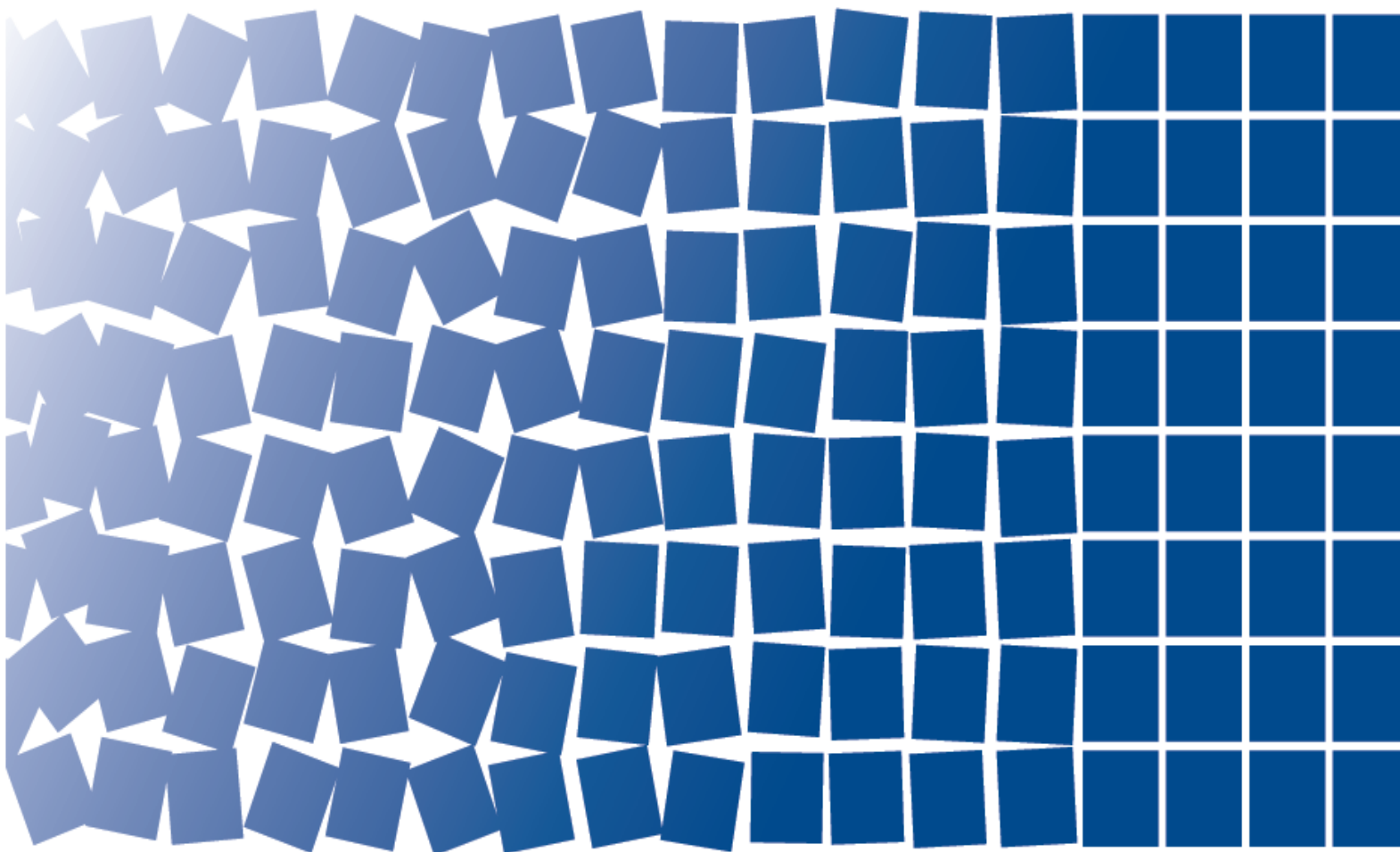


**UNIVERSITY ENDOWMENT LANDS
ADMINISTRATION AND PUBLIC WORKS
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

**UNIVERSITY ENDOWMENT
LANDS ADMINISTRATION AND
PUBLIC WORKS

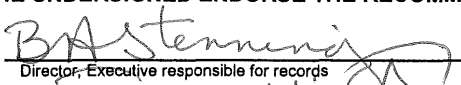
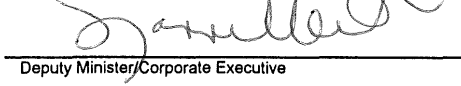
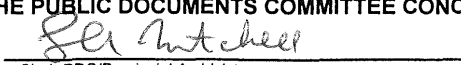
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to:		<input type="checkbox"/> Authorize a one-time disposal of the records described below <input checked="" type="checkbox"/> Establish an ongoing Records Retention and Disposal Schedule <input type="checkbox"/> Amend an existing Records Schedule with Schedule _____ No. _____	
Record Series, Subject Section, Records Classification System, or Application Title:			
University Endowment Lands Administration and Public Works <i>Operational Records Classification System</i>			
Ministry: Ministry of Municipal Affairs and Housing Division: Corporate Services Branch: Human Resources and Corporate Development, University Endowment Lands Administration and Public Works			
Description and Purpose: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Operational <input type="checkbox"/> Both </div> <p>The <i>University Endowment Lands Administration and Public Works Operational Records Classification System (ORCS)</i> covers all operational records created, received, and maintained by University Endowment Lands Administration and Public Works. It does not include the University Endowment Lands Fire Department.</p> <p>These records document the administration of local government and public works in the University Endowment Lands. This includes providing local government services, including inspections, issuing permits; public works, engineering services, and enforcing the act and building codes. For further descriptive information about these records, please refer to the attached executive summary.</p>			
Dates: 1980 ongoing		Physical Format of Records: see attached schedule	
Extent: 0.48 m3/year Cubic Meters		No. of Pieces n/a	
Have documents been microfilmed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is the information in this record series recorded in any other form besides microfilm? <input type="checkbox"/> Yes (See Records Management Appraisal) <input checked="" type="checkbox"/> No	
Recommended Retention: <input type="checkbox"/> Dispose immediately <input type="checkbox"/> Dispose on _____ day of _____ <input type="checkbox"/> Dispose in accord with attached disposal instructions. <input checked="" type="checkbox"/> Scheduled in accord with attached Records Retention and Disposal Schedule.			
Recommended Disposition: <input type="checkbox"/> Destruction <input type="checkbox"/> Full Retention by Information Management Services <input type="checkbox"/> Selective Retention Information Management Services <input checked="" type="checkbox"/> Scheduled in accord with attached Records Retention and Disposal Schedule.			

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: <div style="margin-top: 10px;">  Director, Executive responsible for records <u>98/05/25</u> Date </div> <div style="margin-top: 10px;">  Deputy Minister/Corporate Executive <u>98/06/01</u> Date </div> <div style="margin-top: 10px;"> Minister _____ Date _____ </div>	THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: O.I.C. Number _____ Date _____
