tables for reporting, in order to provide statistical and analytical information about financial aid services provided to post-secondary students in British Columbia. The data is used for statistical and trend analysis, to gather information regarding specific institutions or programs, conduct research, forecasting, and performance measurement.

Information Content

The SFAS DW contains detailed demographic, institution and program of study information for Student Financial Aid (SFA) applicants, as well as study start and end dates, and loans and grants disbursed. It also contains repayment data, which includes loan status, amounts consolidated, repaid, accounts that are in good standing or delinquent, and details regarding repayment assistance.

Inputs, Processes, and Outputs

The main data source for the SFAS DW is the SFAS system. Data is extracted and loaded from SFAS on a weekly basis. The loan service provider sends repayment and repayment assistance data as text files which are loaded directly into Oracle tables. As well, the Ministry of Education provides Personal Education Numbers (PEN's) and Aboriginal identity information for Student Aid BC (SABC) students in data exchanges between the ministries.

Most reporting is from Excel pivot tables created using SQL on an as needed basis, as well as queries through Impromptu. Impromptu is an off the shelf data query tool with the ability to apply complex search parameters in order to create reports from the data warehouse.

Note

The SFAS DW design is under review at this time and is expected to be developed to include part time student data and data regarding small SFA programs managed outside of the main SFAS system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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STUDENT FINANCIAL ASSISTANCE SYSTEM DATA WAREHOUSE (SFAS DW)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
SAID	40210-30	Student financial assistance system data warehouse (SFAS DW) data	SO	nil	DE
Inputs					
SAID	40210-25	Student financial assistance data	SO+15y	nil	DE
Outputs					
SAID	40000-16	System-produced reports	SO	nil	DE
SAID	40140-45	Post-secondary institution performance monitoring files	SO	5y	DE
Other Related Records					
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
SAID = *Student Financial Aid ORCS*, schedule 117457

END OF OVERVIEW

STUDENTAID BC

SYSTEM OVERVIEW

Web Site URL

<https://studentaidbc.ca/>

Creating Agency

Ministry of Advanced Education
Student Services Branch

Purpose

The StudentAid BC website provides a comprehensive online “resource centre” for post-secondary students who are applying for financial assistance in British Columbia. From this website students can plan their education through tools and estimators, explore funding options, apply for a student loan, get information on loan maintenance and repayment, and access multiple forms. The website also holds the Student Dashboard, which is the primary way students and family members can submit applications and supporting documentation, as well as check on the status of their applications, change account details, and apply for interest-free status.

Information Content

This web site contains:

- policies and procedures (including the StudentAid BC Policy Manual);
- pages on funding options, including explaining eligibility for current grants and scholarships
- loan eligibility criteria and application methods;
- publications, guides, forms and manuals;
- school designations and the process for applying for designations;
- loan repayment and debt management information;
- and educational and career options.

Web Site Features

Features of the web site include:

- web site search capabilities and help centre;
- loan repayment calculator;
- planning tools and estimators;
- the Student Dashboard, a login portal to multiple databases such as ILA, LiveCycle, and the Student Financial Administration System (SFAS) for students to submit/access their information;
- the @studentaidbc twitter feed – primarily used to answer students' general questions;
- information on processing dates and times;
- and links to related web sites such as institutions, twitter, YouTube, and federal agencies.

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classifications of Records that Relate to the Web Site

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Web Site					
SAID	40000-15				
Records on the Web Site					
ARCS	100-05	Lists, registers and spreadsheets (covers lists of designated institutions)	SO	nil	DE
ARCS	340-30	Simple web sites (covers the Student Aid YouTube account: http://youtube.com/studentaidbc)	SO	nil	DE
SAID	40000-12	StudentAid BC website	SO	nil	DE
SAID	40000-13	StudentAid BC tweets	SO	nil	DE
Other Related Records					
ARCS	312-05	Completed publications (not covered elsewhere) (covers the originals of videos loaded onto the internet, such as the Student Aid YouTube account)	SO+1y	5y	SR
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
ARCS	340-40	Web site management files (covers the content versioning data in Drupal as well as website and content coordination records)	SO	nil	DE
SAID	40160-00	Policy and procedures	SO	5y	FR
SAID	40160-02	Student assistance application kits	SO+9y	nil	FR
SAID	SYSTEMS	Credentials Store			
SAID	SYSTEMS	LiveCycle			
SAID	SYSTEMS	Student Financial Administration System (SFAS)			
SAID	SYSTEMS	Internet Loan Application system (ILA)			

