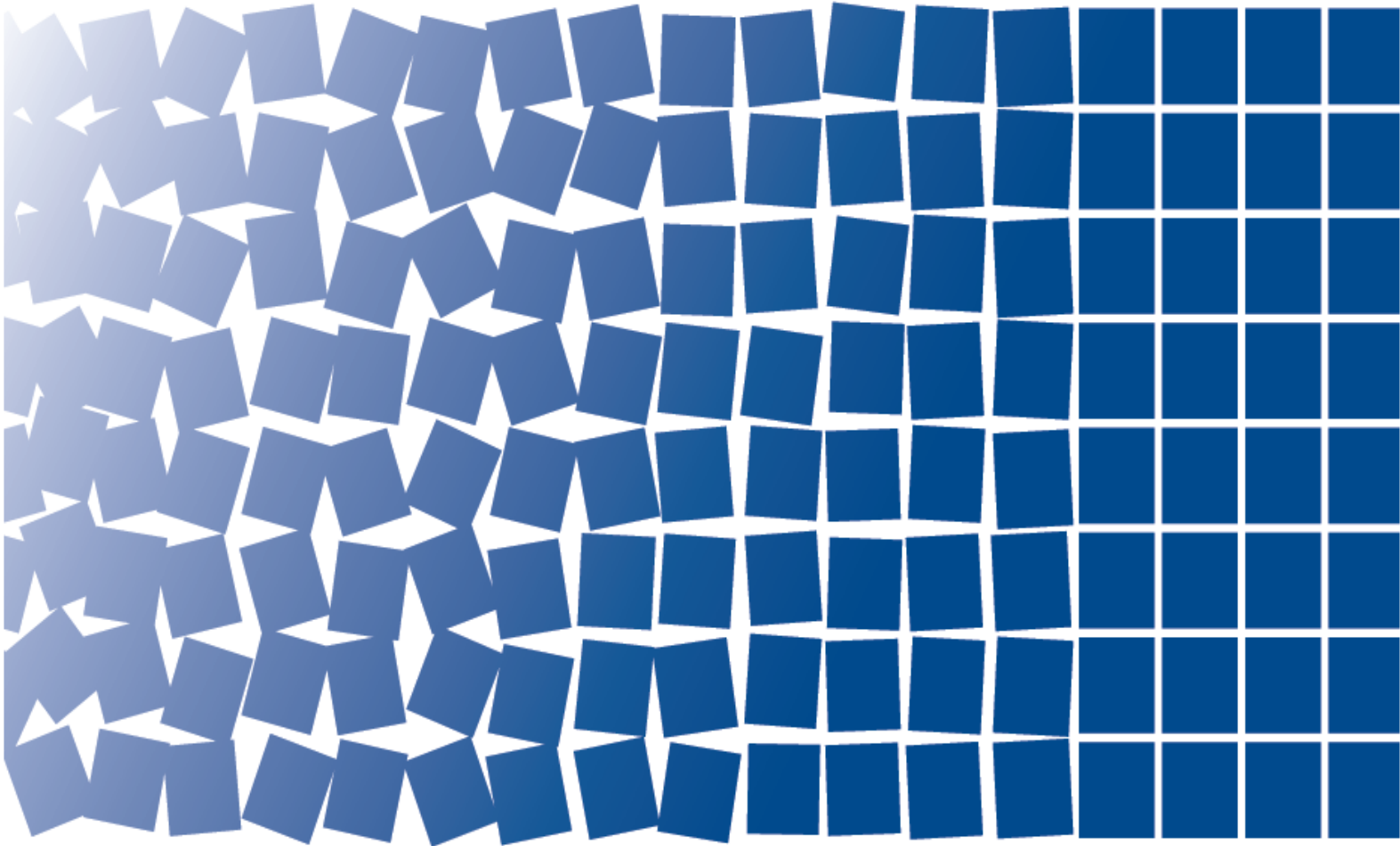


# MULTICULTURALISM AND IMMIGRATION SERVICES

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**GOVERNMENT INFORMATION MANAGEMENT BRANCH**

## 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 [Government Records Officer](#).

---

### *MULTICULTURALISM AND IMMIGRATION SERVICES ORCS*

### *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

## TABLE OF CONTENTS

USEFUL INFORMATION

EXECUTIVE SUMMARIES

SECTION 1      70000-70999      MULTICULTURALISM AND IMMIGRATION SERVICES

SYSTEMS SECTION

APPENDIX A      SUMMARY OF CHANGES

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Multiculturalism and Immigration Services 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: 2003/05/29**

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
201272	Formal Amendment	2024/03/28	Updates to primaries: 70200, 70220, 70240, 70260, 70500, and 70540.	See Appendix A for summary of changes.