THE PUBLIC DOCUMENTS COMMITTEE CONCURS: <div style="margin-top: 10px;">  Chair PDC/Provincial Archivist <u>18 June 1998</u> Date </div>	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE. APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON <u>JUL 29 1998</u> Date

OTHER STATUTORY APPROVALS:			
Signature _____	Date _____	Signature _____	Date _____
Title _____		Title _____	

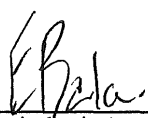
This appraisal documents the recommendation for active and semi-active retention periods.
Ministry contact, title, and telephone: Bruce Stenning, Manager, 604-660-1808

These records are created and received under the authority of the *University Endowment Land Act* (RSBC 1996, c. 469) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Ministry Records Officer and staff and managers of all branches conducting operational functions in the creating agency.



Records Analyst



Date

ARCHIVAL APPRAISAL:

The final disposition recommendations protect records considered to have archival values.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that unnecessary duplicates, transitory materials, and ephemera may be discarded.



Archivist

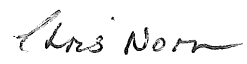


Date

Director, Information Analysis and
Scheduling

Date


The undersigned endorse the appraisals and recommendations:



Director, Information Analysis and Scheduling



Date



Records Officer



Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

University Endowment Lands Administration and Public Works

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* covers records relating to the administration of local government and public works in the University Endowment Lands under the *University Endowment Land Act* (RSBC 1996 c. 469).

These records document the functions of the University Endowment Lands Administration and Public Works providing local government services in the Endowment Lands; assisting in inspections and investigations; issuing permits; maintaining public work functions such as drainage water, sewer and utilities; enforcing the Act; enforcing building codes and standards; and providing engineering services.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Information and Data Management Branch (BCIMS) has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

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

(Continued on next page)

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by IMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by IMS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
IMS = Information and Data Management Branch		SO = Superseded or Obsolete

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

For records relating to the disposition of University Endowment Lands through sale and lease, as well as the relationships that the University Endowment Lands Administration had with the Provincial Government beginning in 1910, refer to records of the office of the Surveyor General with the Ministry of Environment, Lands and Parks. For records regarding the relationship with the Provincial Government since 1986, see the records of the Ministry of Municipal Affairs.

