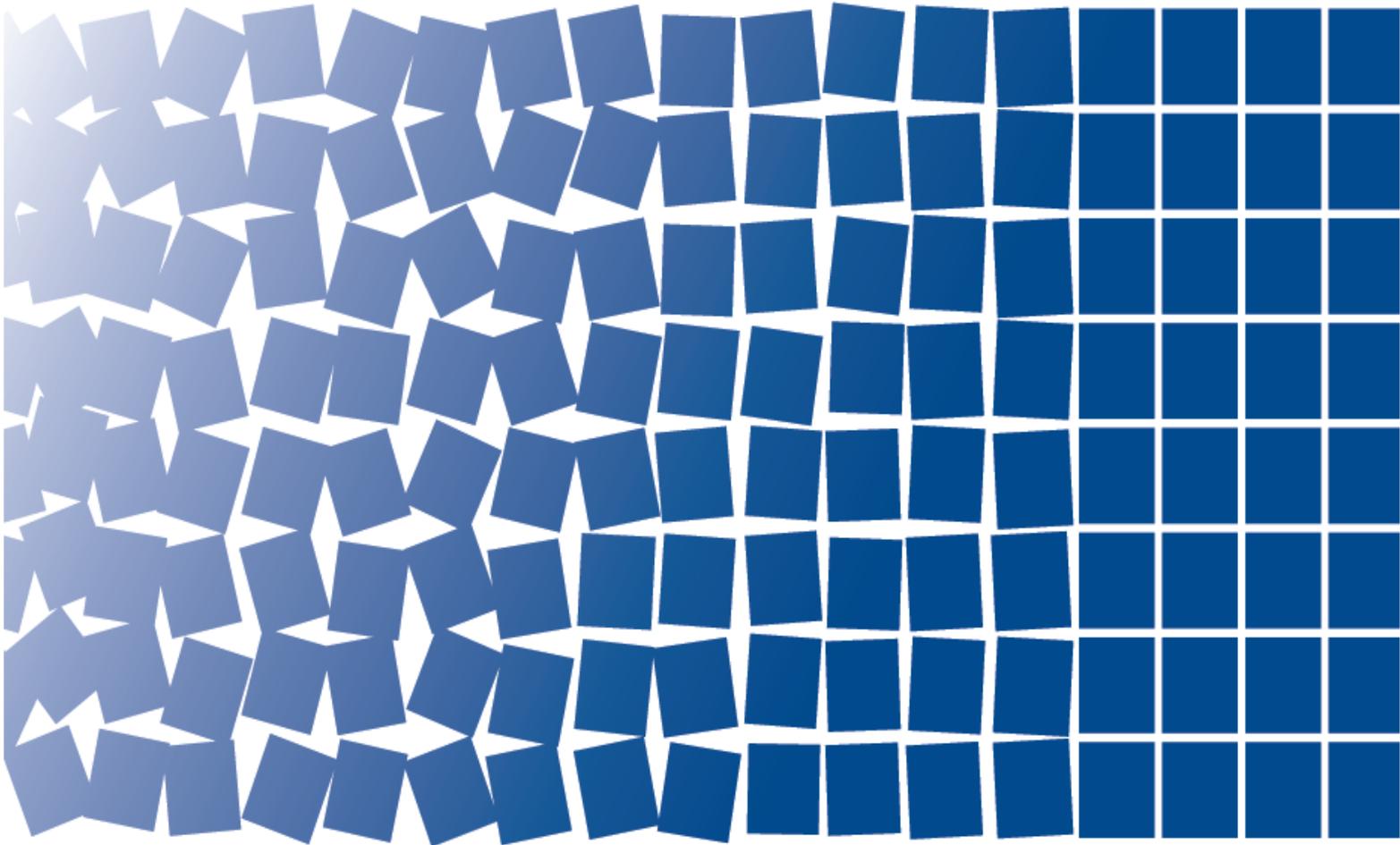


# EDUCATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**GOVERNMENT RECORDS SERVICE**

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Education* ORCS, in ascending order (i.e., the most recent changes appear first).

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: 1989/07/20**

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
170444	Administrative	2019-09-18	Sections 1 and 6	Replaced mention of Program Evaluation and Research Branch with Accountability Branch to reflect organizational name change.
170443	Administrative	2019-05-07	Section 5	Primary block covering teacher certification (12718 to 12740 inclusive) discontinued. Functions/activities in <i>Teacher Regulation ORCS</i> .
ADAM 043	Administrative	2014-05-14	Section 1	Changes to primary block National and International Education. 12077 and 12087 discontinued. Functions/activities in <i>Global Education Programs ORCS</i> .
ADAM 040	Administrative	2013-02-05	Section 6	Language instruction – French primary block (13365-13395) discontinued. Functions/activities in <i>French Language Education Programs ORCS</i> .
163780	Formal	2003-05-29	Section 6	Changes to primary 13320: new title, revised scope, revised -20 (new title, new retention, new explanatory note), new secondary - 35 for Test booklets.
114670	Formal	1994-07-07	Sections 2, 3, 4, 5, 6, 7-20	New primaries: 12009, 12010, 12011, 12050, 12052, 12103, 12141, 12600-12690, 13184, 13520, 13560, 13660, 13690,

				13695, 13700-13830, 13950-13995, 14000, 14250, new secondaries, revisions to OPRs, title, notes, etc.
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RECORDS RETENTION AND DISPOSITION AUTHORITY

**This is a recommendation to amend the above-noted records schedule.**

**Title:** Education Operational Records Classification System

Ministry of Education  
Student Assessment and Program Evaluation Branch / amendment 2

**Description and Purpose:**

The purpose of this amendment is to add a new secondary for learning assessment test booklets (13320-35) and to revise primary and secondary titles and scope notes to clarify the functions and record types.

Records relating to other aspects of the learning assessment process, including the development of assessment tests; the compiling and distribution of provincial, district, and school learning assessment results; the management of the Foundation Skills Assessment system; and the participation in national and international assessment projects are not covered by this amendment and will be added in a subsequent amendment to be completed in 2003.

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

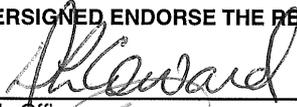
**Date range:** 1993 ongoing

**Physical format of records:** see attached schedule

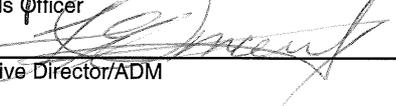
**Annual accumulation:** 160 cubic metres

**Recommended retention and disposition:** scheduled in accord with attached records schedule.

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

  
Records Officer

02/11/20  
Date

  
Executive Director/ADM

20 Nov 02  
Date

Deputy Minister/Corporate Executive

Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

  
Chair, PDC

2003/01/16  
Date

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

2003/05/28  
Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

2003/05/29  
Date

**OTHER STATUTORY APPROVALS:**

Signature

Date

Signature

Date

Title:

Title:

CONTACT: Donna Coward, Ministry Records Officer, (250) 356-0386

**RECORDS MANAGEMENT APPRAISAL:**

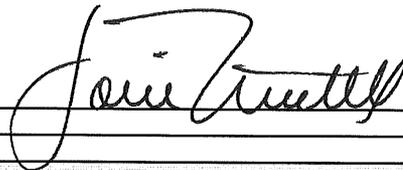
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *School Act* (RSBC 1996, c. 412), the Student Learning Assessment Order M60/94 and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment 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.

\_\_\_\_\_  
Records Analyst



2002/11/20  
Date

**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*.

"Full Retention" indicates record series or groups of records that will be retained in their entirety.

"Selective Retention" indicates record series or groups of records that will be retained in part. Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria.

The final disposition of learning assessment test booklets is destruction. These records do not have enduring value. Learning assessment test questions and format are documented in the blank booklets and instruction packages. Test results are documented in reports produced from the Foundation Skills Assessment system and made available on the Ministry of Education web site.

\_\_\_\_\_  
Archivist



2002/11/20  
Date

The undersigned endorses the appraisal recommendations:



\_\_\_\_\_  
Manager, Government Services Section, BC Archives

Nov 20, 2002  
Date



Application No.	114670
Accession No.	Not Applicable

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to:  Authorize a one-time disposal of the records described below  
 Establish an ongoing Records Retention and Disposal Schedule  
 Amend an existing Records Schedule with Schedule No. 105085

Record Series, Subject Section, Records Classification System, or Application Title:  
Education Operational Records Classification System: amendment 1

Ministry: **Ministry of Education**  
 Division:  
 Branch:

Description and Purpose:  Administrative  Operational  Both  
 The purpose of this amendment is to submit for approval primaries which were still under review in 1989 when the Ministry of Education submitted the Education Operational Records Classification System for approval. Review of primaries 13050, 13070, 13090, 14280, 14320, 14360, and 17000 to 17955 (whole of section 8) is not yet complete, and those primaries will be submitted at a later date. This amendment also incorporates changes to secondary numbers, titles and corresponding retention periods and final dispositions which were reviewed in 1990. For further information about these amendments, please refer to the attached summary of changes.

Dates: 1984 ongoing Physical Format of Records: see attached schedule

Extent: 50 m<sup>3</sup>/year Cubic Metres No. of Pieces: n/a

Have documents been microfilmed?  Yes SOME  No  
 Is the information in this record series recorded in any other form besides microfilm?  Yes (See Records Management Appraisal)  No

Recommended Retention:  
 Dispose immediately  Dispose on \_\_\_\_\_ day of \_\_\_\_\_  
 Dispose in accord with attached disposal instructions.  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:  
 Destruction  Full Retention by Archives  Selective Retention by Archives  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:  
Peter Owen Aug 3/94  
 Director, Executive responsible for records  
 Peter Owen A/ADM, EFO  
 Deputy Minister/Corporate Executive \_\_\_\_\_ Date \_\_\_\_\_  
 Minister \_\_\_\_\_ Date \_\_\_\_\_  
 THE PUBLIC DOCUMENTS COMMITTEE CONCURS:  
John Borey JUN 8 1994  
 Chairman PDC/Provincial Archivist \_\_\_\_\_ Date \_\_\_\_\_

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:  
 O.I.C. Number \_\_\_\_\_ Date \_\_\_\_\_  
 THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.  
 APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY  
 ON JUL 07 1994  
 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: Donna L. Coward, MRO, 356-7636

These records are created and received under the authority of the School Act (SBC 1989, c. 61), the School District Capital Finance Act (RSBC 1979, c. 376), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

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.

MIKE LANZON

Records Analyst

1990

Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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.

*John Stewart*  
Archivist

94/05/30  
Date

*Walter J. Meyer*  
Manager, Appraisal & Acquisition Section

94/05/16  
Date

The undersigned endorse the appraisals and recommendations:

Deputy Provincial Archivist

Date

*Donna L. Coward*  
Ministry Records Officer

Date

94/05/27

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A            SA            FD

### EDUCATION

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

Schedule 105085

### EXECUTIVE SUMMARY

This Operational Records Classification System (ORCS) establishes a classification system and retention and disposition schedule for the operational records created or received by the Ministry of Education. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The British Columbia Archives and Records Service has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

This summary provides examples of the types of records which document Ministry operations. These operations have been separated into seven functional areas:

1. Education - General
2. Facilities
3. Financial Operations
4. Policy Implementation
5. Professional Educators
6. Schools Programs
7. Print and Non-Print Resources

Although crossing organizational lines, these seven functional areas encompass all of the ministry's operational records. They document discussion and action on ministry responsibilities such as those outlined below.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A            SA            FD

### 1. Education - General

This section of ORCS covers a wide variety of subjects relating to operational responsibilities of the Ministry of Education which are not included in the sections 2 to 6. For example:

- Correspondence Education. This includes course writing, distribution, instruction, marking, student permanent record cards, and delegation of responsibility to the regions.
- Independent School System.
- National and International Education.
- Public School System. This includes audit and accreditation of public schools, minutes of school board meetings, public inquiries about the system, and plans for improving the system.

12005	Correspondence Education - General Records relating to the provision and delivery of correspondence programs.			
	Delegation to Regions	CY+2y	nil	SR
12060	Independent School System - General Records relating to the operations of independent schools throughout the province.			
	Non-Funded Institutions Voluntary Accreditation Voluntarily Accredited Schools Bonding Case Files on Non-Funded Institutions Independent Educational Programming	CY+2y	nil	SR

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12077	National and International Education - International Records relating to international education, the training of British Columbians abroad, and the training of foreign students in British Columbia.  Sony Foundation Science Teacher Exchange Topics in International Education Pacific Outreach Program International Education: Institutions	CY+2y	2y	DE
12125	Public School System - Improvement Records relating to the general improvement of the public school system.  Educational Reform Program Effectiveness Improvement Issues and Initiatives School District Improvement Evaluation Project	CY+2y CY+2y CY+2y CY+2y	nil nil 2y 2y	DE DE DE DE

2. Facilities

This section of ORCS covers subjects relating to the monitoring of planning, construction and maintenance of school facilities. Actual planning, construction and maintenance is a responsibility of the various school districts. For example:

- Land Use
- Insurance and Damage Investigations
- Maintenance
- Planning and Construction
- Safety
- Standards and Requirements
- Transportation
- Vandalism

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12150	Facilities - General Records relating to school facilities.			
	Facility Closures	CY+2y	nil	SR
	Facility Inventories	SO	nil	SR
	Facility Floor Plans	SO	nil	SR
	Facility Description Records	SO	nil	SR
	Special Education Standards and Requirements	SO	nil	SR

3. Financial Operations

This section of ORCS covers subjects relating to the granting of monies to public and independent schools, and to monitoring of the budgets of public schools. Actual expenditure of funds is the responsibility of the school districts. For example:

- Capital Budgets
- Operating Budgets
- Budget Control
- Debenture Sales
- Debt Servicing
- Funding
- Grants
- Taxation

12325	Budgets - Capital - School Districts Records relating to school districts' capital budgets.			
	Enrollment Projections	CY+2y	nil	SR
	Budget Analysis and Information	CY+2y	nil	SR
	Capital Budget Files	SO+1y	20y	SR

12525	Grants - School Districts Records relating to grants to individual school districts.			
	Funds for Excellence	CY+2y	nil	DE
	Grant Files	CY+1y	6y	DE

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A            SA            FD

4.        Policy Implementation

This section of ORCS covers subjects relating to the implementation and interpretation of government policy towards trustees, teachers, administrators, and educational issues. For example:

- Collective Bargaining
- Public Schools
- School Boards

12625    Collective Bargaining  
           Records relating to the implementation and interpretation of ministry policy concerning collective bargaining in the educational system.