## 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 = Superseded or Obsolete 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.](#)
- [Government Records Officer contact information.](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

### MULTICULTURALISM AND IMMIGRATION SERVICES

## Operational Records Classification System (ORCS)

### Executive Summary For Amendment 1

#### **Creating Agency**

Ministry of Municipal Affairs

Immigration Services and Strategic Planning Division

Immigrations Programs Branch and Immigration Policy and Integration Branch

#### **Amendment Change Summary**

The following primaries have been significantly updated:

- 70200 COMMON RECORDS (NOT FOUND ELSEWHERE),
- 70260 IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS, and
- 70540 IMMIGRANT SELECTION AND NOMINATION PROGRAMS.

The following primaries have been removed:

- 70200 FUNDING GENERAL,
- 70240 HERITAGE LANGUAGE GRANTS and
- 70500 IMMIGRATION PROGRAMS - GENERAL.

The remaining primaries in the ORCS were out-of-scope for this amendment. However, they have been updated to conform with current ORCS standards (e.g., retention statements added).

#### **Scope**

Key amendment highlights include the following:

- add a secondary to cover the high-volume client case files created by immigrant settlement and integration service providers (70260-20),
- update the retention period and close trigger for the high-volume provincial immigration program application case files (70540-25),
- add a secondary to cover fraud tip investigations (70540-10),
- reflect the introduction of electronic case management systems by adding secondaries or revising existing secondaries,
- develop close triggers for data held in systems that reflect linkages and dependencies between cases, accounts and profiles,
- streamline the ORCS by developing broader classification categories (e.g., "big bucket classifications") (secondaries 70000-10 to -20),
- future-proof the ORCS through the use of more generic scope notes, primary and secondary titles,
- future-proof the system overviews through the use of more generic descriptions that cover legacy, current and future systems performing the same functions described in the overview, and

---

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

- update the start date of the ORCS and add a secondary to reflect legacy records discovered in off-site storage (70540-15).

### Date Range of Records

1976 - ongoing

### Notes On Application

The start date of this ORCS is based on the enactment of the federal *Immigration Act, 1976*, which included a requirement for the federal government to consult with the provinces on immigration planning and management.

This amendment supersedes Ongoing Records Schedule 105001 (Business Immigration Proposal Files (1979-1989)).

This ORCS amendment is retroactive and applies to all records, regardless of location (on-site and in off-site storage) and media, which are in the custody and control of the ministry.

### Standard Appraisal Considerations

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

### Specific Appraisal Considerations

This amendment includes one secondary appraised for full retention: Program outcomes (secondary 70000-15). All other records covered by this amendment are destroyed at the end of their retention periods.

## SUMMARY LIST OF NEW / AMENDED CLASSIFICATIONS

### SECTION 1 - MULTICULTURALISM AND IMMIGRATION SERVICES

Classification	Classification Title	Retention
70000	COMMON RECORDS (NOT COVERED ELSEWHERE)	
70000-10	Monitoring and tracking (not covered elsewhere)	SO nil DE
70000-15	Program outcomes	SO 10y FR
70000-20	Program planning working files	SO 10y DE
70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS	
70260-20	Client case files	SO 7y DE
70260-25	Service provider accounts and client profiles	SO nil DE
70260-30	Service provider files	SO 7y DE
70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS	
70540-10	Fraud tip investigations	SO 6y DE
70540-15	Legacy immigration program files	CY 5y DE
70540-25	Provincial immigration program application case files	SO 6y DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Classification	Classification Title	Retention
70540-27	Provincial immigration program application profiles	SO+1y nil DE
70540-35	Provincial immigration program incomplete records	SO+30d nil DE

### Endorsements

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

Schedule Number: 121158

Amendment Number: 201272

Schedule Developer: Sarah Shea

Endorsed by Government Records Service: Mario Miniaci, Director, Archival and Records Initiatives, 2023-12-12