SO nil FR

SO+1y nil FR

SO nil FR

(Continued on next page)

ORCS/UELAPW EXEC SUM - 2

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

TABLE OF CONTENTS

INDEX

INTRODUCTION

For further information, call your Records Officer,
Lynda Clark, 387-9174

Information and Data Management Branch

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The *Operational Records Classification System (ORCS)*

- 1.1 Introduction
- 1.2 Purpose
- 1.3 Records and Recorded Information

PART 2: An Effective Records Management System

- 2.1 Introduction
- 2.2 The Classification System
 - 2.2.1 Staff Responsibilities and Procedures
 - 2.2.2 Classifying Records
 - a) Alphabetic Subject Index
 - b) Broad Subject Approach
 - c) Policy and Procedures Files
 - d) General Files
- 2.3 The File List
- 2.4 Other Finding Aids
- 2.5 Filing and Maintenance Procedures
 - 2.5.1 File Maintenance
 - 2.5.2 File Circulation
- 2.6 Boxing and Transfer Instructions
 - 2.6.1 Accession Numbers
 - a) One-time Accession Numbers
 - b) Ongoing Accession Numbers
 - 2.6.2 Transfer of Semi-active Records to Off-site Storage
 - 2.6.3 Transfer of Inactive Records to Off-site Storage
- 2.7 Freedom of Information and Protection of Privacy
- 2.8 Information System Overview

PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 Introduction

An *Operational Records Classification System (ORCS)* is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. Records relating to the administration of local government and public works in the University Endowment Lands under the *University Endowment Land Act* (RSBC 1996, c. 469). This includes records relating to: providing local government services in the Endowment Lands; assisting in inspections and investigations; issuing permits; maintaining public work functions such as drainage, water, sewer and utilities; enforcing the Act; enforcing building code standards; and providing engineering services.

Administrative records are common to all units of government and are usually distinct from operational records. Administrative records support housekeeping functions such as the management of facilities, property, materiel, finances, personnel, and information systems. Administrative records also relate to common management processes, including committees, agreements, contracts, information services, legal opinions, and other similar functions. Although these records are considered administrative, they may have considerable operational impact.

Information and Data Management Branch (IDMB) has developed a standard government-wide classification system for all administrative records of the Government of British Columbia. It is known as the *Administrative Records Classification System (ARCS)*. ARCS provides common headings for classification of common records across government.

Each ORCS is tailored to fit the specific operational records of a unit of government. This ORCS covers all operational record series created or received by your branch since 1925. It does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer one records services application (form ARS 118) for each record series.

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

1.2 Purpose of ORCS

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, magnetic tape, diskettes, etc.). It helps you find the information you need, when you need it, at the least possible cost. ORCS also provides a framework to manage the retention and disposition

of records. With *ORCS* you can identify and preserve the essential and dispose of the valueless in a timely fashion.

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

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

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

The structure and organization of *ORCS* is described in detail in the "How To Use *ORCS*" section. All technical terms used here and elsewhere are defined for your convenience in the glossary which is located at the back of the "How To Use *ORCS*" section.

The primary purposes of *ORCS*:

- *ORCS* is a tool for executive control of recorded information.
- *ORCS* provides a legal basis on which the integrity, authenticity, impartiality, and completeness of operational records may be established.
- *ORCS* is a key element of an agency's vital records program.
- *ORCS* is a retrieval device to aid effective management of resources.
- *ORCS* is a filing and records classification system for information resources.
- *ORCS* is a management plan for the retention and disposition of records.
- *ORCS* is a framework for the audit and review of operational functions.

1.3 Records and Recorded Information

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

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

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

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

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by IDMB and government ministries. This *ORCS* was reviewed by IDMB staff, your ministry executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the University Endowment Lands Administrative and Public Works.

Some categories of records or data have special retention and disposition requirements and may be handled by developing special records schedules. These schedules can be standardized for all ministries, and can cover both administrative and operational records. They can be used effectively to dispose of routine records and ephemeral material, can be adjusted to meet the retention problems posed by changing technologies, and can protect the long-term values of executive records.

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

- Transitory Records
- Transitory Electronic Records
- Electronic Mail
- Word Processing Records
- Special Media Records (including photographs, motion pictures, audio-visual materials, videotapes, etc.)
- Executive Records
- Commission of Inquiry Records
- Record Copies of Published Maps

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them.