Issues re Agreements	SO	10y	SR
Arbitration	SO	10y	SR
Provincial Bargaining Legislation	SO	10y	SR

12677    Public Schools  
           Records relating to the implementation and interpretation of ministry policy concerning public schools.

Calendar Issues (Openings, Closings, etc)	SO	10y	SR
Pupil Grades Issues	SO	10y	SR

12683    School Boards  
           Records relating to the implementation and interpretation of ministry policy concerning school boards.

Powers	SO	10y	SR
School Board Meetings - Issues	SO	10y	SR
School Board Policies - Issues	SO	10y	SR
School Board Bylaws	SO	10y	SR

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A            SA            FD

5.        Professional Educators

This section of ORCS covers subjects relating to Ministerial responsibilities towards teachers and senior administrators. For example:

- Administrators
- Certification of Teachers
- Pensions
- Professional Development
- Salaries
- Teacher Organizations

12715	Administrators - Superintendents Records relating to the responsibilities of public school superintendents.  New Superintendents - Orientation District Superintendents Acting Superintendents	CY+2y	nil	DE
12725	Certification - Public Schools - General Records relating to the process of public school teacher certification, decertification, and appeals.  Appeals - Definition of Grounds Criminal Records Endorsation (subject areas teacher may teach) Immigration Internship Certificate Portability Directions for Future Teacher Education	CY+2y	nil	DE
12815	Salaries - Negotiations Records relating to teacher and administrator salary negotiations.  Work to Rule Early Retirement Incentives Negotiation Project Files Salary Agreements	CY+2y CY+2y SO SO	nil nil nil nil	SR SR SR SR

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A            SA            FD

6.        Schools Programs

This section of ORCS covers subjects relating to public schools programs. For example:

- Adult Education
- Curriculum Development
- Examinations
- Learning Assessment
- Language Instruction
- Special Education

12900	Schools Programs - General Records relating to school educational programs.  Excellence in Education Student Exchange Programs Small Secondary Schools Work Experience Program Issues	CY+2y	nil	DE
13455	Special Education - Child Abuse and Neglect Records relating to the educational needs and problems of abused or neglected children.  Child Abuse Criminal Record Checks Abuse and Neglect of Handicapped Children Ministry Follow-ups Prevention and Safety Programs Incidents	CY+2y	nil	SR
13630	Special Education - Visually Impaired - Students Records relating to visually impaired students in the public school system.  Low Vision Clinic Reports Loan and Return Records - Student Equipment Blind Student Files Deaf and Blind Students VIP Children's Hospital Reports	CY+2y CY+2y SO SO SO	nil nil 10y 10y 10y	DE DE DE DE DE

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A            SA            FD

7.            Educational Media

This section of ORCS covers subjects relating to the acquisition, production, review and distribution of educational media for use in the public school system. For example:

- Copying and Reproduction
- Film Loans
- Inventory
- Previews
- Rental and Purchase Orders
- Publications - Acquisition
- Publications - Distribution

14085	Media - Previews Records relating to the preview of computer hardware or software, films, or other media.  Computer Hardware or Software Films Other Media	CY+4y	nil	DE
14170	Publications - Distribution - General Records relating to the distribution of educational publications.  Distribution Orders - Public Schools Distribution Orders - Independent Schools Freight Companies	CY+1y CY+1y CY+2y	5y 5y nil	DE DE DE

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Registry No. Accession No.

105085  
~~067-85~~

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to:  Authorize a one-time disposal of the records described below  Establish a new Records Retention and Disposal Schedule  Amend an existing Records Schedule with Schedule Registration No. \_\_\_\_\_

Record Series, Subject Section, Records Classification System, or Application Title:  
**MINISTRY OF EDUCATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

Ministry: **EDUCATION**  
Division:  
Branch:

Description and Purpose:  Administrative  Operational  Both  
**This Operational Records Classification System (ORCS) describes and classifies records documenting the operational functions of the Ministry. These include regulation of the independent and public school systems; provision of correspondence education services; funding of school facilities; control of financial operations; monitoring of professional educators; development and standardization of public schools programs, and provision of educational equipment and supplies. The records are generally arranged alphabetically by function and subject. This ORCS covers operational records in all formats, including files, maps and plans, microfilm, computer tapes and disks, optical disks, photographs, audio-visual materials, and other special media.** (Continued)

Dates: **1984 and ongoing** Physical Format of Records: **as above**  
Extent: **12/year** Cubic Metres No. of Pieces

Have documents been microfilmed?  Yes  No Is the information in this record series recorded in any other form besides microfilm?  Yes (See Records Management Appraisal)  No

Recommended Retention:  
 Dispose immediately  Dispose on \_\_\_\_\_ day of \_\_\_\_\_  
 Dispose in accord with attached disposal instructions  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:  
 Destruction  Full Retention by Archives  Selective Retention by Archives  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:  
Director Executive responsible for records \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Minister/Corporate Executive \_\_\_\_\_ Date **Aug 1 / 89**  
Minister \_\_\_\_\_ Date **May 1 / 89**  
Chairman PDC/Provincial Archivist \_\_\_\_\_ Date **4 May 1989**

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:  
O.I.C. Number \_\_\_\_\_ Date \_\_\_\_\_

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:  
Chairperson, Select Standing Committee \_\_\_\_\_ Date \_\_\_\_\_  
APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY  
ON **JUL 20 1989** Date \_\_\_\_\_

OTHER STATUTORY APPROVALS:  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ Title \_\_\_\_\_

RECORDS MANAGEMENT APPRAISAL

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

Ministry contact, title, and telephone:

Contact: Ms. Clare Hughes, Ministry Records Officer: 356-2506

Records described in this ORCS are created under authority of the Education Excellence Appropriation Act (SBC 1986, c. 6); Education (Interim) Finance Act (SBC 1982, c. 2); Educational Institution Capital Finance Act (RSBC 1979, c. 102); School Act (RSBC 1979, c. 375); School District Capital Finance Act (RSBC 1979, c. 376); School District Housing Act (RSBC 1979, c. 377); School Services (Interim) Act (SBC 1982, c. 78), School Support (Independent) Act (RSBC 1979, c. 378) and other statutes governing the operational responsibilities and functions of the Ministry of Education.

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

The retention and disposal guidelines specified in this ORCS meet the ministry's information requirements, ensure fiscal and audit control, protect Government's legal rights and liabilities, and provide for effective management of the ministry's operational functions.

The retention and disposal guidelines have been established in consultation with the Ministry Records Officer and staff and managers of all branches conducting operational functions in the Ministry of Education.

*David F. Holm*  
Records Analyst

*18 September 1987*  
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have archival values. Records series which will be retained in their entirety are indicated by "Full Retention." Records 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. In both cases, unnecessary duplicates, transitory materials, and ephemera may be discarded.

Archivist

Date

*Paul R. Borey*

Provincial Archivist or Designate

Date

*20 Dec 1988*

The undersigned endorse the appraisals and recommendations:

*Kennerly* *23 Dec 1988*  
Director, Records Management Date

*R. Schneider*  
Ministry Records Officer

*28-12-88*  
Date

**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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*EDUCATION*

*OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

TABLE OF CONTENTS

USEFUL INFORMATION

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SECTION 2	12150 - 12299	FACILITIES
SECTION 3	12300 - 12599	FINANCIAL OPERATIONS
SECTION 4	12600 - 12699	POLICY IMPLEMENTATION
SECTION 5	12700 - 12899	PROFESSIONAL EDUCATORS
SECTION 6	12900 - 13399	SCHOOLS PROGRAMS
SECTION 7	14000 - 14399	PRINT AND NON-PRINT RESOURCES

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

### SECTION 1

### EDUCATION

### PRIMARY NUMBERS

1 2 0 0 0 - 1 2 1 4 9

Section 1 covers records relating to the provincial education system as a whole, or to those aspects which cross school district boundaries. This includes national education, correspondence education, royal commissions, and system statistics.

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A      SA      FD

12000 - EDUCATION - 12149

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 12000      EDUCATION - GENERAL
  
- 12005      CORRESPONDENCE EDUCATION - GENERAL
- 12006                      - COMPUTER SYSTEM
- 12007                      - COURSES - GENERAL
- 12009                      - GRADUATION PROGRAM PREPARATION
- 12010                      - INTERMEDIATE PROGRAM PREPARATION
- 12011                      - PRIMARY PROGRAM PREPARATION
- 12012                      - WRITERS
- 12014                      - DISTRIBUTION
- 12017                      - RESULTS VERIFICATION
- 12020                      - GRADES - GENERAL
- 12025                                      - ELEMENTARY
- 12030                                      - PERMANENT RECORD CARDS
- 12035                                      - SECONDARY
- 12040                      - INSTRUCTION
- 12043                      - MARKING
- 12045                      - STUDENTS - GENERAL
- 12050                                      - ELEMENTARY
- 12052                                      - SECONDARY
  
- 12055      INCENTIVE AND SCHOLARSHIP PROGRAMS
  
- 12060      INDEPENDENT SCHOOL SYSTEM - GENERAL
- 12070                      - INSTITUTIONS

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A      SA      FD

**12000 EDUCATION - GENERAL**

Includes records relating to education activities not shown elsewhere in the classification system.

Unless otherwise specified below, the ministry OPR (All Offices) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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					
-03	Voucher system for educational services				
-04	Entrepreneurship in education				
-05	Field services				
-06	Resource persons				
-07	Economic development strategy				
-20	Royal commissions on education		SO+4y	5y	FR
	SO =	when a specific commission is discontinued			
-30	Controversial issues				

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 SA = Semi-active  
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 FOI = Freedom of Information/Privacy  
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 NA = Not Applicable  
 w = week    m = month  
 y = year

SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12005 CORRESPONDENCE EDUCATION - GENERAL**

Records relating to the provision and delivery of correspondence programs and courses not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Delegation of correspondence to regions		SO	5y	DE

A = Active  
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 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12006 CORRESPONDENCE EDUCATION - COMPUTER SYSTEM**

Records relating to the calculation and tracking of student performance in, and reporting of statistics regarding, correspondence education courses.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Indices		SO	nil	DE
-03	Database - student progress within courses		SO	nil	DE

SO = Upon course completion. Data is summarized for inclusion in -04.

-04	Student summary information (database on-line)		SO	nil	DE
	(computer tapes)		NA	70y	DE
-05	Data control records		6m	nil	DE
-20	Input records not included in 12050-20 or -30		6m	nil	DE

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12006 CORRESPONDENCE EDUCATION - COMPUTER SYSTEM  
(Continued)

-30	Standard statistical output reports	SO	nil	DE
	SO = For current research and reference only. Not to exceed two years. These reports can be reproduced at any time from the online database (-04).			
-35	Output reports - progress within courses	SO	nil	DE
	SO = For current research and reference only. Not to exceed two years.			

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PIB = Personal Information Bank  
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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  
OD = Other Disposition  
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A      SA      FD

**12007 CORRESPONDENCE EDUCATION - COURSES - GENERAL**

Records relating to the preparation, delivery, and evaluation of correspondence and courses not shown elsewhere in this block. Includes general inquiries regarding the availability and content etc. of correspondence courses.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Inquiries				
-20	Courses (by course)		CY+2y	nil	SR
-30	Distance education program evaluation (a version of the district formative evaluation model to determine program effectiveness)		SO	nil	SR

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PIB = Personal Information Bank  
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CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
y = year

SO = Superseded or Obsolete  
DE = Destruction  
SR = Selective Retention  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12009 CORRESPONDENCE EDUCATION - COURSES - GRADUATION PROGRAM PREPARATION**

Records relating to the design and preparation of the graduation program correspondence course papers and supporting material.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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

-20      Course preparation files (final version)      SO+1y      2y      DE

SO = when a course is completely rewritten or discontinued

-30      Pre-edited manuscripts      SO      nil      DE

SO = When manuscript is obsolete or is superseded by newer (edited) version. Manuscripts which have been edited should be returned to the writer or reclassified in secondary -35.

DE= manuscripts which have become obsolete are destroyed

-35      Edited manuscripts      SO+1y      nil      DE

SO = upon completion of final version

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>12009 <u>CORRESPONDENCE EDUCATION - COURSES - GRADUATION</u></b>				
<b><u>PROGRAM PREPARATION</u> (Continued)</b>				
-40	Course background files	SO	nil	DE
	SO = when a course is completely rewritten or discontinued			
-50	Course answer keys	SO+1y	2y	DE
	SO = when a course is completely rewritten or discontinued			
NOTE:	One copy of all published materials is offered to BCARS.			

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A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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A      SA      FD

**12010 CORRESPONDENCE EDUCATION - COURSES - INTERMEDIATE PROGRAM PREPARATION**

Records relating to the design and preparation of the intermediate program correspondence course papers and supporting material.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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

-20      Course preparation files (final version)      SO+1y      2y      DE

SO = when a course is completely rewritten or discontinued

-30      Pre-edited manuscripts      SO      nil      DE

SO = When manuscript is obsolete or is superseded by newer (edited) version. Manuscripts which have been edited should be returned to the writer or reclassified in secondary -35.