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
SAID = *Student Financial Assistance ORCS*, schedule 117457

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage. When converting old files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

WHOLE ORCS			
ORCS	STUDENT SERVICES	ORCS title changed to STUDENT FINANCIAL ASSISTANCE SERVICES	
		<p>PLEASE NOTE:</p> <p>Almost every scope note, cross-reference section, secondary qualifier and note has been changed in this amendment. In the interests of efficiency, the changes listed below reflect only the structural and retention changes.</p> <p>NOTE FOR SECONDARIES WHICH ARE LISTED AS CLOSED:</p> <p>Secondaries are closed when a function has ceased, such as a program being closed or suspended. Any records that still exist under a closed secondary can carry out the remaining lifespan according to the retention schedule – the closed secondary remains in the ORCS to allow for this to happen. Unless otherwise indicated, no reclassification is necessary.</p>	

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40000	STUDENT SERVICES – GENERAL	Primary title changed to STUDENT FINANCIAL ASSISTANCE SERVICES (to reflect new ORCS name)	
40000-08	Liaison with business partners	NEW Supersedes 40280-02 Contracted agent liaison, retention is unchanged.	CY+2y nil DE
40000-12	StudentAid BC website	NEW	SO nil DE
40000-13	StudentAid BC tweets	NEW	SO nil DE
40000-16	System produced reports	NEW Covers both the complete set of SFAS produced reports and the complete set of SFAS-DW produced reports, which are kept on the LAN for reference and recall purposes. Also covers statistical reports distributed to staff, (that don't belong on a specific file).	SO nil DE
40000-17	Verification and compliance data	NEW	SO 15y DE
40000-25	Student services human rights complaints	NEW	SO+2y 8y FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40020-02	Governor General's collegiate bronze medal awards	Secondary is closed – program closed in 2009.	n/a
40020-03	Lieutenant Governor's medal awards	Title changed to Lieutenant Governor's silver medal awards	n/a
40020-04	Queen Elizabeth II British Columbia Centennial scholarships	Secondary is closed – program closed in 2009.	n/a
40020-05	United world college scholarships	Secondary is closed – program closed in 2009.	n/a
40020-20	Academic Awards	NEW	FY+2y nil DE
40060	ACADEMIC AWARDS – PREMIERS EXCELLENCE	<p>Title changed to ACADEMIC AWARDS – PREMIERS EXCELLENCE (CLOSED)</p> <p>Primary is closed – program was closed in 2009. All secondaries have been closed.</p>	n/a
40140-02	Post-secondary institution calendars	Secondary closed – no longer request calendars.	n/a