PART 2 AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

2.1 Introduction

This part outlines the major features of a records management system and describes the tools needed for effective filing operations.

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

- The Classification/Scheduling System
- The File List
- Finding Aids (indexes and cross-reference guides)
- Filing and Maintenance Procedures
- Boxing and Transfer Instructions.

2.2 The Classification System

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

For the frequent user, searching for a place to file a commonly used record, *ORCS* verifies classification. For both the experienced and the inexperienced user faced with a new subject or form, *ORCS* indicates the appropriate primary location for the record. For all users, *ORCS* provides a catalogue of general subject headings for retrieval and access.

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* indicates all of the operational records which **might** exist in an office. The file list documents those files which have actually been opened.

2.2.1 Staff Responsibilities and Procedures

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

IDMB also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to

the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

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

2.2.2 Classifying Records

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

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

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

Use either the alphabetic subject index or the broad subject approach, or a combination of the two, to decide upon a number. Remember that the number reflects the subject of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. If the appropriate classification was difficult to locate, consideration should be given to updating the index. For a discussion of the index, see part 2.4 of this introduction.

b) Broad Subject Approach

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

c) Policy and Procedures Files

Within each primary, the standardized secondary -00 is reserved as a policy and procedures file. This secondary is used for records that reflect usages,

regulations, precedents and other material which in some way document management decisions on the subject matter of the primary.

Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d) General Files

Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The record does not fall within any of the existing secondaries, but does fall within the primary.
- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.
- There is no existing classification number for the document. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the records are scheduled for selective or full retention by IDMB for the government archives, a separate file **must** be opened.

2.3 The File List

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

The file list is vital to ORCS and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System* (ARCS) specifies that file lists will be maintained and classified under ARCS 423 "Records Management - File Control". ARCS 423-03 classifies current lists and ARCS 423-04 classifies superseded lists. Please note that these file lists cover both operational and administrative files and that superseded lists are selectively retained by IDMB for the government archives.

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

2.4 Other Finding Aids

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

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

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

As a further aid in the retrieval and classification of operational records, IDMB has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices of the ARCS Manual.

2.5 Filing and Maintenance Procedures

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

The basic functions or activities of filing and maintenance are:

- Mail Management
- Sorting
- Registration
- Classification
- Indexing and Cross-reference
- Location Control
- Filing
- Charge-out
- Distribution
- Recall and Search
- Refiling
- Physical Maintenance
- Purging
- Retention and Disposition.

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There

are a variety of methods and systems which can provide effective operations for these basic functions.

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

To effectively implement and maintain *ORCS*, offices should develop and document procedures to cover those functions which they require. Filing and maintenance procedures are classified in *ARCS* 423-02. Your Records Officer can help to develop appropriate procedures for your office.

2.5.1 File Maintenance

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

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

IDMB supports Project ELF (Eliminate Legal-size Files) and recommends the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ELF is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important initiative.

The file folder label is prepared with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately. The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

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

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

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

classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, IDMB recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1991"; "for SR on 1 April 1992"; "for FR on 1 April 1990").

Minimize misfiles in the following ways:

1. Keep file labels legible and simple.
2. Maintain 3-4 inches of free space on each file shelf or drawer.
3. Place papers in folders so they do not go beyond the scoring on the folder or cover the file label.
4. Write correct file number or heading on each document or underline it if it appears in the text.

2.5.2 File Circulation

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

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

2.6 Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, IDMB. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. For a discussion of records schedules, please see parts 2.9 and 2.10 of "How To Use *ORCS*" which follows this introduction.

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

To identify records suitable for boxing, review the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. Contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your

Records Officer will then request off-site storage and retrieval services from Records Centre Services, IDMB.

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

2.6.1 Accession Numbers

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

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

Box Number: 91-0123-1

91-0123 = the accession number issued by Records Centre Services
-1 = the first consecutive box number in accession 91-0123

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

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to the Records Centre Services, IDMB.

For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers

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

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

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

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

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

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

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

2.6.2 Transfer of Semi-Active Records to Off-site Storage

Records Centre Services provides off-site storage for all records which have a scheduled semi-active retention period. If a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it, contact your Records Officer to propose that the schedule be amended.

You should organize semi-active records for transfer as follows:

1. Box semi-active records scheduled for DE (Destruction) separately from semi-active records scheduled for SR (Selective Retention) or FR (Full Retention) by IDMB for the government archives (see "How to Use ORCS," part 2.10.3, for definitions).
2. Box records of the same type together if possible. For example, case file series or large subject file series should be boxed together.
3. If records have different semi-active retention periods, box first by retention period and then within retention periods by primary and secondary numbers.
4. Arrange boxes by the length of the semi-active retention period, placing boxes with the longest retention period at the beginning of the accession.