The government body endorses this schedule and its implementation: Ian Ross, Executive Director, Immigration Programs, 2024-01-11

The government body endorses this schedule and its implementation: Carling Helander, Executive Director, Immigration Policy and Integration, 2024-01-22

The Information Management Advisory Committee recommends this schedule for approval: Mary LaBoucane, Chair, 2024-03-07

Approved by the Chief Records Officer: Charmaine Lowe, 2024-03-28

END OF EXECUTIVE SUMMARY

APR 04 2003

Schedule No. 1 2 1 1 5 8

# RECORDS RETENTION AND DISPOSITION AUTHORITY

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

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

**Title:** *Multiculturalism and Immigration Services Operational Records Classification System*

Ministry of Community, Aboriginal and Women's Services  
Aboriginal, Multiculturalism and Immigration Programs Department

**Description and Purpose:**

The *Multiculturalism and Immigration Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Immigration Division in Victoria, and the Settlement and Multicultural Branch in Vancouver. These records document the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism. For further descriptive information about these records, please refer to the attached executive summary.

**Date range:** 1995 ongoing

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

**Annual accumulation:** 0.5 cubic meters

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

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

*R. Clark*  
\_\_\_\_\_  
Records Officer

*March 27, 2003*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Executive Director/ADM

*April 2/03*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Deputy Minister/Corporate Executive

*April 2/03*  
\_\_\_\_\_  
Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

*[Signature]*  
\_\_\_\_\_  
Chair, PDC

*2003/05/08*  
\_\_\_\_\_  
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  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Title:

\_\_\_\_\_  
Date



APR 04 2003

Schedule No. 1 2 1 1 5 8

CONTACT: Lynda Clark, Ministry Records Officer, 250-387-9174

**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 *Multiculturalism Act* (RSBC 1996, c. 321), the *Agreement for Canada/BC Cooperation on Immigration*, and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

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

Joni Mitchell  
Records Analyst

2003/03/21  
Date

**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

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

"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. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

Joni Mitchell  
Archivist

2003/03/21  
Date

The undersigned endorses the appraisal recommendations:

Marland Grove  
Director, BC Archives – Marland Grove

Mar 26, 2003  
Date

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A      SA      FD

### MULTICULTURALISM AND IMMIGRATION SERVICES

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

##### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Immigration Division and the Settlement and Multiculturalism Branch under the authority of the *Multiculturalism Act* (RSBC 1996, c. 321) and the *Agreement for Canada/BC Cooperation on Immigration*.

These records document the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism.

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

This *ORCS* covers records created and received since 1995, which corresponds to the earliest funding program covered by this *ORCS*. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedule(s) and/or under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

The Office of Primary Responsibility (OPR) for immigrant settlement, multiculturalism, and anti-racism funding and policy and program development is the Settlement and Multiculturalism Branch. The OPR for immigration policy and programs are two branches in the Immigration Division: the Immigration Policy and Intergovernmental Relations Branch and Immigration Programs Branch.

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

(continued on next page)

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

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout <i>ORCS</i> )	SO	5y	FR
FR = Throughout this <i>ORCS</i> , the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
2) <u>Agreement on Immigration Management Files</u> (secondary 70400-20)	SO	5y	FR
These records document the negotiation and implementation of the <i>Agreement for Canada/BC Cooperation on Immigration</i> , which was signed on May 1998. The <i>Agreement</i> transfers responsibility and money to the Province to design, administer and deliver immigrant settlement and integration services in British Columbia.			
5y = The five-year retention period is based on the five-year term of the agreement. It ensures that the files relating to the previous agreement are available for consultation while negotiating the current agreement.			
FR = The government archives will retain <i>Agreement on Immigration</i> management files because they document the transfer of responsibility and money for immigrant settlement and integration services from the federal government to the Province of BC.			
3) <u>Multicultural Profiles</u> (secondary 70400-05) (secondary 70400-04)	SO SO	nil nil	FR DE
These records document the immigrant population in British Columbia since the 1986 census, as well as the ethnic origins and language of the total population.			
FR = The government archives will retain multicultural profiles because they document the use of census data to provide detailed information to the public about the immigrant population and ethno-cultural composition of British Columbia communities.			