DE= manuscripts which have become obsolete are destroyed

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12010 <u>CORRESPONDENCE EDUCATION - COURSES - INTERMEDIATE</u>				
<u>PROGRAM PREPARATION</u> (Continued)				
-35	Edited manuscripts  SO = when final version is completed	SO+1y	nil	DE
-40	Course background files  SO = when course completely rewritten or discontinued	SO	nil	DE
-50	Course answer keys  SO = when course completely rewritten or discontinued	SO+1y	2y	DE
NOTE:	One copy of all published materials is offered to BCARS.			

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A      SA      FD

**12011 CORRESPONDENCE EDUCATION - COURSES - PRIMARY PROGRAM PREPARATION**

Records relating to the design and preparation of the primary program correspondence course papers and supporting material.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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

-20      Course preparation files (final version)      SO+1y      2y      DE

SO = when a course is completely rewritten or discontinued

-30      Pre-edited manuscripts      SO      nil      DE

SO = when manuscript is obsolete or is superseded by newer (edited) version. Manuscripts which have been edited should be returned to the writer or reclassified in secondary -35.

DE= when manuscripts have become obsolete or destroyed

(Continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12011	<u>CORRESPONDENCE EDUCATION - COURSES - PRIMARY PROGRAM PREPARATION</u> (Continued)			
-35	Edited manuscripts SO = when final version is completed	SO+1y	nil	DE
-40	Course background files SO = when course completely rewritten or discontinued	SO	nil	DE
-50	Course answer keys SO = when course completely rewritten or discontinued.	SO+1y	2y	DE
NOTE:	One copy of all published materials is offered to BCARS.			

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A      SA      FD

12012    CORRESPONDENCE EDUCATION - COURSES - WRITERS

Records relating to persons or companies chosen to write correspondence courses and supporting material.

For contracts with the persons so chosen, see primary 1070.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Applicants				
-20	Course writer case files		SO+1y	6y	DE

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A      SA      FD

**12014 CORRESPONDENCE EDUCATION - COURSES - DISTRIBUTION**

Records relating to the distribution to students of correspondence course papers and supporting material. Includes the return of unused course materials.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Distribution lists				
-03	Return lists				
-04	Teacher references				
			CY+1y	nil	DE

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 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  
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A      SA      FD

**12017 CORRESPONDENCE EDUCATION - COURSES - RESULTS  
VERIFICATION**

Records relating to the return from markers and the subsequent verification of results of completed correspondence course papers.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Completed course papers		SO+3m	nil	DE

SO = when results are verified

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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A      SA      FD

**12020 CORRESPONDENCE EDUCATION - GRADES - GENERAL**

Records relating to the grading of correspondence education students not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
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 OPR = Office of Primary Responsibility

CY = Calendar Year  
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SO = Superseded or Obsolete  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12025 CORRESPONDENCE EDUCATION - GRADES - ELEMENTARY**

Records relating to the grading of correspondence education elementary students. Includes the grades of individual elementary students.

For permanent record cards, see primary 12030.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Elementary grade cards		2y	nil	DE

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12030 CORRESPONDENCE EDUCATION - GRADES - PERMANENT RECORD CARDS**

Records relating to permanent record cards (PRCs). Includes individual permanent record cards of students who finished their last school year at, or graduated from, the correspondence education program, as well as the permanent record cards of students who transferred to independent schools.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Permanent record cards		10y	60y	DE

NOTE: Permanent record cards are reclassified from 12050-25 and 12052-25 after microfilming.

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12035 CORRESPONDENCE EDUCATION - GRADES - SECONDARY**

Records relating to the grading of correspondence education secondary students. Includes the grades of individual secondary students.

Individual secondary student profiles and grades are maintained on an automated data system.

For permanent record cards, see primary 12030.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Individual student profiles and grades (automated system) (microform)		SO 70y	nil nil	DE DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12040 CORRESPONDENCE EDUCATION - INSTRUCTION**

Records relating to the teaching of correspondence courses.  
Includes instruction standards and methods.

Unless otherwise specified below, the ministry OPR  
(Correspondence and Distance Learning Branch)  
will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Instructor's handbook		CY+2y	nil	SR
-03	Teaching aids				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12043 CORRESPONDENCE EDUCATION - MARKING**

Records relating to the marking of correspondence course papers.  
Includes records relating to individual markers.

For contracts with markers, see primary 1070.

Unless otherwise specified below, the ministry OPR  
(Correspondence and Distance Learning Branch)  
will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Marking standards		SO+1y	nil	DE
-20	Individual marker files		SO	6y	DE
	SO = upon expiry of contract				
-30	Applicants for marking contracts				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12045 CORRESPONDENCE EDUCATION - STUDENTS - GENERAL**

Records of a general nature relating to correspondence students. Includes location of students, requirements, regulations, counseling and other services.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Names of test supervisors cards		SO	NA	NA

SO = when transferred to school districts

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12050 CORRESPONDENCE EDUCATION - STUDENTS - ELEMENTARY**

Records relating to individual students enrolled in correspondence elementary programs and courses.

For individual elementary grade cards, see primary 12025.

For individual secondary student profiles and grades, see primary 12035.

For microfilmed permanent record cards in hardcopy format, see primary 12030.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Inquiries and incomplete applications		CY+1y	nil	DE
-20	Active elementary student files (includes correspondence, Applications, and permanent record cards) (arrange by region, and then alphabetically)		SO	NA	NA
	SO =	when transferred to school districts or three years from registration			

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>12050 <u>CORRESPONDENCE EDUCATION - STUDENTS - ELEMENTARY</u></b>				
(Continued)				
-25	Closed elementary student files (hardcopy)	SO	nil	DE
	SO = Destroy except permanent record cards upon completion of microfilming and when quality of microfilming has been verified.			
	NOTE: Permanent Record Cards in hardcopy format are classified in primary 12030-20 upon completion of microfilming and when quality of microfilming has been verified.			
	NOTE: Correspondence is not microfilmed and for immediate destruction after three years from registration.			
	(microfilm)	70y	nil	FR

---

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

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

OD = Other Disposition

VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12052 CORRESPONDENCE EDUCATION - STUDENTS - SECONDARY**

Records relating to individual students enrolled in correspondence secondary programs and courses.

For individual secondary student profiles and grades, see primary 12035.

For microfilmed permanent record cards in hardcopy format, see primary 12030.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Inquiries and incomplete applications		CY+1y	nil	DE
-20	Active secondary student files (includes correspondence, applications, and permanent record cards) (arrange by region, and then alphabetically)		SO	NA	NA
	SO = when transferred to school districts or three years from registration				
-25	Closed secondary student files (hardcopy)		SO	nil	DE

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

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A      SA      FD

**12052 CORRESPONDENCE EDUCATION - STUDENTS - SECONDARY**  
(Continued)

SO = Destroy except permanent record cards upon completion of microfilming and when quality of microfilming has been verified.

NOTE: Permanent Record Cards in hardcopy format are classified in primary 12030-20 upon completion of microfilming and when quality of microfilming has been verified.

NOTE: Correspondence is not microfilmed and for immediate destruction after three years from registration.

(microfilm)

70y      nil      FR

---

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12055 INCENTIVE AND SCHOLARSHIP PROGRAMS**

Records relating to broad-based incentive and scholarship programs, such as the Passport to Education Program.

For fellowships, bursaries and other financial incentives relating to the study of French, see French Language Education Programs ORCS, primary 23300.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Student Assessment Branch) will retain these records for:

CY+2y      2y      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01      General  
-02

-20      Passport to education - credit banks

-30	Passport to education - scholarship stamps booklets (arrange alphabetically by institution)		FY+1y	6y	DE
-----	---	--	-------	----	----

NOTE: These are the redeemed stamps, not to be confused with stamps prior to distribution.

-40      Special programs

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12060 INDEPENDENT SCHOOL SYSTEM - GENERAL**

Records relating to the operations of independent schools throughout the province not shown elsewhere in this block.

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

CY+2y      nil      SR

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

CY+1y      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	Non-funded institutions - general subject file				
-03	Voluntary accreditation				
-04	Voluntarily accredited schools				
-05	Bonding				
-20	Case files (non-funded institutions)				
-30	Independent educational programming				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12070 INDEPENDENT SCHOOL SYSTEM - INSTITUTIONS**

Records and reports relating to the individual independent schools which are funded and overseen by the ministry.

For grants to independent schools, see primary 12520.

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

CY+2y      nil      DE

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

CY+1y      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	Evaluations				
-03	Monitoring				

-20	Publicly funded institution files		2y	5y	SR
-----	-----------------------------------	--	----	----	----

-30	Establishment and classification documents		SO+CY	5y	SR
-----	--	--	-------	----	----

SO = when an independent school is no longer eligible for grants

-40	Examination and assessment results		SO	nil	DE
-----	------------------------------------	--	----	-----	----

-50	Evaluation and monitoring reports (filed by independent schools)		SO+CY	5y	SR
-----	---	--	-------	----	----

SO = when a school is closed

NOTE: Provided their respective retention periods are followed, records in the coded series mentioned above may be combined for filing convenience into one file (secondary -20).

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12075 NATIONAL EDUCATION - GENERAL**

Records relating to national education, and not found elsewhere in this block.

Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:

CY+2y      2y      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12080 NATIONAL EDUCATION - NATIONAL**

Records relating to national education issues and programs.

Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:

CY+2y      2y      DE

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

CY+1y      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				
-20	Council of Ministers of Education Canada (CMEC): papers, reports, correspondence				
-25	Advisory Committee of Deputy Ministers on Education (ACDME): papers, reports, correspondence				
-30	Papers, reports, correspondence regarding other national educational organizations				
-40	Papers, reports, correspondence regarding educational organizations in other provinces				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12085 NATIONAL EDUCATION - STUDENT EXCHANGE - GENERAL**

Records relating to student exchange programs and not found elsewhere in this block.

Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:

CY+2y      2y      DE

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

CY+1y      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				
-20	Student exchange organizations				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12090 NATIONAL EDUCATION - STUDENT EXCHANGE - INTERPROVINCIAL**

Records relating to student exchange programs with other provinces.

Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:

CY+2y      2y      DE

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

CY+1y      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	Applications		CY	nil	DE

-20 Interchange on Canadian studies  
(includes accepted applications, teacher release requests, and related documentation)

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
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OD = Other Disposition  
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A      SA      FD

**12095 PUBLIC SCHOOL SYSTEM - GENERAL**

Records relating to the public school system not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Accountability Branch and Educational Liaison Branch) will retain these records for:

CY+2y      nil      SR

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

CY+1y      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	School closures				
-03	School health services				
-04	Issues report				
-05	School calendar				
-06	Evaluation information project				
-07	Rural schools				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12100 PUBLIC SCHOOL SYSTEM - ACCREDITATION**

Records relating to the accreditation of public schools throughout the province.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Accreditation Reports (by school district and/or institution, as required)		SO	5y	SR
	SO = when a new report is completed.				
-40	Accreditation correspondence/primary-intermediate (by school district)		SO	5y	DE
	SO = when a new report is completed.				
-60	Accreditation correspondence/intermediate-graduation (by school district)		SO	5y	DE
	SO = when a new report is completed.				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12103 PUBLIC SCHOOL SYSTEM - ANNUAL REPORT**

Records relating to the submission of annual reports by school districts including versions of the district formative evaluation model, and analysis to determine the effectiveness of the B.C. Educational System.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	School district annual reports		CY+2y	5y	SR
-30	Aboriginal education cooperative project (development of a version of the district formative evaluation model with emphasis on involvement of the aboriginal community as a stakeholder)		SO+2y	3y	SR

SO = when project is completed

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12105 PUBLIC SCHOOL SYSTEM - AUDIT**

Records relating to the audit and evaluation of public schools throughout the province.

For program evaluation and effectiveness, see primary 12125.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Audit reports (by school district and/or institution, as required)		CY+1y	5y	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

12110 PUBLIC SCHOOL SYSTEM - BOARDS AND DISTRICTS - GENERAL

Records relating to the organization and management of school boards and districts not shown elsewhere in this block.

NOTE: Records pertaining to specific operational subjects or functions should be filed under the appropriate subject primary.

For school trustees, see primary 12120.

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

CY+2y      nil      DE

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

CY+1y      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	Boundaries/transfers				
-20	School district organization files		SO	nil	SR

SO = when updated by new information

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

12115 PUBLIC SCHOOL SYSTEM - BOARDS AND DISTRICTS - MEETINGS

Records relating to the regular and special meetings of the school boards throughout the Province. Includes copies of the meeting minutes.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	School board minutes (by school district)		CY+1y	5y	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

12120 PUBLIC SCHOOL SYSTEM - BOARDS AND DISTRICTS - TRUSTEES

Records relating to the election of school trustees and the composition of school boards between elections.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Trustee files (coded by school district)		CY+2y	5y	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12125 PUBLIC SCHOOL SYSTEM - IMPROVEMENT**

Records relating to the general improvement of the public school system, the effective implementation of curriculum and programs in the various school districts, and the subsequent program evaluation and effectiveness of this implementation.

For particular curriculum and program subjects, see the specific operational subject primaries.

For school district audits, see primary 12105.

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

CY+2y      nil      SR

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

CY+1y      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	Educational reform				
-03	Program effectiveness				
-20	Improvement issues and initiatives		CY+2y	2y	SR
-30	School district improvement evaluation project		CY+2y	2y	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12135 PUBLIC SCHOOL SYSTEM - STUDENTS**

Records relating to students enrolled within the public school system.  
This primary refers to students as a group.

For correspondence education students,, see primaries 12045 to 12050.