For records which do not have a scheduled semi-active retention period, but which have a scheduled final disposition of selective or full retention by IDMB for government archives, see Part 2.6.3 regarding the transfer of inactive records to off-site storage.

2.6.3 Transfer of Inactive Records to Off-site Storage

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

Records Centre Services also provides off-site storage for records scheduled for destruction in a **draft** schedule where there is no scheduled semi-active retention period or where the semi-active retention period has already expired. Such records will be stored until the schedule is approved by the Legislative Assembly.

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. Records Centre Services will in some instances contact you to discuss the records or to arrange to see them prior to boxing.

You should organize inactive records for transfer as follows:

1. Box inactive records scheduled for SR (Selective Retention) separately from all other records and in primary and secondary number order.
2. Box inactive records scheduled for FR (Full Retention) separately from all other records and in primary and secondary number order.

2.7 Freedom of Information and Protection of Privacy

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

For information about whether your records are exempt under the legislation, how your agency plans to disclose information under this legislation, or how to determine if your records contain personal or confidential material, please contact your agency's Records Officer or Director of Information and Privacy. If you have questions specific to file operations or procedures, please contact your Records Officer.

2.8 Information System Overview

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

UNIVERSITY ENDOWMENT LANDS

ADMINISTRATION AND PUBLIC WORKS

PRIMARY NUMBERS

7 9 5 5 0 - 7 9 8 8 0

Section 1 covers records relating to the administration of local government and public works in the University Endowment Lands under the *University Endowment Land Act* (RSBC 1996, c. 469). This includes records relating to: providing local government services in the Endowment Lands; assisting in inspections and investigations; issuing permits; maintaining public work functions such as drainage, water, sewer and utilities; enforcing the Act; enforcing building code standards; and providing engineering services.

Although the University Endowment Lands and the University of British Columbia are not legally affiliated with one another, they have a close and cooperative working relationship that they refer to as "affiliation". This ORCS covers only the records of the University Endowment Lands, not those of the organizations mentioned in the ORCS, i.e., the University of British Columbia, the Greater Vancouver Regional District, and the Ministry of Transportation and Highways.

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

79550 - UNIVERSITY ENDOWMENT LANDS

ADMINISTRATION AND PUBLIC WORKS -79880

PRIMARY NUMBERS AND PRIMARY SUBJECT

79550 UNIVERSITY ENDOWMENT LANDS ADMINISTRATION AND PUBLIC WORKS - GENERAL

79560 BUILDING REGULATIONS - GENERAL

79565 - DEVELOPMENT AND BUILDING PERMITS AND INSPECTIONS

79570 - PLUMBING PERMITS AND INSPECTIONS

79580 BYLAWS - UNIVERSITY ENDOWMENT LANDS

79590 DRAINAGE CONTROL

79610 ENVIRONMENTAL MANAGEMENT

79620 FILMING ON UNIVERSITY ENDOWMENT LAND

79630 GROUND MAINTENANCE - GENERAL

79635 - BOULEVARD, GARDENS AND TREES

79650 NEWSLETTERS - UNIVERSITY ENDOWMENT LANDS

79660 PACIFIC SPIRIT REGIONAL PARK AFFILIATION

79670 PUBLIC EVENTS

79680 PUBLIC WORKS PROJECTS

79690 SEWERAGE -GENERAL

79695 - OPERATION

79670 - WASTE MANAGEMENT BYLAW

79710 SOLID WASTE DISPOSAL

79720 STREETS - GENERAL

79725 - BRITISH COLUMBIA TRANSIT

79730 - MINISTRY OF TRANSPORTATION AND HIGHWAYS AFFILIATION

79735 - TRAFFIC CONTROL

79740 STREET MAINTENANCE - ROADS, CURBS, SIDEWALKS

79750 UNIVERSITY OF BRITISH COLUMBIA AFFILIATION

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A SA FD

79760 UNIVERSITY PROPERTIES (UNIVERSITY OF BRITISH COLUMBIA)

79770 UTILITIES

79780 WATER SUPPLY AND DISTRIBUTION- GENERAL

79785 - GREATER VANCOUVER REGIONAL DISTRICT

79790 - UNIVERSITY ENDOWMENT LANDS

79795 - WATER PROGRAMS

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

79550 UNIVERSITY ENDOWMENT LANDS ADMINISTRATION AND PUBLIC WORKS- GENERAL

Records not shown elsewhere in the University Endowment Lands administration and public works section which relate generally to administration and public works provided under the *University Endowment Lands Act* (RSBC 1996, c. 469). Includes correspondence and memoranda.