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40140-03	Partner Portal Appendix 3 data	NEW	SO 6y DE
40140-20	Designation case files - approved	Secondary superseded by -40. Retention originally SO NA NA	SO nil DE
40140-30	Designation case files – denied/de-designated	Secondary superseded by -40. Retention originally SO NA NA	SO nil DE
40140-40	Designation case files – defunct/closed	Title changed to Post-secondary institution designation files Retention changed so that reclassification is no longer required. Chose -40 so offsite records would not require reclassification. Supersedes -20 and -30. Retention originally FY+2y 2y SR	SO nil DE
40140-45	Post-secondary institution performance monitoring files	NEW	SO 5y DE
40140-50	Private post-secondary institution program files	Title changed to Program eligibility declarations (PED's) Retention changed from FY+1y 2y DE	SO+2y 3y DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40140-60	Record of portability decision case files	Secondary closed – policy has changed and portability decisions are no longer required.	n/a
40160-02	Core student assistance application packages	Title changed to Student assistance application kits.	n/a
40160-03	Core student assistance planning reports	Secondary closed – no evidence of use.	n/a
40160-04	Core student assistance policy and program development and implementation case files	Title changed to Student assistance policy and program development files.	n/a
40180-02	Failed certificate of eligibility reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-03	Loan management reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-04	Loan reconciliation anomaly reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-05	Loan remission reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40180-06	Pre-1995 student loan quarterly interest reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-07	Provincial liability reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-08	Student loan default reports	Secondary closed – reconciliation reports are now filed under -20 Student loan financing reconciliation reports.	FY+2y 5y DE
40180-20	Student loan financing reconciliation reports	NEW NOTE: the original retention for reconciliation reports, classified under -02-08, was FY+4y 3y DE.	FY+2y 5y DE
40200-10	Information Consolidation Initiative (ICI) data	NEW	SO+9y nil DE
40200-18	Youth Educational Assistance Fund (YEAF) data	NEW	SO+9y nil DE
40210-02	Certificates of eligibility copy four	Secondary closed – these are now data files sent to the National Student Loans Service Centre (NSLSC). Data files are covered under the special schedule 102901 (Transitory Records).	12m nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40210-03	Designation automatic system letters	Secondary closed – these are now data files sent to the federal government. Data files are covered under the special schedule 102901 (Transitory Records).	12m nil DE
40210-04	Loan remission qualifier (LRQ) automatic system letters	Secondary closed – superseded by -25 Student financial assistance files – electronic. Retention changed from 12m nil DE	SO+15y nil DE
40210-05	Missing information request (MIR) automatic system letters	Secondary closed – superseded by -25 Student financial assistance files – electronic. Retention changed from 12m nil DE	SO+15y nil DE
40210-06	Notice of assessment (NOA) automatic system letters	Secondary closed – superseded by -25 Student financial assistance files – electronic. Retention changed from 24m nil DE	SO+15y nil DE
40210-07	Overaward/withdrawal automatic system letters	Secondary closed – superseded by -25 Student financial assistance files – electronic. Retention changed from FY+9y nil DE	SO+15y nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40210-08	Restriction automatic system letters	Secondary closed – superseded by -25 Student financial assistance files – electronic. Retention changed from FY+2y nil DE	SO+15y nil DE
40210-09	Student loan applications	Secondary closed – superseded by -25 Student financial assistance files – electronic.	n/a
40210-10	Student loan microfiche reports	Secondary closed – microfiche reports are no longer being produced.	n/a
40210-11	Confirmation of enrolment	NEW	SO 1y DE
40210-12	Declaration forms	NEW	SO 25y DE
40210-14	Credentials data	NEW (covers credential data in ILA, and Credentials Store data)	SO nil DE
40210-15	Expired student financial assistance applications – data	NEW (covers abandoned loan application data stored on the Internet Loan Application (ILA) and the LiveCycle systems)	SO nil DE
40210-16	Internet Loan Application (ILA) data	NEW	SO nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40210-17	Student profile data	<p>NEW (covers master data, similar to tombstone data, residing on systems of record (currently SFAS and SAIL) for part-time and full time students)</p> <p>NOTE: Currently, the ministry will manage student profile data until it has been 45 years since the student file is opened, and when at least 15 years has elapsed since the last file activity (e.g. an application for financial assistance or interest relief), to ensure lifetime cumulative totals of weeks in study and funds loaned are maintained, and the profile data meets the data requirements outlined in secondary 40210-25.</p>	SO nil DE
40210-20	Full-time student core financial assistance case files –paper records	<p>Title changed to Student financial assistance files</p> <p>Scope broadened to include permanent disability, part time and full time students.</p> <p>Supersedes 40230-20 Canada Study Grant for high need part-time students application case files, and 40230-40 Part-time Canada student loan and grant application case files – paper records.</p> <p>Retention changed from SO+2y 13y SR</p>	SO 7y DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40210-25	Full-time student core financial assistance case files – electronic records	Title changed to Student financial assistance data	n/a
40210-30	Student financial assistance system data warehouse (SFAS DW) data	NEW (covers data in the SFAS Data Warehouse)	SO nil DE
40230-02	Female doctoral student grant summary data	Secondary is closed – program is closed.	n/a
40230-03	Special assistance program reports	Title changed to Targeted financial assistance program tracking Retention changed from FY+4y nil DE to provide flexibility for maintaining program tracking information.	SO nil DE
40230-04	Trinity Western University matching endowment	Secondary is closed – program is closed.	n/a
40230-05	@ Web Information System (AT WIS) data	NEW (covers data on the ATWIS system)	SO nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40230-20	Canada Study Grant for high need part-time students application case files	Secondary is closed – program is closed.	n/a
40230-25	Canada Study Grant for high need part-time students block-funding case files	Secondary is closed – program is closed.	n/a
40230-30	Other federal special assistance application case files	Secondary is closed; records created after January 1, 2015 will be filed under secondary 40210-20 Student financial assistance files Retention changed from SO+2y nil DE	SO 7y DE
40230-35	Other federal special assistance block-funded case files	Superseded by secondary 40230-55 Targeted financial assistance program files Retention changed from SO+2y nil DE	FY+4Y nil DE
40230-40	Part-time Canada student loan and grant application case files – paper records	Superseded by secondary 40210-20 Student financial assistance files Retention changed from SO+2y nil DE.	SO 7y DE
40230-45	Part-time Canada student loan and grant application case files – electronic records	Secondary is closed – the database was replaced with the Student Aid Internet Loan system (SAIL) - see secondary 40210-25 Student financial assistance data, and the SAIL System Overview.	n/a