For student examinations, see primaries 13150 to 13270.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12140 STATISTICS - GENERAL**

Records relating to statistics on the educational system, and not found elsewhere in this section.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+4y      5y      DE

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

CY+1y      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	Other jurisdictions				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12141 STATISTICS - DATA COLLECTION FORMS**

Records relating to the collection of information for statistical purposes on schools, learners, teachers, and administrative officers in the British Columbia Education System.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch) will retain these records for:

SO                  nil                  DE

Except where non-OPR retention periods are identified below, all other 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	Report on change in teacher and administrative officer report				
-03	Report on teacher salaries				
-04	Secondary teacher and administrative officer assignment				
-05	Teacher and administrative officer information				
-20	Enrolment forms (forms 1513, 1521, 1523, and 1524)		SO	6m	DE
-40	School and student data collection forms (forms 1601, 1701)		SO	6m	DE
SO =	when reports are produced				

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12142 STATISTICS - INDEPENDENT SCHOOLS**

Records relating to statistics on independent schools.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+4y      5y      SR

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

CY+1y      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	Indices		SO	nil	DE
-03	Computer statistics system database		SO	nil	DE

SO = when information value exhausted

-20 Statistical files (by type of statistic)

-30	Computer statistics system input records		SO	nil	DE
-----	--	--	----	-----	----

SO = when entry has been completed and accuracy verified.

-40	Computer statistics system output reports		SO	nil	DE
-----	---	--	----	-----	----

SO = For current research and reference only. Not to exceed one year. These reports can be reproduced at any time from the online database.

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12143 STATISTICS - LEARNING ASSESSMENT**

Records relating to statistics regarding measures of learning assessment.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Indices		SO	nil	DE
-03	Database		SO	nil	DE

SO = when information value exhausted

-04	First copy, summary report (for public) (Additional copies are NOT part of the filing system.)		nil	nil	FR
-----	---	--	-----	-----	----

-20	Input records		SO	nil	DE
-----	---------------	--	----	-----	----

SO = when entry has been completed and accuracy verified.

-30	Output reports		SO	nil	DE
-----	----------------	--	----	-----	----

SO = for current research and reference only. Not to exceed one year. These reports can be reproduced at any time from the online database.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12143	<u>STATISTICS - LEARNING ASSESSMENT</u> (Continued)			
-35	First copy, official district reports (Additional copies are NOT part of the filing system. Each school and district receives a copy of these reports.)	nil	nil	SR

---

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12144 STATISTICS - PUBLIC SCHOOLS**

Records relating to statistics on the public school system and modifications to the statistical model to accept new structure for primary enrolments.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+4y      5y      DE

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

CY+1y      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	Enrolment projection model				

-20      Statistical files (by type of statistic)

NOTE: Most of these statistics appear in the published annual reports of the ministry or school districts.

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

12146 STATISTICS - "STATS SYSTEM"

Records relating to statistics maintained on the computerized "Stats System."

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Indices		SO	nil	DE
-03	Database		SO	NA	NA

NA = It is the ministry's intention to create an ongoing set of statistics. To this end, data removed from online to offline availability should be retained at ministry expense pending incorporation into a successor database.

-20	Input records - teacher records		2y	nil	DE
-25	Input records - all other		1y	nil	DE
-30	Output reports - standard - first copy		nil	nil	SR
-35	Output reports - standard - second copy		CY+15y	nil	DE

NOTE: Current annual volume is approximately three five-inch binders per set of standard reports.

-40	Output reports - standard - remaining copies		SO	nil	DE
-----	--	--	----	-----	----

SO = for current research and reference only

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12147 STATISTICS - TRANSCRIPTS - GRADE 12**

Records relating to statistics regarding Grade 12 graduation examinations and transcripts.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch and Accountability Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Indices		SO	nil	DE
-03	Database		SO	NA	NA

SO = when information value is exhausted

NA = Data is retained online for the last two years of a student's high school attendance. Incomplete records are transferred annually to offline storage. Decisions have yet to be made regarding custody of these permanent high school records (in the ministry or the schools), and access to the data by post-secondary institutions. Until such decisions have been made, the data should be retained offline. This schedule will be amended once the decisions have been made.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12147	<u>STATISTICS - TRANSCRIPTS - GRADE 12</u> (Continued)			
-20	Input Records	SO	nil	DE
	SO = when data entry has been completed and accuracy has been verified			
-30	Output Reports	SO	nil	DE
	SO = For current research and reference only. Not to exceed one year.			

---

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

SECTION 2

FACILITIES

PRIMARY NUMBERS

1 2 1 5 0 - 1 2 2 9 9

Section 2 covers records relating to planning, standards, and maintenance of school facilities, and to transportation of students to and from those facilities.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**12150 FACILITIES - GENERAL**

Records relating to school facilities not shown elsewhere in this block.

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

CY+2y      nil      SR

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

CY+1y      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		CY+4y	5y	DE
-02	Facility closures				
-20	Facility inventories (by school district)		SO	nil	SR
	SO = when facility no longer used				
-25	Facility floor plans - computer database and paper printouts		SO	nil	SR
	SO = when superseded by new information				
-30	Facility description (input) records (includes maps, photos, working drawings, revisions, sketch plans, specifications)		SO	nil	SR
	SO = when facility no longer used				
-40	Special education standards and requirements		SO	nil	SR
	SO = when superseded by new standard or requirement				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12155 LAND USE

Records relating to the administration of school district land, including the transfer of land titles to and from school districts, and various use agreements and leases.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Land transfer files		CY+2y	8y	FR
-30	Leases		SO	8y	FR
	SO = upon expiry of lease				
-40	Joint use agreements		SO	8y	FR
	SO = upon expiry of agreement				

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 FOI = Freedom of Information/Privacy  
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 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  
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A      SA      FD

**12170 INSURANCE AND DAMAGE INVESTIGATIONS**

Records relating to the insurance of public school facilities, and to the investigation of incidents threatening to cause, or actually causing, damage to public school property.

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

CY+2y      nil      DE

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

CY+1y      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				

-20	Insurance claim files		SO+1y	nil	SR
-----	-----------------------	--	-------	-----	----

SO = upon settlement of a claim

-25	Incident investigations (damage involved, but no claim)		CY+2y	nil	SR
-----	---	--	-------	-----	----

-30	Incident investigations (no damage involved)		CY+2y	nil	SR
-----	--	--	-------	-----	----

-40	Insurance carrier reports (Reed-Stenhouse)		SO+1y	nil	SR
-----	--	--	-------	-----	----

SO = upon change of carrier

NOTE: Provided their respective retention periods are observed, secondaries -25 and -30 may be filed with secondary -20 for users' convenience.

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A      SA      FD

12175 MAINTENANCE

Records relating to the maintenance of public school facilities not shown elsewhere in this block.

For Special Projects, such as those which involve the addition of significant amounts of floor space, or those which extend over several years, see primary 12215.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Minor projects (e.g., roofing, furnace)				

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 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  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12210 PLANNING AND CONSTRUCTION - GENERAL**

Records relating to public schools planning and construction activities not shown elsewhere in this block.

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

CY+2y      nil      SR

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

CY+1y      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	Tendering				
-20	Studies and research				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12215 PLANNING AND CONSTRUCTION - PROJECTS**

Records relating to specific public schools planning and construction projects. Includes the actual plans, drawings, etc.

For minor alterations and repairs, new roofs and furnaces etc., see primary 12175.

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

CY+2y      nil      SR

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

CY+1y      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

-20	Construction project files (coded by region and/or school name)		SO+CY	6y	SR
-----	--	--	-------	----	----

SO = when the project is completed

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

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DE = Destruction

SR = Selective Retention

FR = Full Retention

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A      SA      FD

12220 SAFETY

Records relating to safety concerns and programs, including fire protection, bomb threat measures, etc.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Safety programs (coded by type of danger to be avoided)		SO	5y	SR

SO = when investigation is completed.

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

### 12225 STANDARDS AND REQUIREMENTS

Records relating to architectural, construction, building and other standards and requirements for public school facilities. Includes space allocation, technical matters, etc.

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

CY+2y      nil      SR

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

CY+1y      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	Construction standards		SO	nil	SR
-03	Energy conservation				
-20	Materials - safety (e.g., PCBs, asbestos, etc)		CY+9y	20y	FR
-30	Space inventory (schools)		SO	nil	SR
-40	Construction documents				

A = Active

SA = Semi-active

FD = Final Disposition

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PIB = Personal Information Bank

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

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A      SA      FD

**12230 TRANSPORTATION - GENERAL**

Records relating to public and independent school transportation requirements, standards, and facilities not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      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	Walk limits				
-03	Finance formula		SO	nil	DE
-04	Research		SO	2y	DE
-20	Transportation budgets		CY+1y	6y	DE
-30	Transportation submissions		CY+1y	6y	DE
-40	Route data		SO	nil	DE
	(arranged alphabetically by district)				

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A      SA      FD

**12235 TRANSPORTATION - SCHOOL BUSES**

Records relating to the provision, maintenance, and standards of school buses. Includes accident investigations.

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

CY+2y      nil      DE

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

CY+1y      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
- 06 Seat belts
- 07 Independent schools - busing
- 08 Alternate fuels
- 09 Allowances/specifications

-20	Accident coroner reports		SO	3y	SR
-----	--------------------------	--	----	----	----

SO = when recommendations are implemented  
Selection by BCARS to be based upon consultation with Ministry of Attorney General and with creating agency

-30	Permits		SO	nil	DE
-----	---------	--	----	-----	----

SO = upon expiry of permit

-40	Bus replacements (coded by school district)		SO	5y	DE
-----	--	--	----	----	----

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A      SA      FD

12240 VANDALISM

Records relating to the vandalizing of public school buildings, other facilities, and property.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-20					

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

SECTION 3

FINANCIAL OPERATIONS

PRIMARY NUMBERS

1 2 3 0 0 - 1 2 5 9 9

Section 3 covers records relating to school operating and capital funding, and to grants, debt servicing, and taxation levels.

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A = Active  
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A      SA      FD

12300 - FINANCIAL OPERATIONS - 12599

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 12300      FINANCIAL OPERATIONS - GENERAL
  
- 12305      BUDGETS      - GENERAL
- 12310                      - CAPITAL      - GENERAL
- 12325                                      - SCHOOL DISTRICTS
- 12335                      - OPERATING - GENERAL
- 12350                                      - SCHOOL DISTRICTS
- 12360                      - CONTROL - GENERAL
- 12375                                      - SCHOOL DISTRICTS
  
- 12385      CAPITAL PROJECTS - GENERAL
- 12400                      - SCHOOL DISTRICTS
  
- 12410      CLAIMS - GENERAL
- 12425                      - SCHOOL DISTRICTS
  
- 12435      DEBENTURE SALES - GENERAL
- 12450                      - SCHOOL DISTRICTS
  
- 12460      DEBT SERVICING - GENERAL
- 12475                      - SCHOOL DISTRICTS
  
- 12485      FINANCIAL STATEMENTS - GENERAL
- 12500                      - SCHOOL DISTRICTS
  
- 12505      FUNDING - GENERAL
- 12507                      - FINANCIAL MANAGEMENT
  
- 12510      GRANTS - GENERAL
- 12520                      - INDEPENDENT SCHOOLS
- 12525                      - SCHOOL DISTRICTS
  
- 12580      TAXATION
  
- 12595      TEMPORARY BORROWING

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A      SA      FD

**12300 FINANCIAL OPERATIONS - GENERAL**

Records relating to educational finance and operations activities not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Financial operations correspondence (coded by school district)		CY+2y	5y	DE

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 PIB = Personal Information Bank  
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 NA = Not Applicable  
 w = week    m = month  
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A      SA      FD

**12305 BUDGETS - GENERAL**

Records relating to budgets and the budgetary process for school districts not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

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 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

12310 BUDGETS - CAPITAL - GENERAL

Records relating to capital budgets not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (School Facilities Branch and School Finance Branch) will retain these records for:

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

12325    BUDGETS - CAPITAL - SCHOOL DISTRICTS

Records relating to individual school districts' capital budgets, including proposals, estimates, variations, and approved budgets.

For Treasury Board Submissions, see primary 1250.

Unless otherwise specified below, the ministry OPR (School Facilities Branch and School Finance Branch) will retain these records for:

CY+4y      nil      SR

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					
-03	Enrollment projections				
-04	Annual budget general analysis and information		SO	nil	SR

SO = when reference use (in discussing historical trends with school districts) has been exhausted

-05	Annual budget adjustments				
-20	Capital budget files (by school district)		SO+1y	20y	DE

SO+1y = when one year after interim financing has been converted into long term financing (currently 20 year debentures)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A      SA      FD

12335    BUDGETS - OPERATING - GENERAL

Records relating to operating budgets not shown elsewhere in this block.

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

CY+4y      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	Budget and accounting manual	- OPR	SO	nil	DE
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-03					
-04	Annual budget - general analysis and information		SO	nil	SR
	SO =	when reference use (in discussing historical trends with school districts) has been exhausted			
-05	Annual budget - adjustments (general)				

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A      SA      FD

12350    BUDGETS - OPERATING - SCHOOL DISTRICTS

Records relating to individual school districts' operating budgets, including proposals, estimates, variations, and approved budgets.

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

CY+2y      nil      SR

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Budget review team				
-03	Compliance issue				

-20	Operating budget files (by school district)		CY+4y	6y	DE
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A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12360    BUDGETS - CONTROL - GENERAL

Records relating to budget control actions and activities not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12375    BUDGETS - CONTROL - SCHOOL DISTRICTS

Records relating to budget control actions and activities of school districts.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12385    CAPITAL PROJECTS - GENERAL

Records relating to capital projects not shown elsewhere in this block, including types of capital projects.