For records relating to the disposition of University Endowment Lands through sale and lease, as well as the relationships that the University Endowment Lands Administration had with the Provincial Government beginning in 1910, refer to records of the office of the Surveyor General with the Ministry of Environment, Lands and Parks. For records regarding the relationship with the Provincial Government since 1986, see the records of the Ministry of Municipal Affairs.

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

For acts and legislation, see ARCS primary 195.

For application system documentation, see ARCS section 6.

For appreciation, complaints, and invitations, etc., see ARCS primary 155

For associations, societies, and agency membership, see ARCS primary 160.

For audits and reports, see ARCS primary 975.

For briefing notes, see ARCS primary 280.

For bring forward file, see ARCS primary 100.

For budgets (planning and estimating), see ARCS primaries 1000-1025.

For cabinet submissions, see ARCS primary 201.

For calendars, see ARCS primary 100.

For conferences, forums, workshops, and seminars attended by staff, see ARCS primary 220.

For contracts, see ARCS primaries 1060-1080.

For cooperation and liaison with organizations, see ARCS primaries 230-245.

For councils, commissions, boards, meetings and committees, see ARCS primaries 200-206.

For directories, see ARCS primaries 525, 375, and 21

(Continued on next page)

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FD

- For information system overviews, see ISO section.
- For legislation and regulation proposals, see ARCS primary 135.
- For legislative speeches, see ARCS primary 355.
- For litigation and legal challenges, see ARCS primary 350.
- For ministerial staff assignments, see ARCS primary 1585.
- For news releases, see ARCS primary 330.
- For office space planning and moves, see ARCS primary 510.
- For organizational information, including reorganization and organization charts, see ARCS primary 105.
- For presentations and speeches, see ARCS primary 324.
- For publications and brochure production, see ARCS primary 312.
- For suggestion awards, see ARCS primary 1310.
- For publications and brochure production, see ARCS primary 312.
- For suggestion awards, see ARCS primary 1310.
- For systems (planning, manuals, etc.), see ARCS section 6.
- For travel planning, see ARCS primary 490.
- For treasury board submissions, see ARCS primary 1250.
- For workshops and training seminars, see ARCS primary 1735.

CY+2y nil DE

SO nil DE

SO	5y	FR
SO	nil	DE

-01 General

FR = BC Archives will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

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-01 General

SECT 1 - 6

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79565	<u>BUILDING REGULATIONS - DEVELOPMENT AND BUILDING PERMIT AND INSPECTIONS</u>			
	Records relating to the issuance of development and building permits for commercial and residential construction projects within the University Endowment Lands. Includes construction applications, building inspections and approvals, inspection reports, permits, permit register and correspondence.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Individual building legal files (includes applications, inspection reports, permits and plans) (arrange numerically by legal description)	SO	5y	SR
	SO = when building is closed, decommissioned or demolished			
	SR = BC Archives will selectively retain these records for their evidential and historical values by retaining files related to buildings that have been designated as heritage buildings, and any other buildings with architectural and historical significance. At the time of transfer to semi-active storage, UEL staff will indicate on the file list which files relate to designated heritage buildings, and any other buildings which they know have architectural or historical significance.			
-25	Individual building correspondence files (includes correspondence regarding property) (arrange numerically by legal description)	CY+4y	nil	DE

(Continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79565	<u>BUILDING REGULATIONS - DEVELOPMENT AND BUILDING PERMIT AND INSPECTIONS (Continued)</u>			
-30	Permit register (arrange sequentially by permit number)	SO	5y	DE
-40	Appeal/litigation register (includes information on appeals; for details see individual building legal files in secondary 79565-20)	SO	nil	DE

SO = when no longer required for operational purposes

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79570	<u>BUILDING REGULATIONS - PLUMBING PERMITS AND INSPECTIONS</u>			
	Records relating to the issuance of plumbing permits and applications as well as inspections and approvals of commercial and residential developments within the University Endowment Lands. Includes applications, inspection reports, permits register and correspondence.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-20	Individual building files (includes applications, inspection reports and permits) (arrange by legal description)	SO	5y	DE
	SO = when building is closed/decommissioned/ demolished			
-30	Permit register (arrange sequentially by permit number)	SO	5y	DE
	SO = when no longer required for operational purposes			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
79590	<u>DRAINAGE CONTROL</u>				
	Records relating to drainage control, including the control of storm water. Includes reports, studies, work orders and correspondence.				
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Drainage control files		CY+1y	5y	DE