(continued on next page)

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

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Immigration Policy Development and Research Files</u> (secondary 70400-30)	CY+4y	5y	SR
These records document recommendations on existing and proposed federal immigration policies.			
10y = The 10-year retention period allows for immigration policy and research to be completed, abandoned or cancelled. It also allows for consultation and potential reactivation of the abandoned and cancelled files.			
SR = The government archives will selectively retain immigration policy development and research files because they provide evidence of the development, intended scope, application, and implementation of the Province's immigration policy.			
5) <u>Funding Eligibility Criteria</u> (secondaries 70220-00, 70240-00, and 70260-00) (secondary 70700-20)	SO CY+4y	5y 5y	FR SR
These records document the eligibility criteria for the anti-racism, multiculturalism, and immigrant settlement funding programs, as well as the eligibility criteria for the cancelled heritage language funding program. The approved criteria are classified under policy and procedures files (secondary -00), and the development of the criteria is classified with settlement policy development files.			
SR = The government archives will selectively retain settlement policy development files by retaining files that document the development of funding program eligibility criteria.			
6) <u>Funding Summary Reports</u> (secondary 70200-02)	SO	nil	FR
These records document provincial government funding provided to further multiculturalism and immigrant settlement in British Columbia.			
FR = The government archives will retain funding summary reports because they provide a concise summary of government funding for immigrant settlement and multiculturalism and anti-racism promotion and education.			

(continued on next page)

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

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
7) <u>Funding and Audit Files</u> (secondary 70200-20) (secondaries 70220-02 and 70260-02 and -04) (secondaries 70220-20 and 70260-21, -22, -23, and -24)	FY+2y FY+6y SO	4y nil 6y	DE DE DE
<p>These records document the provision of funding to and the audit of organizations that provide immigrant settlement, anti-racism, and multiculturalism services.</p> <p>7y = Funding and audit files are retained for a total of seven years, which is based on the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).</p>			
8) <u>Weekly Provincial Nominee Reports</u> (secondary 70540-06)	SO	nil	SR
<p>These records document the number of immigrants nominated by the Province for immigration to Canada and the economic sectors to which they are recruited.</p> <p>SR = The government archives will retain the final weekly provincial nominee report for each fiscal year because it provides a concise annual summary of the number of provincial nominee applications and the economic sectors to which they are recruited.</p>			
9) <u>Provincial Nominees Approved for Permanent Resident Status</u> (secondary 70540-25)	SO+5y	5y	DE
<p>These records document immigrants nominated by the Province, who have been approved for permanent resident (i.e., landed immigrant) status by the federal government.</p> <p>10y = Approved provincial nominee/permanent resident files will be retained for 10 years, which satisfies government tracking requirements.</p>			

(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
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
10) <u>International Qualifications Program Project Files</u> (secondary 70520-20)	SO	6y	DE
These records document projects designed to mitigate barriers faced by foreign-trained, skilled workers in the recognition of their foreign credentials.			
6y = Since most of these projects are contracted out, the six-year retention period ensures that interim and final reports and related contract monitoring records are retained for the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
11) <u>Electronic Records</u>			DE
The following electronic database is covered by this <i>ORCS</i> : Student Tracking and Reporting System. The Information System Overview section provides information about the electronic system, inputs and outputs and routine back-ups. Notes under the relevant <i>ORCS</i> secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.			
12) <u>All Other Records</u>			DE
All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed three years after they are superseded or obsolete. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this <i>ORCS</i> , as well as in briefing notes to the ministry executive ( <i>ARCS</i> secondary 280-20) and Ministry of Community, Aboriginal and Women's Services annual reports ( <i>ARCS</i> secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.			

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

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

---

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

---

### SECTION 1

#### MULTICULTURALISM AND IMMIGRATION SERVICES

#### PRIMARY NUMBERS

70000 – 70999

Section 1 covers records relating to the promotion, co-ordination, and provision of multiculturalism and immigration services and activities pursuant to the [Multiculturalism Act \(RSBC 1996, c. 321\)](#), [Provincial Immigration Programs Act \(SBC 2015, c. 37\)](#) and the *Canada/British Columbia Immigration Agreement*. This includes records relating to the development and the administration of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism.