For actual capital project files, see primary 12400.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Lighting				
-03	Roofing				
-04	Tendering				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
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		<u>A</u>	<u>SA</u>	<u>FD</u>
12400	<u>CAPITAL PROJECTS - SCHOOL DISTRICTS</u>			
	Records relating to school districts' capital projects.			
	Unless otherwise specified below, the ministry OPR (School Facilities Branch and School Finance Branch) will retain these records for:	CY+2y	nil	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>
-02	Certificates of approval		6y	DE
-20	Major capital projects files (coded by school district)		CY+4y	DE
-30	Minor capital projects files (coded by school district)		CY+4y	DE
-40	Approvals to spend surplus funds		CY+4y	DE

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

12410    CLAIMS - GENERAL

Records relating to operational claims not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12425	<u>CLAIMS - SCHOOL DISTRICTS</u>			
	Records relating to school districts' claims.			
	Unless otherwise specified below, the ministry OPR (School Finance Branch) will retain these records for:	CY+4y	6y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>
-20	Claims (coded by school district)	CY+1y	6y	DE
-25	Department of Indian Affairs claims (by district)			
-30	Department of National Defence claims (by district)			

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12435    DEBENTURE SALES - GENERAL

Records relating to debenture sales actions not shown elsewhere in this block.

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

CY+4y      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      Sinking fund certification (indicates that debentures have been fully funded ahead of schedule, and a surplus exists for distribution to School Districts.)

-20      Debenture sales (by sale #)      SO      nil      DE

SO =    until debenture has been fully funded (i.e., paid off)

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12450    DEBENTURE SALES - SCHOOL DISTRICTS

Records relating to debenture sales to finance school districts.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Debenture issue files (by school district)		SO	6y	DE
	SO = when the debenture is paid				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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 OD = Other Disposition  
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A      SA      FD

12460    DEBT SERVICING - GENERAL

Records relating to debt servicing actions and activities not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

12475    DEBT SERVICING - SCHOOL DISTRICTS

Records relating to debt servicing actions and activities for school districts.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Overdraft interest charges				
-20	Borrowing reports (by school district)				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

**12485 FINANCIAL STATEMENTS - GENERAL**

Records relating to expenditure actions and activities not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12500 FINANCIAL STATEMENTS - SCHOOL DISTRICTS**

Records relating to individual school districts' expenditures.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Surplus funds				
-03	Deficit approvals		FY+2y	5y	DE
-20	Individual financial statements files (coded by school district)		CY+4y	6y	DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
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A      SA      FD

12505    FUNDING - GENERAL

Records relating to the funding of public schools programs and services.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Capital funds				
-03	Sinking funds				
-04	Surplus funds				
-05	Non-residential students				
-06	Non-shareable capital funds				
-07	Shareable capital funds				
-08	Small secondary schools				
-09	Full day-first year primary applications				

-20

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

12507    FUNDING - FINANCIAL MANAGEMENT

Records relating to the fiscal framework or financial management of funds allocated for public schools programs and services.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Enrollment				
-03	Textbook allocation				
-04	Transportation				
-20	Financial management planning files		Cy+9y	nil	DE
-30	Fiscal framework planning files		CY+9y	nil	DE
-40	Financial management correspondence (coded by school district)		SO	nil	DE
-50	Inquiries and responses (coded by school district)				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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A      SA      FD

12510 GRANTS - GENERAL

Records relating to public and independent schools grants not shown elsewhere in this block.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

12520    GRANTS - INDEPENDENT SCHOOLS

Records relating to the financial support of independent schools, eligibility to receive grants, and audit material.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02					
-03	Audit form returns				
-04	Good standing check				
-05	Supplier code updates				
-06	Special education funding				
-07	Computer technology funding				

CY+1y      6y      DE

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

12525    GRANTS - SCHOOL DISTRICTS

Records relating to grants to individual school districts.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Funds for excellence		CY	4y	DE
-03	Continuing education				
-20	Grant files				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

12580    TAXATION

Records relating to the generation of funds for education through taxation.

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

CY+2y      nil      DE

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

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Residential taxation				
-03	Non-Residential taxation				
-04	Grants-in-lieu of taxes				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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 NA = Not Applicable  
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SO = Superseded or Obsolete  
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		<u>A</u>	<u>SA</u>	<u>FD</u>
12595	<u>TEMPORARY BORROWING</u>			
	Records relating to temporary borrowing actions.			
	Unless otherwise specified below, the ministry OPR (School Finance Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	CY+1y	nil	DE
-00	Policy and procedures	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>
-20	Borrowing approvals			

A = Active  
 SA = Semi-active  
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 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

### SECTION 4

#### POLICY IMPLEMENTATION

#### PRIMARY NUMBERS

12600 - 12699

Section 4 covers records relating to the interpretation and implementation of ministry policy regarding educational issues.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
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y = year

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A      SA      FD

12600 - POLICY IMPLEMENTATION - 12699

### PRIMARY NUMBERS AND PRIMARY SUBJECTS

12600 POLICY IMPLEMENTATION - GENERAL  
12605 ADMINISTRATORS  
12608 ADULT EDUCATION  
12610 AGREEMENTS  
12615 BOUNDARIES  
12620 CHARTER OF RIGHTS  
12625 COLLECTIVE BARGAINING  
12627 COMPARATIVE STUDIES  
12630 CONVEYANCE  
12635 CURRICULUM AND EXAMINATIONS  
12650 FINANCE  
12655 HEALTH AND SAFETY  
12660 INDEPENDENT SCHOOLS  
12670 MINISTRY ISSUES  
12672 MINORITY EDUCATION  
12675 PUBLIC POLICY  
12677 PUBLIC SCHOOLS  
12683 SCHOOL BOARDS  
12685 STUDENTS  
12688 TEACHERS  
12690 TRUSTEES

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A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

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

OD = Other Disposition

VR = Vital Records

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A      SA      FD

**12600 POLICY IMPLEMENTATION - GENERAL**

Records relating to the implementation and interpretation of government policy towards trustees, teachers, administrators, or concerning educational issues, and not shown elsewhere in this section.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                      10y      SR

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

CY+1y              nil      DE

-00      Policy and procedures                      - OPR      SO                      5y      FR

-01      General    - non-OPR      SO                      nil      DE

-20      Occasional issues - not mentioned elsewhere in this section

-30      Issues concerning roles of parents

-40      Non-professional educational personnel (e.g., teacher aides, custodians, etc.)

SO =      when issue is no longer current

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

**12605 ADMINISTRATORS**

Records relating to the implementation and interpretation of policy concerning administrators in the education system.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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	Exchanges				
-03	Transfers				
-20	Superintendents				
-25	Secretary-treasurers				
-30	Supervisory personnel				
-35	Principals				
-40	Vice-principals				
-45	Directors of instruction				
-50	Administrative officers				
-60	Other issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**12608 ADULT EDUCATION**

Records relating to the implementation and interpretation of policy concerning adult education in British Columbia.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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				
-20	Adult day students				
-25	Contracting Out				
-60	Other issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12610 AGREEMENTS**

Records relating to the implementation and interpretation of policy concerning agreements involving British Columbia's Ministry of Education.

For the actual agreements, see ARCS primaries 150 and 950.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                      10y      SR

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

-20      Agreement issues -- federal-provincial

-25      Agreement issues -- ministry

-30      Agreement issues -- interprovincial

-35      Agreement issues -- international

-40      Agreement issues -- school board

-45      Agreement issues -- private sector

-60      Agreement issues -- other parties

SO =      when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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A      SA      FD

**12615 BOUNDARIES**

Records relating to the implementation and interpretation of policy concerning boundaries and their relationship to British Columbia's school districts.

For school trustee boundaries, see primary 12690.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                  10y      SR

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				
-20	Region/county system				
-25	Amalgamation, consolidation, reorganization				
-60	Other boundary issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**12620 CHARTER OF RIGHTS**

Records relating to the implementation and interpretation of policy concerning the Canadian Charter of Rights and Freedoms.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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

-01      General

- non-OPR

SO            nil      DE

-20      Charter issues

SO =    when issue is no longer current

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

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

OD = Other Disposition

VR = Vital Records

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A      SA      FD

**12625 COLLECTIVE BARGAINING**

Records relating to the implementation and interpretation of ministry policy concerning collective bargaining in the educational system.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO              10y      SR

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				
-20	Issues re agreements (e.g., salary and bonus agreements, layoff agreements, etc.)				
-25	Housing and isolation allowance issues				
-30	Work-to-rule issues				
-35	Strikes				
-40	Arbitration				
-45	Provincial bargaining legislation (by province)				
-50	Provincial bargaining reports				
-55	Provincial collective agreements				
-60	Other collective bargaining issues				

SO = when issue is no longer current

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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A      SA      FD

**12627 COMPARATIVE STUDIES**

Records relating to comparisons between the educational policies of British Columbia and other jurisdictions.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                  10y      SR

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				
-20	Other jurisdictions				
-25	Cross-jurisdictional issues				
	SO =	when issue is no longer current			

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
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 FY = Fiscal Year  
 NA = Not Applicable  
 w = week    m = month  
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A      SA      FD

**12630 CONVEYANCE**

Records relating to implementation and interpretation of ministry policies concerning travel methods and limits in the educational system.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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				
-20	Walk limits				
-25	Passable road				
-30	Community use				
-35	Other conveyance issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
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 NA = Not Applicable  
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A      SA      FD

**12635 CURRICULUM AND EXAMINATIONS**

Records relating to implementation and interpretation of ministry policies concerning education system curriculum and examinations.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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	Multi-issue correspondence file		CY+2y	nil	SR

-20 Religious activities

-25 Textbooks

-30 Graduation

-35 Scholarships

-40 Extra-curricular activities

• -50 Year 2000  
(consist of a curriculum and assessment framework for the future)

-60 Other curriculum and examination issues

SO = when issue is no longer current

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A      SA      FD

12650 FINANCE

Records relating to the implementation and interpretation of ministry policy concerning educational finance issues.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO              10y      SR

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				
-20	Enrollment audits				
-25	Site acquisition and zoning issues				
-30	Capital equipment issues				
-35	Financing issues (e.g., leases, mortgages)				
-40	Issues re insurance and damage				
-45	Tendering issues				
-60	Other finance issues				

SO = when issue is no longer current

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

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A      SA      FD

**12655 HEALTH AND SAFETY**

Records relating to the implementation and interpretation of ministry policy concerning health and safety in the educational system.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO              10y      SR

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				
-20	Health and safety issues				
-25	AIDS issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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A      SA      FD

**12660 INDEPENDENT SCHOOLS**

Records relating to the implementation and interpretation of policy concerning independent schools.

For records concerning the operations of independent schools, see primaries 12060 and 12070.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                  10y      SR

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

-01      General

- non-OPR      SO      nil      DE

-20      Issues

SO =      when issue is no longer current

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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A      SA      FD

12670 MINISTRY ISSUES

Records relating to the implementation and interpretation of educational system policy within the ministry.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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

-20      Ministry issues

SO =    when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
 w = week    m = month  
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A      SA      FD

**12672 MINORITY EDUCATION**

Records relating to the implementation and interpretation of ministry policy concerning minority (especially ethnic minority) education.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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				
-20	French issues				
-25	Aboriginal issues				
-60	Other minority issues				

SO = when issue is no longer current

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12675 PUBLIC POLICY**

Records relating to the public policy-making function as it pertains to educational issues.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO              10y      SR

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

-01      General

- non-OPR      SO              nil      DE

-20      Public policy issues

SO =      when issue is no longer current

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
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A      SA      FD

12677 PUBLIC SCHOOLS

Records relating to the implementation and interpretation of ministry policy concerning public schools in British Columbia.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                  10y      SR

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				
-20	Calendar issues: openings, closings, holidays, etc.				
-25	School records issues (student & teacher)				
-30	Pupil grades issues				
-35	Accreditation issues				
-60	Other public schools issues				

SO = when issue is no longer current

A = Active  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**12683 SCHOOL BOARDS**

Records relating to the implementation and interpretation of ministry policy concerning school boards.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO              10y      SR

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				
-20	Powers				
-25	Charities				
-30	School board meetings - issues				
-35	School board policies - issues				
-40	School board bylaws				
-60	Other school board issues				

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A      SA      FD

**12685 STUDENTS**

Records relating to the implementation and interpretation of ministry policy concerning school students.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO            10y      SR

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				
-20	Special education issues				
-25	Gifted students				
-30	International baccalaureate				
-35	Attendance issues				
-40	Protection of children				
-45	Home schooling issues				
-50	Police issues				
-60	Other student issues				

SO = when issue is no longer current

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A      SA      FD

12688 TEACHERS

Records relating to the implementation and interpretation of ministry policy concerning teachers.

For policy implementation and interpretation regarding collective bargaining, see primary 12625.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                      10y      SR

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

-20      Teacher education and student teachers

-25      Malpractice and abuse

-30      Retirement and pensions

-35      BCTF (B. C. Teachers Federation)

-40      Certification, evaluation, suspension

-45      Boards of reference and review commissions

-60      Other issues

SO =      when issue is no longer current

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A      SA      FD

12690 TRUSTEES

Records relating to the implementation and interpretation of ministry policy concerning school trustees.

Unless otherwise specified below, the ministry OPR (Policy, Planning and Legislative Services Branch) will retain these records for:

SO                      10y      SR

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      Conflict of interest

-20      Elections  
-25      BCSTA (B. C. School Trustees Association)  
-30      Official trustees  
-35      Trustee area boundaries  
-60      Other issues

SO =    when issue is no longer current

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A      SA      FD

### SECTION 5

#### PROFESSIONAL EDUCATORS

#### PRIMARY NUMBERS

1 2 7 0 0 - 1 2 8 9 9

Section 5 covers records relating to ministry monitoring of professional competence among school system administrators and teachers, when the activity is not otherwise covered by the *Teacher Regulation ORCS*, schedule 205843. Also covers records relating to matters (such as incentives, working conditions, training, and exchanges) which affect that competence.