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 DE = Destruction
 SR = Selective Retention
 FR = Full Retention
 FOI = Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79610	<u>ENVIRONMENTAL MANAGEMENT</u>			
	Records relating to environmental management issues, functions and activities such as pesticide and herbicide control. Includes plans, studies, reports, correspondence and incident case files.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Environmental incident case files (arrange alphabetically by incident)	CY+1y	6y	DE

DE = BC Archives will destroy these records at the end of their semi-active retention period. The University Endowment Lands has indicated that these records have no residual, evidential or legal value to government. Environmental case files maintained by the University Endowment Lands are for very minor incidents only. Any major incidents on the University Endowment Lands are handled by other agencies such as the Ministry of Environment.

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PUR = Public Use Records
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
79620	<u>FILMING ON UNIVERSITY ENDOWMENT LANDS</u>				
	Records relating to the application and approval of filming within the University Endowment Lands by commercial film companies and film schools for television movies, and serials, commercials, feature films, and student films. Includes: applications; signature sheets; letters advising of intent to film on the University Endowment Lands and requesting permission to film on the University Endowment Lands; insurance; indemnification; and correspondence.				
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Registry of filming locations		CY+1y	6y	DE

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-01 General

SECT 1 - 14

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
79635	<u>GROUND MAINTENANCE - BOULEVARDS, GARDENS AND TREES</u>				
	Records relating to the administration, development and maintenance of boulevards, gardens and trees within the University Endowment Lands. Includes work orders, and correspondence.				
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:				
			CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Boulevards		SO	nil	DE
	(arrange alphabetically by locations)				
-30	Gardens		SO	nil	DE
	(arrange alphabetically by locations)				
-40	Trees		SO	nil	DE
	(arrange alphabetically by locations)				
	SO = when no longer required for operational purposes				

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

79660 PACIFIC SPIRIT REGIONAL PARK AFFILIATION

Records relating to the Greater Vancouver Regional District's Pacific Spirit Regional Park which is located within the University Endowment Lands. Includes calendar of events, designs, minutes of meetings and correspondence.

Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:

CY+2y nil DE

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

SO nil DE

-00 Policy and procedures - OPR
- non-OPR

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

-01 General

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CY+1y nil DE

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A SA FD

79690 SEWERAGE

Records relating to the administration, management and operation of sanitary sewerage systems, not shown elsewhere in this primary block.

Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:

CY+2y nil DE

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

SO nil DE

-00 Policy and procedures - OPR
- non-OPR

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

-01 General

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79700	<u>SEWERAGE -WASTE MANAGEMENT BYLAW</u>			
	Records relating to the waste management bylaw for Greater Vancouver Sewerage and Drainage District and the University Endowment Lands. Includes copies of bylaws and correspondence.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Bylaws	SO	nil	DE
	(copies of Grater Vancouver Sewerage and Drainage District waste management bylaw)			
	SO = when bylaw is superseded			

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CY+1y 6y DE

SECT 1 - 23

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79735	<u>STREETS - TRAFFIC CONTROL</u>			
	Records relating to traffic aids and controls within the University Endowment Lands. Includes plans, reports and correspondence.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	Traffic and parking signs	SO	nil	DE
	SO = when no longer required for operational purposes			

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DE = BC Archives will destroy these records at the end of their semi-active retention period. The University Endowment Lands has indicated that these records have no residual evidential or legal value to government. These records are copies for reference purpose only and do not record an operational function of the University Endowment Lands.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
79770	<u>UTILITIES</u>			
	Records relating to the planning, design, installation, operation, maintenance and repair of utility systems and facilities within the University Endowment Lands. Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	nil	DE
	- <u>non-OPR</u>			
-01	General			
-02	BC Hydro	SO	nil	DE
-03	BC Gas	SO	nil	DE
-04	Telephone	SO	nil	DE

SO = upon termination of utilities

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SA = Semi-active
FD = Final disposition
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PUR = Public Use Records
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A SA FD

79795 WATER SUPPLY AND DISTRIBUTION - WATER PROGRAMS

Records relating to water programs within the University Endowment Lands, such as watering and water restrictions, water main breaks, and water main flushing programs. Includes studies, reports and correspondence.