## 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 [Government Records Officer](#).

---

### SECTION 1 TABLE OF CONTENTS MULTICULTURALISM AND IMMIGRATION SERVICES

70000 - 70999

70000	COMMON RECORDS (NOT COVERED ELSEWHERE)
70220	ANTI-RACISM AND MULTICULTURALISM PROGRAMS
70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS
70400	IMMIGRATION POLICY DEVELOPMENT
70520	INTERNATIONAL QUALIFICATIONS PROGRAMS
70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS
70700	SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT



## 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 [Government Records Officer](#).

### 70000 COMMON RECORDS (NOT COVERED ELSEWHERE)

This primary covers records created while performing the following functions, which are common to the branches covered by this ORCS: program planning, evaluation and review; and monitoring and tracking.

For branch websites, see [ARCS secondary 340-30](#).

For policy development files, see secondaries 70400-30 and secondary 70700-20.

The ministry OPR is the program area responsible for the functions described above. See specific secondaries for OPR retention schedules.

70000	COMMON RECORDS (NOT COVERED ELSEWHERE)	A	SA	FD
	Except where non OPR retention periods are identified below, all non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b>	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
	SO: when the policy, procedure, standard, or guideline is replaced or becomes irrelevant			
	FR: The government archives will fully retain final versions of operational policy documentation because they provide significant evidence of the governance of the functions and programs described in this ORCS.			
-01	<b>General</b>	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
	NOTE: Throughout this ORCS, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
PIB	<b>-10 Monitoring and tracking (not covered elsewhere)</b> (covers spreadsheets, lists, statistics, data, and reports used for the administration and ongoing monitoring and tracking of the various programs administered by the branches covered by this ORCS) (also covers spreadsheets and data used to track applicants, clients, funded organizations, and service providers)	SO	nil	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70000	COMMON RECORDS (NOT COVERED ELSEWHERE)	A	SA	FD
	<p>(does not cover applicant, client or service provider records and data managed in case management systems - these records are classified elsewhere in the <i>ORCS</i>)</p> <p>(does not cover program outcome reports and related records, which are fully retained and classified under secondary 70000-15 Program outcomes)</p> <p>RETENTION STATEMENT</p> <p>Destroy when no longer required for monitoring, tracking, reporting and statistical analysis purposes, and if the records and data are used to track applicants, clients, funded organizations, or service providers, when a minimum of seven years has elapsed since the records were created.</p> <p>SO:</p> <ul style="list-style-type: none"><li>• when no longer required for monitoring, tracking, reporting, and statistical analysis, and</li><li>• if the records and data are used to track applicants, clients, funded organizations, or service providers, when a minimum of seven years has elapsed since the records were created</li></ul>			
-15	<p><b>Program outcomes</b></p> <p>(covers the outcomes of the following activities: program development, planning, evaluation, review and implementation; and, covers records which describe the mandate, programs, initiatives, priorities, strategies, services, and models developed and delivered by the programs covered under this <i>ORCS</i>)</p> <p>(includes annual and summary reports, studies, reviews, evaluations, plans, overviews, jurisdictional scans, discussion papers, strategies, roadmaps, frameworks, models and equivalents)</p> <p>(does not cover routine and ad-hoc reports – classify those under secondary 70000-10 Monitoring and tracking (not covered elsewhere) or secondary 70000-20 Program planning working files, as appropriate)</p> <p>RETENTION STATEMENT</p> <p>Transfer to the government archives 10 years after no longer required for planning and research purposes.</p> <p>SO:      when no longer required for planning and research purposes</p>	SO	10y	FR

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70000	COMMON RECORDS (NOT COVERED ELSEWHERE)	A	SA	FD
	10y: The retention period satisfies reference needs and ensures the records are available for a sufficient period to support future program planning			
	FR: These records are appraised for full retention because they document the evolution and outcomes of provincial immigration, multiculturalism and anti-racism programs, including programs developed in response to significant events, such as wars and pandemics.			
-20	<b>Program planning working files</b> (covers working files created while developing, planning, reviewing, evaluating, and implementing programs)	SO	10y	DE
	RETENTION STATEMENT Destroy 10 years after working file is considered closed (e.g., when the planning activity is concluded, abandoned or cancelled).			
	SO: when the working file is considered closed (e.g., when the planning activity is concluded, abandoned or cancelled)			
	10y: The retention period provides sufficient time for reference, consultation and reactivation of abandoned and cancelled planning activities.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70220 ANTI-RACISM AND MULTICULTURALISM PROGRAMS

Records relating to funding available to eligible applicants for the promotion of anti-racism and multiculturalism in order to meet the policy objectives set out under British Columbia's [Multiculturalism Act \(RSBC 1996, c. 321\)](#).