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A      SA      FD

### 12700 PROFESSIONAL EDUCATORS 12899

#### PRIMARY NUMBERS AND PRIMARY SUBJECTS

12700      PROFESSIONAL EDUCATORS - GENERAL

12705      ADMINISTRATORS - GENERAL

12710                      - PRINCIPALS AND VICE-PRINCIPALS

12715                      - SUPERINTENDENTS

12718      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12720      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12722      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12725      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12730      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12740      (superseded by the Teacher Regulation ORCS, Schedule 205843)

12750      PENSIONS

12760      PROFESSIONAL DEVELOPMENT - GENERAL

12765                      - EXCHANGE - GENERAL

12767                                      - ADVICE AND ASSISTANCE

12770                                      - INTERNATIONAL

12775                                      - INTERPROVINCIAL

12780                                      - INTRAPROVINCIAL

12785                                      - SEMINARS

12790                      - WORKSHOPS - GENERAL

12800                                      - KITS

12810      SALARIES - GENERAL

12815                      - NEGOTIATIONS

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A      SA      FD

### 12700 PROFESSIONAL EDUCATORS 12899 PRIMARY NUMBERS AND PRIMARY SUBJECTS

12825      SPECIAL REQUIREMENTS  
12830      TEACHER EDUCATION  
12832      TEACHER LABOR RELATIONS  
12835      TEACHER ORGANIZATIONS  
12840      WORKING CONDITIONS

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A      SA      FD

12700      PROFESSIONAL EDUCATORS - GENERAL

Records relating to standards and programs for public and independent school teachers and senior educational administrators not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Educational Liaison Branch and Professional Relations Branch) will retain these records for:

CY+2y      nil      SR

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

CY+1y      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	Appointments (temporary and substitute)				
-03	Criminal record checks				
-04	Evaluation				
-05	Layoffs				
-06	Suspension and dismissal				
-07	Boards of reference, review commissions and transfer commissions				
-08	Teacher registry				
-09	Teacher employment services				
-10	Teacher supply and demand				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12710	<u>ADMINISTRATORS - PRINCIPALS AND VICE-PRINCIPALS</u>			
	Records relating to the responsibilities and duties of public school principals and vice-principals.			
	For supervisory personnel records, see primary 12705.			
	Unless otherwise specified below, the ministry OPR (Educational Liaison Branch) will retain these records for:	CY+2y	nil	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
-01	General	<u>SO</u>	<u>nil</u>	<u>DE</u>
		- <u>non-OPR</u>		

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A      SA      FD

12715    ADMINISTRATORS - SUPERINTENDENTS

Records relating to the responsibilities and duties of public school superintendents.

For supervisory personnel records, see primary 12705.

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

CY+2y      nil      SR

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

CY+1y      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	Retired superintendents		CY+2y	nil	SR
-03	New superintendents - orientation				
-04	District superintendents		CY+2y	nil	SR
-05	Acting superintendents				
-06	Chief executive officers (C.E.O.)				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
12760	<u>PROFESSIONAL DEVELOPMENT - GENERAL</u>				
	Records relating to professional development activities and programs not shown elsewhere in this block.				
	Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>CY+1y</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				
-02	Conferences				
-03	Courses				
-04	Internship				
-05	Scholarships				
-05-02	Italian government				
-05-03	Quimper (Anglophone French study)				
-05-04	Vichy (Francophone French study)				
-06	Seminars (coded by title and year)				
-07	Administrator training				
-08	Teaching excellence awards		SO	2y	SR
-08-02	Nominations		CY	2y	DE
-08-03	Selected candidates		CY	2y	FR

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A      SA      FD

12765    PROFESSIONAL DEVELOPMENT - EXCHANGE - GENERAL

Records of a general nature relating to the activities and operation of professional educator exchange programs not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      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	Administrators' exchange				
-03	Advertising and promotion				
-04	Financial assistance				
-05	Orientation				
-06	Teacher exchange				

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A      SA      FD

12767    PROFESSIONAL DEVELOPMENT - EXCHANGE  
           - ADVICE AND ASSISTANCE

Records relating to advice and assistance provided by the ministry to individual teachers to facilitate an exchange.

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

CY+2y      nil      DE

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

CY+1y      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	Contract				
-03	Customs and immigration				
-04	Evaluations				
-04-02	Teachers				
-04-03	Host principals				
-05	Family allowance				
-06	History				
-07	Home owner grant				
-08	Independent schools				
-09	Medical coverage				
-10	Problems				
-11	Support letters and thank you's				
-12	Taxation				
-13	Travel assistance grants				
-14	Vancouver Teachers' Exchange Association				
-15	Victoria Teachers' Exchange Club				
-16	Work stoppages				
-17	Workers compensation				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12770	<u>PROFESSIONAL DEVELOPMENT - EXCHANGE - INTERNATIONAL</u>			
	Records relating to the activities and operations of specific international exchange programs.			
	Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Exchange program files	SO+1y	nil	DE
	SO = when program is discontinued			
-30	Individual exchange project files	SO+1y	6y	DE
	SO = when the specific exchange is completed			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12775	<u>PROFESSIONAL DEVELOPMENT - EXCHANGE</u> <u>- INTERPROVINCIAL</u>			
	Records relating to the activities and operation of specific exchange programs between the provinces of Canada.			
	Unless otherwise specified below, the ministry OPR (National and International Education Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Exchange program files	SO+1y	nil	DE
	SO = when program is discontinued			
-30	Individual exchange project files	SO+1y	6y	DE
	SO = when the specific exchange is completed			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
12780	<u>PROFESSIONAL DEVELOPMENT - EXCHANGE</u> <u>- INTRAPROVINCIAL</u>				
	Records relating to the activities and operation of specific exchange programs within the province of B.C.				
	Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>CY+1y</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	Exchange program files		SO+1y	nil	DE
	SO = when program is discontinued				
-30	Individual exchange project files		SO+1y	6y	DE
	SO = when the specific exchange is completed				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12785	<u>PROFESSIONAL DEVELOPMENT - EXCHANGE - SEMINARS</u>			
	Records relating to orientation seminars for professional educators participating in exchange programs.			
	Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Individual exchange program files	SO+1y	nil	DE
	SO = for duration of exchange			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12790	<u>PROFESSIONAL DEVELOPMENT - WORKSHOPS - GENERAL</u>			
	Records of a general nature relating to public school program effectiveness workshops for teachers not shown elsewhere in this block.			
	Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
-01	General	<u>SO</u>	<u>nil</u>	<u>DE</u>
		- <u>non-OPR</u>		
-20	Workshops and in-services			

A = Active

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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

OD = Other Disposition

VR = Vital Records

**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](#).

		<u>A</u>	<u>SA</u>	<u>FD</u>
12800	<u>PROFESSIONAL DEVELOPMENT - WORKSHOPS - KITS</u>			
	Records relating to the production and contents of public school program effectiveness workshop kits; Includes master copies of workshop kits.			
	Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Workshop kits	SO	nil	DE
	SO = when replaced by new kit, or information obsolete			

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A      SA      FD

12825    SPECIAL REQUIREMENTS

Records relating to special requirements and problems of teachers in different types of schools.

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

CY+2y      nil      SR

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

CY+1y      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	Small secondary schools				
-03	Handicapped				
-03-01	General				
-03-02	Jericho Hill				
-03-03	Teachers' qualifications				
-04	Federal/native people				

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	<u>A</u>	<u>SA</u>	<u>FD</u>
12830 <u>TEACHER EDUCATION</u>			
Records relating to program development for teacher education at the university level, including contact with Faculties of Education, student teacher placement, teacher preparation, and supply and demand.			
Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:	CY+2y	nil	SR
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
-01 General			
-02 Enrollment summaries			
-03 Student teachers (tri-universities)			
-03-01 General			
-03-02 Placement			
-04 Supply and demand			
-04-01 General			
-04-02 Statistics			
-05 Nominal rolls			
-05-01 General			
-05-02 Lists			
-05-03 Summary sheets			
-06 Teacher re-training			
-20 Program development files	SO	nil	SR
SO = when program revised or replaced			

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A      SA      FD

12832    TEACHER LABOUR RELATIONS

Records relating to teachers' unions, bargaining units, and their activities.

For other teachers' professional associations, see primary 12835.

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

CY+2y      nil      SR

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

CY+1y      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				
-20	Labour relations issues				
-25	Teacher bargaining units (non-union)				
-30	Teachers' union				

NOTE: Selective Retention by BCARS should be based upon consultation with the creating agency.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12840	<u>WORKING CONDITIONS</u>			
Records relating to the working conditions of professional educators.				
Unless otherwise specified below, the ministry OPR (Professional Relations Branch) will retain these records for:				
		CY+2y	nil	SR
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
		<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
		SO	5y	FR
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Sick leave			
-03	Teacher layoffs -- agreements (Bills 3 and 35)	CY+2y	3y	SR

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A      SA      FD

SECTION 6

SCHOOLS PROGRAMS

PRIMARY NUMBERS

12900 - 13999

Covers records relating to programs, curricula, and learning assessment in the public school system. It includes records pertaining to special education programs for children with special gifts and needs.

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A      SA      FD

12900    SCHOOLS PROGRAMS - GENERAL

Records relating to school educational programs not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (All Offices)

will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Excellence in education				
-03	Student exchange programs				
-03-02	German exchange program				
-03-03	Interchange on Canadian studies				
-04	Small secondary schools				
-05	Work experience				
-30	Program issues		CY+2y	nil	SR

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A      SA      FD

12980    ADULT EDUCATION - GENERAL

Records relating to continuing and adult education programs offered through the public school system not shown elsewhere in this block, including the review and approval of overall program budgets.

For actual school district operating budgets, see primary 12350.

Unless otherwise specified below, the ministry OPR (Policy and Planning / Correspondence and Distance Learning Branch)

will retain these records for:

CY+2y      nil      SR

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01      General

-02      Continuing education

-03      Studies and reports

-04      Statistics

-20      Program budget review files  
(coded by school district)

CY+1y

6y

SR

-30      Development of continuing education

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y = year

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		<u>A</u>	<u>SA</u>	<u>FD</u>
12990	<u>ADULT EDUCATION - BASIC</u>			
	Records relating to adult basic education courses and programs.			
	Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:	CY+2y	nil	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	ABE Student Aid Program			
-20	Adult learning fields			

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 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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 NA = Not Applicable  
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 y = year

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		<u>A</u>	<u>SA</u>	<u>FD</u>
13000	<u>ADULT EDUCATION - ENGLISH</u>			
	Records relating to English language training for adults, including English as a second language programs and courses.			
	Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:	CY+2y	nil	SR
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

13010    ADULT EDUCATION - SPECIAL

Records relating to continuing education courses and programs for adults with special needs.

Unless otherwise specified below, the ministry OPR (Correspondence and Distance Learning Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

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 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
 w = week    m = month  
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A      SA      FD

13030    CURRICULUM DEVELOPMENT - GENERAL

Records relating to the revision or development of school curricula and courses not shown elsewhere in this block.

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

CY+1y      1y      SR

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

CY+1y      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      Locally developed courses
- 03
- 04      Thinking skills

-20	Course subject files (all programs)		SO	10y	SR
-----	-------------------------------------	--	----	-----	----

SO =    when a new curriculum guide has been completed

-30      Resources developed by non-ministry sources

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A      SA      FD

**13150 EXAMINATIONS - GENERAL**

Records of a general nature relating to the operation of the examinations program not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Student Assessment Branch and Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Criticisms				
-03	Planning				
-04	Adjudication requests				
-05	Board of examiners				
-06	Writing irregularities, problems				
-07	Provincial accreditation program				
-08					
-09	Timelines				
-20	Committee applications				

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A      SA      FD

13155    EXAMINATIONS - DEVELOPMENT - GENERAL

Records of a general nature relating to the design and development of examination papers not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      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	Directory of review members				
-03	Copyright permission				
-04	Preparation - Queen's Printer				
-05	Proposals				
-06	Open-ended data sheet				
-07	Video production				

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A      SA      FD

13176 EXAMINATIONS - DEVELOPMENT - ITEM BANKS  
- ILLUSTRATIONS

Records relating to the collection of illustrations for potential use in future examinations.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Item banks/illustrations (by subject)		SO	nil	DE

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A      SA      FD

13178 EXAMINATIONS - DEVELOPMENT - ITEM BANKS  
- INSTRUCTIONS

Records relating to the collection of instructions for potential use in future examinations.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Item banks/instructions (by subject)		SO	nil	DE

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A      SA      FD

13180 EXAMINATIONS - DEVELOPMENT - ITEM BANKS  
- MINI TESTS

Records relating to the collection of mini tests for potential use in future examinations.

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

CY+2y      nil      DE

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

CY+1y      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	Mini tests/banks cross references		SO	nil	DE
-20	Item banks/mini tests (by subject)		SO	nil	DE

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A      SA      FD

13184 EXAMINATIONS - DEVELOPMENT - ITEM BANKS  
- PASSAGES

Records relating to the collection of passages for potential use in future examinations.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Item banks/passages (by subject)		SO	nil	DE

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VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
13200	<u>EXAMINATIONS - GENERAL EDUCATIONAL DEVELOPMENT</u>			
	Records relating to the conduct of the general educational development (G.E.D.) examinations used to assess high school equivalency, including actual test results.			
	Unless otherwise specified below, the ministry OPR (Student Assessment Branch and Data Systems Administration Branch) will retain these records for:	CY	2y	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
		- OPR	SO	5y
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>
-01	General			
-02	Applications			
-03	Irregularities and problems			
-04	Session requests			
-05	Signature and answer sheets			
-06	Applications and statements of marks returned by post office			
-07	Changes: exam centres and examiners			
-20	Examination results (by individual)	55y	nil	DE

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

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

OD = Other Disposition

VR = Vital Records

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A      SA      FD

13225    EXAMINATIONS - MARKING

Records relating to the marking of examinations, including standards and procedures. Includes records relating to individual markers.