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40230-50	Provincial special financial assistance program application case files	Secondary is closed; records created after January 1, 2015 will be filed under secondary 40210-20 Student financial assistance files Retention changed from SO+2y nil DE.	SO 7y DE
40230-55	Provincial special financial assistance program block-funding case files	Title changed to Targeted financial assistance program files Retention changed from FY+2y nil DE	FY+4y nil DE
40260	STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE - HEALTH CARE SCHOLARSHIP FUND	Title changed to STUDENT LOANS AND GRANTS – TARGETED ASSISTANCE PROGRAMS – HEALTH CARE SCHOLARSHIP FUND (CLOSED) Primary is closed – program was closed. All secondaries have been closed.	n/a
40270	STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE – NURSES EDUCATION BURSARY	Title changed to STUDENT LOANS AND GRANTS – TARGETED ASSISTANCE PROGRAMS – NURSES EDUCATION BURSARY (CLOSED) Primary is closed because all secondaries have been superseded or closed.	n/a

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40270-00	Policy and procedures	Superseded by 40230-00	n/a
40270-01	General	Superseded by 40230-01	n/a
40270-02	Awarded and not awarded lists	Superseded by ARCS secondary 100-05 Lists, spreadsheets and registers. Retention changed from FY+2y nil DE.	SO nil DE
40270-03	Confirmation applicant's enrolment	Secondary closed.	n/a
40270-04	Recipients recommended to the Nurses Education Bursary Committee	Secondary closed.	n/a
40270-20	Nurses Education Bursary application case files – paper records	Secondary is closed; records created after January 1 st , 2015 will be classified under secondary 40210-20 Student financial assistance files Retention changed from FY+2y nil DE.	SO 7y DE
40270-25	Nurses Education Bursary application electronic records	Secondary closed – the Health Bursary System (HBS) was closed down July 17, 2009. Note added to clarify that the HBS data which was transferred to the Excel spreadsheet is covered by this secondary.	n/a

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40280	STUDENT LOANS AND GRANTS - SPECIAL ASSISTANCE – STUDENTS WITH DISABILITIES	Title changed to STUDENT LOANS AND GRANTS – TARGETED ASSISTANCE PROGRAMS – STUDENTS WITH DISABILITIES (CLOSED) Primary is closed because all secondaries have been superseded or closed.	n/a
40280-02	Contracted agent liaison	Superseded by 40000-08 Liaison with business partners	n/a
40280-03	Disability grant program working reports	Secondary closed – no one is using this, or knows of its intended use.	n/a
40280-04	Disability grant program training packages	Secondary closed – function no longer being performed.	n/a
40280-20	Disability grant program development case files	Superseded by 40160-04 Student financial assistance policy and program development files. Retention changed from SO nil DE.	SO 2y DE
40280-30	TSSP application case files – paper records	Superseded by secondary 40210-20 Student financial assistance files Retention changed from CY+2y nil DE	SO 7y DE

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

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
40280-35	TSSP application case files – electronic records	Secondary closed – the TSSP database has been decommissioned and data copied into the @ Web Information System (ATWIS). See secondary 40230-05 for ATWIS data, and the System Section for an overview of ATWIS.	n/a
40280-40	TSSP application case files – human rights complaints	Superseded by 40000-25 Human rights complaints	SO+2y 8y FR
SYSTEM SECTION			
AT-WIS	@ Web Information	NEW	
	Credentials Store	NEW	
HBS	Health Bursary System Overview	This system was closed down July 17, 2009 and the data was extracted to an Excel spreadsheet, classified under 40260-25.	
ILA	Internet Loan Application	NEW	
	LiveCycle	NEW	
	Partner Portal	NEW	

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX A: Summary of changes to the *STUDENT FINANCIAL ASSISTANCE SERVICES ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
SFAS DW	Student Financial Administration System Data Warehouse	NEW	
	StudentAid BC website	NEW	
SAIL	Student Assistance Internet Loan System	NEW	
VSS	Verification Statistics System	NEW	
YEOF	Youth Education Assistance Fund	NEW	

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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STUDENT FINANCIAL ASSISTANCE SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index contains an alphabetical listing of:

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

Use this index in the following ways:

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

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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