Unless otherwise specified below, the ministry OPR (University Endowment Lands Administration and Public Works) will retain the records for:

CY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Watering and water restrictions		SO	nil	DE
-03	Water main breaks		SO	nil	DE
-04	Water main flushing		SO	nil	DE

SO = when no longer required for operational purposes

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
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University Endowment Lands Administration and Public Works

Operation Records Classification System (ORCS)I N D E X

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contain an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

Cross-references:

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

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

SUBJECT HEADINGPRIMARY NUMBERS

- A -

APPLICATIONS

-approval	79565
-construction	79565
-filming	79620
-plumbing	79570
-public events	79670

- B -

BC HYDRO

-(See UTILITIES)	79770
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BC GAS

-(See UTILITIES)	79770
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BUILDINGS

-building permits	79565
-development permit	79565
-individual building legal files	79565
-inspection	79565
-plumbing inspections	79570
-plumbing permits	79570
-regulations	79560

BYLAWS

-University Endowment Lands bylaws	79580
-waste management	79670

- C -

CAMPUS PLANNING

-(See UNIVERSITY OF BRITISH COLUMBIA)	79750
-(See UNIVERSITY PROPERTIES)	79760

CORRESPONDENCE

-administration and public works	79550
-BC Transit Authority	79725
-building regulations	79565
-bylaws	79580
-drainage control	79590
-environmental management	79610
-filming	79620
-ground maintenance	79630

SUBJECT HEADINGPRIMARY NUMBERS

-maintenance roads	79740
-maintenance sidewalks	79740
-Minister of Transportation and Highways	79730
-newsletter	79650
-Pacific Regional Park	79660
-plumbing	79570
-public events	79670
-public works	79680
-sewerage	79690
-solid waste disposal	79710
-streets	79720
-traffic control	79735
-University of British Columbia	79750
-university properties	79760
-utilities	79770
-waste management	79670
-water distribution	79780
-water programs	79595
-water supply	79780

- D -

DRAINAGE

-control	79590
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- E -

- F -

FILMING

79620

SUBJECT HEADINGPRIMARY NUMBERS

- G -

GROUND MAINTENANCE

-boulevard	79635
-gardens	79635
-general	79630
-trees	79635

- H -

- I -

INSPECTIONS

-building	79565
-plumbing	79570

- J -

- K -

- L -

- M -

MAINTENANCE

-boulevards	79635
-curbs	79740
-gardens	79635
-roads	79740
-sidewalks	79740
-trees	79635

MEMORANDUM

(See CORRESPONDENCE)

- N -

NEWSLETTER

79650

- O -

SUBJECT HEADINGPRIMARY NUMBERS

- P -

PACIFIC REGIONAL PARK	79660
PERMITS	
-building	79565
-plumbing	97570
PUBLIC EVENTS	
-applications	79670
-event insurance	79670
-notices	79670
-school	79670
PUBLIC WORKS	
-designs	79680
-plans	79680
-projects	79680

- Q -

- R -

RECYCLING	
-(See SOLID WASTE DISPOSAL)	79710
REGISTERS	
-appeals/litigation	
-building permits	79565
-filming locations	79565
-plumbing permits	79570
	79620
REGULATIONS	
-(See BYLAWS)	79580
REPORTS	
-building inspections	79565
-drainage control	79590
-environmental	79610
-plumbing inspection	79570
-public works project	79680
-sewerage	79695
-streets	79735
-water	79785, 79790, 79795

SUBJECT HEADINGPRIMARY NUMBERS

ROADS

(See STREETS)

- S -

SEWERAGE

-general	79690
-operations	79695
-waste management bylaw	79670
-solid waste disposal	79710
-pumping stations	79695

SOLID WASTE DISPOSAL

-schedules	79710
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STREETS

-curbs	79740
-general	79720
-Ministry of Transportation and Highways	79730
-parking signs	79735
-roads	79740
-sidewalks	79740
-traffic control	79735
-traffic signs	79735
-transit	79725

- T -

TELEPHONE

-(See UTILITIES)	79770
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TRANSIT

-BC Transit Authority	79725
-transit	79725
-trolley lines	79725

SUBJECT HEADINGPRIMARY NUMBERS

- U -

UNIVERSITY OF BRITISH COLUMBIA

-university properties

79750

79760

UTILITIES

-BC Hydro

79770

-BC Gas

79770

-telephone

79770

- V -

- W -

WATER

-distribution

79785

-fire hydrants

79790

-programs

79795

-supply

79780

-water charges

79785

-water main breaks

79795

-water main flushing

79795

-water systems

79785

-watering restrictions

79795

WORK ORDERS

-drainage control

79590

-ground maintenance

79635

-sewerage systems

79695

- X -

- Y -

- Z -