For personal contracts, see ARCS primary 1070.

Unless otherwise specified below, the ministry OPR (Student Assessment Branch and Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Applications				
-03	Attendance records				
-04	Directory of committees				
-05	Instructions		SO	nil	DE
-06	Reliability studies				
-07	Re-reads		CY	1y	DE
-08	Standard setting		SO	nil	DE
-20	Individual marker files		SO+1y	nil	DE

SO = when the person is no longer employed by the Ministry as a marker

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

13235    EXAMINATIONS - SCHOLARSHIP

Records relating to the operation of the scholarship examinations program.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Awards inquiries				
-03	Candidates: top students in each subject				
-04	General scholarships				
-05	Special scholarships				
-06	Governor general's awards				
-07	District scholarship awards				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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

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 DE = Destruction  
 SR = Selective Retention  
 FR = Full Retention  
 OD = Other Disposition  
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A      SA      FD

13245    EXAMINATIONS - SCHOOLS - GENERAL

Records relating to the general operation of the examinations program in the public school system not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Student Assessment Branch and Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

13250    EXAMINATIONS - SCHOOLS - INDIVIDUAL

Records relating to the distribution, scheduling, and writing of examinations in individual public schools.

Unless otherwise specified below, the ministry OPR (Student Assessment Branch and Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				

-20	Examinations data entry forms (arranged chronologically by batch)		SO+CY	nil	DE
-----	--	--	-------	-----	----

SO = when reports are produced

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
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A      SA      FD

13260    EXAMINATIONS - TRANSCRIPTS - GENERAL

Records of a general nature relating to examination grade transcripts not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Corrections				
-03	Criticism and changes				
-04	Returns				
-05	Electronic transfer of transcript data				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

### 13270    EXAMINATIONS - TRANSCRIPTS - EVALUATION

Records relating to the evaluation of students' transcripts to determine British Columbia academic equivalency. These records pertain to both resident and non-resident students who have taken courses outside the public school system.

Unless otherwise specified below, the ministry OPR (Data Systems Administration Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Atlantic provinces				
-03	Ontario and Quebec				
-04	Prairies				
-05	British Columbia and Territories				
-06	India				
-07	Asia				
-08	United Kingdom				
-09	United States				
-10	Other				

A = Active  
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 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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 FY = Fiscal Year  
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A      SA      FD

13280    LEARNING ASSESSMENT - GENERAL

Records of a general nature relating to the assessment of student scholastic achievement and teacher attitudes in the public school system not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      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	English placement tests				
-03	Planning				
-04	Advisory concerns				

A = Active  
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 PIB = Personal Information Bank  
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		<u>A</u>	<u>SA</u>	<u>FD</u>
13300	<u>LEARNING ASSESSMENT - ACHIEVEMENT TESTS</u>			
	Records relating to the development and conduct of achievement tests for specific schools course subjects and programs.			
	Unless otherwise specified below, the ministry OPR (Student Assessment Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Achievement test project files	SO	nil	SR
	SO = when a new test is developed and approved for use			

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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A      SA      FD

13320    LEARNING ASSESSMENT - TESTING

Records relating to conducting learning assessment tests to grades four, seven, and ten students. This primary also relates to the registration of students scheduled to participate in the assessment.

Students complete test booklets, which include multiple choice response forms for numeracy, reading comprehension, and writing. The completed booklets are marked and a number of reports are produced showing the results at the provincial, district, school, and individual levels.

Test result summary reports are produced late in September and made public on the student assessment web site. Reports for individual students are made available to school principals in paper and at a secure web site.

Record types include reports, memoranda, blank and completed test booklets,, correspondence, and forms.

Unless otherwise specified below, the ministry OPR (Student Assessment and Program Evaluation Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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		<u>A</u>	<u>SA</u>	<u>FD</u>
13320	<u>LEARNING ASSESSMENT – TESTING</u> (Continued)			
-20	Testing case files (arrange by grade and then by subject)	SO	5y	DE
	SO = when the project has been completed and the final report issued			
	NOTE: Records include copies of blank student booklets, instructions to administrators and invigilators, and a sampling of students' responses used for comparative analysis. The sampling includes up to 150 papers for each subject and each grade.			
-30	Assessment project files - final report	CY+9y	nil	SR
-35	Test booklets (arrange by grade and then by subject)	SO+4m	nil	DE
	SO = when the project has been completed and the final report issued.			
	4m = this allows for completed booklets to be reviewed for accuracy of marking in response to requests made by district, school, parent, or student.			
	NOTE: Records include completed booklets and perforated forms including marking sheets and student response sheets.			

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 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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 FY = Fiscal Year  
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A      SA      FD

13330    LEARNING ASSESSMENT - REPORT CARDS

Records relating to the development and revision of school progress report cards and permanent report cards, for grades kindergarten through 12..

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Report card project files		SO+1y	8y	DE

SO =    until the report card has been approved for use

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

13350    LANGUAGE INSTRUCTION - GENERAL

Records relating to the teaching of and education in various languages not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Heritage languages		CY+2y	nil	SR

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A      SA      FD

13355    LANGUAGE INSTRUCTION - ENGLISH

Records relating to the teaching of and education in English, including English as a second language programs.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	English as a Second Language (ESL)		CY+2y	nil	SR

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

13405    LANGUAGE INSTRUCTION - GERMAN

Records relating to teaching of or education in the German language.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

13410    LANGUAGE INSTRUCTION - JAPANESE

Records relating to the teaching of and education in the Japanese language.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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A      SA      FD

13415      LANGUAGE INSTRUCTION - OTHER PACIFIC RIM LANGUAGES

Records relating to the teaching of and education in a Pacific Rim language other than Chinese, Japanese, Spanish, Russian and French.

For Chinese language education, see primary 13352.  
 For Japanese language education, see primary 13410.  
 For Spanish language education, see primary 13425.  
 For Russian language education, see primary 13420.  
 For French language education, see primary 13365.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Individual program files				
			CY+2y	nil	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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SO = Superseded or Obsolete  
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A      SA      FD

13420    LANGUAGE INSTRUCTION - RUSSIAN

Records relating to the teaching of and education in the Russian language.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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A      SA      FD

13425    LANGUAGE INSTRUCTION - SPANISH

Records relating to the teaching of or education in the Spanish language.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

13450    SPECIAL EDUCATION - GENERAL

Records relating to special education subjects not shown elsewhere in this block.

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

CY+2y      nil      SR

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

CY+1y      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	Mainstreaming/integration				
-03	Rehabilitation				
-04					
-05	Identification and assessment				
-06	Computers in special education				
-07					
-08	Severe behavior				
-09	Special education transportation				
-10					
-11	Counsellors				
-11-02	Elementary				
-11-03	Secondary				
-12	Contacts in special education				
-13	Special education review		SO	nil	SR
	(procedure for gathering and analyzing data)				

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

13455    SPECIAL EDUCATION - CHILD ABUSE AND NEGLECT

Records relating to the educational needs and problems of abused or neglected children.

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

CY+2y      nil      SR

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

CY+1y      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	Child abuse				
-03	Sexual abuse				
-04	Victim support services				
-05	Criminal record checks				
-06	Abuse and neglect of handicapped children				
-07	Ministry follow-ups				
-20	Reports				
-30	Prevention and safety programs				
-45	School district policies and regulations				
-50	Incidents				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records



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A      SA      FD

13470      SPECIAL EDUCATION - ENGLISH INSTRUCTION

Records relating to the needs of students for whom English is a second language.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

13475      SPECIAL EDUCATION - FUNDING

Records relating to the funding of special education activities and programs in the various school districts.

For actual school district operating budgets, see primary 12350.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Special education budget review files		CY+1y	6y	SR
-30	Capital equipment allowances		CY+1y	6y	DE

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 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

13490    SPECIAL EDUCATION - GIFTED AND ENRICHED

Records relating to the special educational needs of gifted and enriched children.

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

CY+2y      nil      SR

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

CY+1y      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	Creativity				
-03	Curriculum (see also 13030)				
-04	Advanced placement program				
-05	Gifted/blind				
-06	Identification screening				
-07	SHAD Valley				
-25	Program information and interchange				
-30	Issues, studies and reports				
-40	International Baccalaureate (IBNA) Program				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records



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A      SA      FD

13515      SPECIAL EDUCATION - HEARING AND SPEECH IMPAIRED - INSTITUTIONS

Records relating to the operations of government institutions and facilities designed to provide instruction to hearing and speech impaired students, including activities, programs, and courses, etc.

For construction and maintenance of government facilities, see ARCS Section 2.

Unless otherwise specified below, the ministry OPR (Jericho Hill School) will retain these records for:

CY+2y      nil      SR

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

CY+1y      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	Graduation, awards and recognitions				
-03	Philosophy and purpose				
-20	Programs				
-30	Health and family life				
-40	Courses and activities				
-50	Off-campus classes				

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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A      SA      FD

**13520 SPECIAL EDUCATION - HEARING AND SPEECH  
IMPAIRED - RESOURCES**

Records relating to the provision, design and use of educational resources for the hearing and speech impaired, including activities, programs, and educational materials.

Unless otherwise specified below, the ministry OPR (Special Education Services - Vancouver) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Catalogues				
-03	Closed caption				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
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OD = Other Disposition  
VR = Vital Records



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		<u>A</u>	<u>SA</u>	<u>FD</u>
13530	<u>SPECIAL EDUCATION - HEARING AND SPEECH IMPAIRED</u> <u>- STUDENT REVIEWS</u>			
	Records relating to individual hearing and speech impaired students whose cases are reviewed by various committees.			
	Unless otherwise specified below, the ministry OPR (Special Education Services - Vancouver) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Individual student files (by surname)	SO+1y	9y	DE
	SO = when the student graduates from or leaves the institution			

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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A      SA      FD

13540      SPECIAL EDUCATION - HOSPITALIZED AND HOMEBOUND

Records relating to the educational needs of hospitalized or homebound students.

Unless otherwise specified below, the ministry OPR (Special Education Services - Vancouver) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records



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A      SA      FD

**13560 SPECIAL EDUCATION - LEARNING ASSISTANCE AND SEVERE LEARNING DISABILITIES**

Records relating to learning assistance methods, activities and programs designed to meet the specific needs of special students.

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

CY+2y      nil      SR

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

CY+1y      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	Identification				
-03	Elementary learning assistance				
-04	Secondary learning assistance				
-05	Dyslexia				
-06	Learning disability methodology		SO	nil	SR
-20	Regional education support centres				
-25	Special schools and programs				
-30	Issues, studies and reports		CY+4y	nil	SR

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
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			<u>A</u>	<u>SA</u>	<u>FD</u>
13580	<u>SPECIAL EDUCATION - MENTALLY AND PHYSICALLY HANDICAPPED</u>				
	Records relating to the special educational needs of mentally and physically handicapped students.				
	Unless otherwise specified below, the ministry OPR (Special Education Branch) will retain these records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>CY+1y</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-30	Issues, studies and reports		CY+4y	nil	SR

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
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A      SA      FD

13585      SPECIAL EDUCATION - MONITORING AND REVIEW

Records relating to the monitoring and review of special education programs and facilities.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Monitoring (by school district)		CY+4y	nil	DE

A = Active  
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 w = week    m = month  
 y = year

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 DE = Destruction  
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A      SA      FD

13600    SPECIAL EDUCATION - PRE-SCHOOL

Records relating to the special educational needs of pre-school children.

Unless otherwise specified below, the ministry OPR (Special Education Branch / Special Education Services - Vancouver) will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
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PIB = Personal Information Bank  
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  
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A      SA      FD

13610    SPECIAL EDUCATION - VISUALLY IMPAIRED - GENERAL

Records relating to the educational needs of visually impaired students.

Unless otherwise specified below, the ministry OPR (Special Education Services - Vancouver) will retain these records for:

CY+2y      nil      SR

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
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FR = Full Retention  
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A      SA      FD

**13660 SPECIAL EDUCATION - TECHNOLOGY**

Records relating to the establishment of Regional Technology Resource Centres to provide support for the use of adaptive and communicative equipment, in-service support for teachers of the handicapped, including special education teachers and classroom teachers with integrated handicapped students and provide a "showcase" of adaptive peripherals and related software, for both the public and Group II independent school systems. Records consist of correspondence, issue papers, speeches, reports and studies.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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A      SA      FD

**13690 SPECIAL EDUCATION - WOMEN'S PROGRAMS**

Records relating to women's programs including speeches, terms of reference, action plans, questionnaires and reports.

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

CY+2y      nil      DE

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

CY+1y      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	Women's secretariat				

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 SA = Semi-active  
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A      SA      FD

**13695 STUDENT RECORDS - GENERAL**

Records relating to student records and not shown elsewhere in this block.

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

CY+2y      3y      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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A      SA      FD

**13700 STUDENT RECORDS - LEARNER PROFILES**

Records relating to the design, development and pilot project implementation of Learner Profiles. Records also relate to learner profile demonstration projects to provide teachers with a classroom based electronic tool to manage information on an individual student progress.

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

CY+2y      3y      SR

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

CY+1y      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	Communications (publications)				
-03					
-04	System design				
-20	Learner profile demonstration projects				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A      SA      FD

**13705 STUDENT RECORDS - STUDENT LEVEL DATA COLLECTION**

Records relating to the design, development and implementation of the student level data collection at the Ministry of Education.

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

CY+2y      3y      SR

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

CY+1y      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	Communications (publications)				
-03	Demo project				
-04	System design				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**13715 HOME SCHOOLING - GENERAL**

Records relating to the provision and delivery of home schooling programs and courses not shown elsewhere in this block.

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

CY+2y      nil      SR

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13725 HOME SCHOOLING - COURSES - GENERAL**

Records relating to the preparation, delivery, and evaluation of home schooling courses not shown elsewhere in this block. Includes general inquiries regarding the availability and content etc. of courses.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
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SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13730 HOME SCHOOLING - COURSES - DISTRIBUTION**

Records relating to the distribution to students of home schooling course papers and supporting material. Includes the return of unused course materials.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**13740 HOME SCHOOLING - COURSES - PREPARATION**

Records relating to the design and preparation of home schooling course papers and supporting material.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
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SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13745 HOME SCHOOLING - COURSES - RESULTS VERIFICATION**

Records relating to the return from markers and the subsequent verification of results of completed home schooling course papers.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
 FY = Fiscal Year  
 NA = Not Applicable  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13755 HOME SCHOOLING - GRADES**

Records relating to the grading of home schooling students not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13760 HOME SCHOOLING - INSTRUCTION**

Records relating to the teaching of home schooling courses.  
Includes instruction standards and methods.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13770 HOME SCHOOLING - MARKING**

Records relating to the marking of home schooling course papers.  
Includes records relating to individual markers.

For contracts with markers, see primary 1070.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13780 HOME SCHOOLING - STUDENTS - GENERAL**

Records of a general nature relating to home schooling students. Includes location of students, requirements, regulations, counselling and other services.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
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SO = Superseded or Obsolete  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13790 HOME SCHOOLING - STUDENTS - INDIVIDUAL**

Records relating to individual students enrolled in home schooling elementary and secondary programs and courses.

For individual elementary grade cards, see primary 12025.

For individual secondary student profiles and grades, see primary 12035.

For permanent record cards, see primary 12030.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR      SO      5y      FR

-01      General

- non-OPR      SO      nil      DE

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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w = week    m = month  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13800 ABORIGINAL EDUCATION - GENERAL**

Records relating to the educational needs of aboriginal people, including activities and program development.

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

CY+2y      2y      SR

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

CY+1y      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					
-03	Native Indian Teacher Education Program (NITEP)				
-04					
-05					
-06					
-07	Native Secretariat (B. C. Government)				
-20	Tribal councils				
-30	Curriculum (locally developed aboriginal courses)				
-40	Aboriginal institutions				
-50	Aboriginal language programs (Generic Language Program)				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
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DE = Destruction  
SR = Selective Retention  
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OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**13830 ABORIGINAL EDUCATION - ISSUES, REPORTS AND STUDIES**

Records relating to educational issues of aboriginal people, including reports and studies.

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

CY+2y      2y      SR

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

CY+1y      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				
-20	Issues, reports and studies		CY+4y	nil	SR

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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 y = year

SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
 FR = Full Retention  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13900 PROGRAM IMPLEMENTATION - GENERAL**

Records of a general nature relating to program implementation and not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
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 y = year

SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
 FR = Full Retention  
 OD = Other Disposition  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13925 PROGRAM IMPLEMENTATION - FIELD TESTING**

Records relating to field testing of modules for program implementation.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13930 PROGRAM IMPLEMENTATION - GRADUATION PROGRAM**

Records relating to the implementation of the Graduation Program which replaces the current grades, from grade eleven to grade twelve.

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

CY+2y      2y      SR

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13950 PROGRAM IMPLEMENTATION - INTERMEDIATE PROGRAM**

Records relating to the implementation of the Intermediate Program which replaces the current grades, from grade four to grade ten.

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

CY+2y      2y      SR

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

CY+1y      nil      DE

- 00      Policy and procedures
- 01      General

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

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**13970 PROGRAM IMPLEMENTATION - PRIMARY PROGRAM**

Records relating to the Primary Program which replaces the current grades, from kindergarten to grade three, with continuous progress through the four primary years with a focus on the individual learner.

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

CY+2y      2y      SR

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

CY+1y      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				
-20	Evaluation and assessment reports				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**13990 PROGRAM IMPLEMENTATION - STUDIES**

Records relating to program implementation studies.

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

CY+2y      2y      SR

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-20	Studies				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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 NA = Not Applicable  
 w = week    m = month  
 y = year

SO = Superseded or Obsolete  
 DE = Destruction  
 SR = Selective Retention  
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A      SA      FD

**13995 PROGRAM IMPLEMENTATION - SURVEYS AND RESPONSES**

Records relating to program implementation surveys and responses.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Response drafts				
-30	Surveys				

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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A      SA      FD

SECTION 7

PRINT AND NON-PRINT  
RESOURCES

PRIMARY NUMBERS

14000 - 14399

Section 7 covers records relating to the evaluation and selection of print and non-print resources, and the housing and distribution of authorized resources to school districts and schools.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

14000 - PRINT AND NON-PRINT RESOURCES - 14399

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 14000      PRINT AND NON-PRINT RESOURCES - GENERAL
  
- 14010      EDUCATIONAL MEDIA - GENERAL
- 14032                      - CATALOGUES
- 14035                      - COPYING AND REPRODUCTION
- 14040                      - FILM LOANS
- 14055                      - INVENTORY
- 14085                      - PREVIEWS
- 14105                      - RENTAL AND PURCHASE ORDERS
  
- 14150      PUBLICATIONS      - GENERAL
- 14160                      - ACQUISITION - GENERAL
- 14165                                      - SPECIAL
- 14170                      - DISTRIBUTION - GENERAL
- 14175                                      - SPECIAL
- 14180                      - INVENTORY
- 14185                      - PUBLISHERS AND SUPPLIERS
- 14188                      - REBINDING
- 14190                      - RETURNS
- 14195                      - SURPLUS TEXTS
  
- 14250      RESOURCE SELECTION AND DEVELOPMENT - GENERAL

ATTENTION: please notify BCARS before destroying any usable films, video, or audio recordings.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE= Destruction
FD = Final Disposition	NA = Not Applicable	SR= Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR= Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

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A      SA      FD

● 14000 PRINT AND NON-PRINT RESOURCES - GENERAL

Records relating to print and non-print resources and not shown elsewhere in this block.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

**14010 EDUCATIONAL MEDIA - GENERAL**

Records of a general nature relating to the production, review and distribution of educational media not shown elsewhere in this block.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch, Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Clearinghouse services				
-03	Educational materials on audio media				
-04	Educational materials on video media				
-05	Films				
-06	Computers				

-20	Anticipated textbook or AV changes		CY+2y	nil	SR
-----	------------------------------------	--	-------	-----	----

-30	Media resources available		CY+1y	nil	SR
-----	---------------------------	--	-------	-----	----

-40	Supplier case files				
-----	---------------------	--	--	--	--

Note: catalogs should be filed in 14032-20

-50	Marketing statistics				
-----	----------------------	--	--	--	--

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**14032 MEDIA - CATALOGUES**

Records relating to the catalogues of the various producers and suppliers of educational media.

For records about publishers and suppliers of textbooks, see primary 14185.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Catalogue files (by producer or supplier)		SO	nil	DE

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**14035 MEDIA - COPYING AND REPRODUCTION**

Records relating to the copying of originals to make new masters, and the reproduction of masters to make distribution copies.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				

-20 Suppliers' copying of originals to make masters

-30 Tape duplicating orders CY+1y      nil      DE

ATTENTION: please notify BCARS before destroying any usable films, video, or audio recordings.

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

**14040 MEDIA - FILM LOANS**

Records relating to the loaning of educational films.

For audio, video and computer rentals and purchases, see primary 14105.

For records about publishers and suppliers of textbooks, see primary 14185.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Loan requisitions		CY	nil	SR
-30	Loan confirmations		CY	nil	DE
-40	Loan packing slips/shipment records		CY	6y	DE

ATTENTION: please notify BCARS before destroying any usable films, video, or audio recordings.

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**14055 MEDIA - INVENTORY**

Records relating to inventories of educational media such as films, videotapes, audiotapes, microware, etc.

For publications inventories, see primary 14180.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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				
-20	Inventories		SO	nil	DE

SO = until replaced by more current inventory.

A = Active  
 SA = Semi-active  
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 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
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CY = Calendar Year  
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A      SA      FD

**14085 MEDIA - PREVIEWS**

Records relating to the preview of computer hardware or software, films, or other media.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+4y      nil      DE

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

CY+1y      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		CY+2y	nil	DE
-20	Preview files - computer hardware and software				
-25	Preview files - films				
-30	Preview files - other media				
-40	Coordinators' exception reports		3m	nil	DE
-50	Tracking reports		CY+1y	nil	DE

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 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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 FY = Fiscal Year  
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 w = week    m = month  
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SO = Superseded or Obsolete  
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A      SA      FD

**14105 MEDIA - RENTAL AND PURCHASE ORDERS**

Records relating to rentals and purchases by educational and other institutions for media items (such as audio tapes, video tapes, computer hardware or software) from the Provincial Educational Media Centre.

For film loans, see primary 14040.

Unless otherwise specified below, the ministry OPR (Provincial Education Media Centre and Resources Branch) will retain these records for:

CY+1y      nil      SR

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

CY+1y      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		CY+2y	nil	DE
-20	Order files				
-30	Order files - independent schools				
-40	Order files - colleges				
-50	Order files - universities				
-60	Order files - others				

ATTENTION: please notify BCARS before destroying any usable films, video, or audio recordings.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE= Destruction
FD = Final Disposition	NA = Not Applicable	SR= Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR= Full Retention
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A      SA      FD

**14150 PUBLICATIONS - GENERAL**

Records of a general nature relating to the acquisition and distribution of educational publications for the public school system.

Unless otherwise specified below, the ministry OPR (Modern Languages and Multicultural Programs Branch, and Resources Branch) will retain these records for:

CY+2y      nil      DE

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

CY+1y      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	Administrative handbook				
-03	Textbooks - curriculum				
-03-02	Textbooks - modern languages				
-04	Provincial Curriculum Resource Centre				
-20	Public schools				
-30	Independent schools				
-40	Post-secondary institutions				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

CY = Calendar Year  
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A      SA      FD

**14160 PUBLICATIONS - ACQUISITION - GENERAL**

Records relating to the ordering of educational publications from publishers.

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

CY+1y      nil      DE

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

CY+1y      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				
-20	Order files - public schools		CY+1y	5y	DE
	Convenience copies		CY	nil	DE
-30	Order files - independent schools		CY+1y	5y	DE
	Convenience copies		CY	nil	DE
-40	Order files (by publisher)		CY+1y	5y	DE

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SA = Semi-active	FY = Fiscal Year	DE= Destruction
FD = Final Disposition	NA = Not Applicable	SR= Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR= Full Retention
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A      SA      FD

**14165 PUBLICATIONS - ACQUISITION - SPECIAL**

Records relating to the ordering of special educational publications from publishers.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Special order files - public schools		CY+1y	5y	DE
-30	Special order files - independent schools		CY+1y	5y	DE

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 SA = Semi-active  
 FD = Final Disposition  
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 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
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A      SA      FD

**14170 PUBLICATIONS - DISTRIBUTION - GENERAL**

Records relating to the distribution of educational publications to school districts and individual institutions through annual and supplemental orders.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Distribution orders - public schools		CY+1y	5y	DE
-30	Distribution orders - independent schools		CY+1y	5y	DE
-40	Distribution - freight companies				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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A      SA      FD

**14175 PUBLICATIONS - DISTRIBUTION - SPECIAL**

Records relating to the distribution of special educational publications to school districts and individual institutions through annual and supplemental orders.

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

CY+2y      nil      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
 OD = Other Disposition  
 VR = Vital Records

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A      SA      FD

**14180 PUBLICATIONS - INVENTORY**

Records relating to the inventory of educational publications acquired and distributed by the Ministry.

For inventories of other media holdings, see primary 14055.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Inventories		SO	nil	DE
-30	Disposal of surplus texts and supplies				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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A      SA      FD

**14185 PUBLICATIONS - PUBLISHERS AND SUPPLIERS**

Records relating to publishers and suppliers of educational publications and related learning materials.

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

CY+2y      nil      DE

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

CY+1y      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				
-20	Individual publishers and suppliers files				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
 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  
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 OD = Other Disposition  
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A      SA      FD

**14188 PUBLICATIONS - REBINDING**

Records relating to the rebinding of publications in order to extend their period of use in the public school system.

Unless otherwise specified below, the ministry OPR (Resources Branch)

will retain these records for:

CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures

- OPR

SO

5y

FR

-01      General

- non-OPR

SO

nil

DE

-20      Rebinding - public schools

-30      Rebinding - independent schools

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

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

OD = Other Disposition

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A      SA      FD

**14190 PUBLICATIONS - RETURNS**

Records relating to the return of publications through a general recall or on an ad hoc basis.

Unless otherwise specified below, the ministry OPR (Resources Branch)

will retain these records for: CY+2y      nil      DE

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

CY+1y      nil      DE

-00      Policy and procedures      - OPR      SO      5y      FR

- non-OPR      SO      nil      DE

-01      General

-20      Returns (by school district)

-30      Returns (by independent school)

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
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  
OD = Other Disposition  
VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

A      SA      FD

**14195 PUBLICATIONS - SURPLUS TEXTS**

Records relating to surplus textbooks and the method of accounting for them.

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

CY+2y      5y      DE

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

CY+1y      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
			CY+1y	nil	DE
-20	Surplus texts				

A = Active  
 SA = Semi-active  
 FD = Final Disposition  
 FOI = Freedom of Information/Privacy  
 PIB = Personal Information Bank  
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A      SA      FD

● 14250 RESOURCE SELECTION AND DEVELOPMENT - GENERAL

Records relating to print and non-print client requirements, submissions to request resources from various publishers, and the evaluation and selection of appropriate resources to support the curriculum. These records also relate to the acquisition of video rights and bulk purchasing and licensing of software.

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

CY+2y      nil      DE

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

CY+1y      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				

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A      SA      FD

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