There are two funding streams. Stream A provides funding to BC registered non-profit societies for projects that: provide multiculturalism and anti-racism education; support critical responses to racism and hate; and/or develop community partnerships involving multiculturalism or anti-racism.

Stream B provides funding to non-profit societies, community-based organizations (including ad-hoc committees, coalitions, umbrella organizations, associations or centres), public institutions, municipalities, private enterprises, and individuals who, on behalf of the ministry, provide leadership and community capacity building through multicultural and anti-racism initiatives.

Applications are evaluated by an assessment panel consisting of representatives from the ministry and other provincial ministries and levels of government. Funding is awarded according to established eligibility criteria (documented in the application forms classified under secondary -00), priorities, and available funds for terms of one-year, or less for Stream B contracts.

Approved applicants are required to sign contribution agreements that specify the amounts and terms of their funding, their obligations, reporting requirements, and payment schedules. They may also be subject to audits.

Applicants who are not funded are notified in writing, and because very few (less than five percent per year) are not funded, those files are interfiled with the funded files.

Record types include correspondence, applications and supporting documentation, proposals, copies of signed contribution agreements, copies of payment requisitions, interim and final reports, and audit notes and reports.

For original contribution agreements, see [ARCS secondary 1150-20](#) which is maintained by the Financial Services Branch.

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

The ministry OPR is Settlement and Multiculturalism Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

70220	ANTI-RACISM AND MULTICULTURALISM PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b> (includes blank application forms)	SO	5y	FR

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

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70220	ANTI-RACISM AND MULTICULTURALISM PROGRAMS	A	SA	FD
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	General	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
-02	Anti-racism and multiculturalism data (electronic records)	FY+6y	nil	DE
	RETENTION STATEMENT Destroy at the end of the seventh fiscal year.			
	7y: The seven-year retention period for the electronic anti-racism and multiculturalism data is based on the retention period for the paper files classified under secondary -20. It also ensures the availability of sufficient data for review and analysis.			
	NOTE: Data originate from information keyed from the files classified under secondary -20 and staff comments entered directly to the database. Staff use the data to track the payments and status of approved anti-racism and multiculturalism files. Reports are generated on an ad-hoc basis and are classified under the relevant ORCS or ARCS secondary.			
	NOTE: Because these records are created on a simple database (currently File Maker Pro), an information system overview has not been created.			
-20	Anti-racism and multiculturalism files (arrange by fiscal year, then organization)	SO	6y	DE
	RETENTION STATEMENT Destroy six years after the contribution agreement expires or is terminated, and if applicable, upon completion of audit.			
	SO: when the contribution agreement expires or is terminated, and if applicable, upon completion of audit			
	6y: The six-year semi-active retention period is based on the six-year limitation period for commencing an			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

<b>70220</b>	<b>ANTI-RACISM AND MULTICULTURALISM PROGRAMS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
--------------	--	----------	-----------	-----------

---

action with respect to a contract under the [Limitation Act \(RSBC 1996, c. 266, s. 3\)](#).

NOTE: Stream A and Stream B files are interfiled. There are approximately 28 funded Stream A files and seven funded Stream B files per year.

---

END OF PRIMARY

---

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70260 IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS

Records relating to the delivery of settlement and integration programs, by service providers to eligible clients. Examples of programs may include labour market supports, settlement and integration services, interim housing assistance, and one-time funding programs provided in responses to unique circumstances. The programs compliment federal services, meet the evolving needs of newcomers and help them maximize their economic and social participation in British Columbia.

The financial models used to select and fund organizations varies (e.g., grants or procurements).

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include physical files and data and documents held in systems.

For branch websites, see [ARCS secondary 340-30](#).

For the *Canada/British Columbia Immigration Agreement* and related information on federal transfer amounts, see secondary 70400-20.

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

For legal advice and opinions, see [ARCS secondary 350-25](#).

For non-program delivery contracts, see [ARCS primary 1070](#).

For program planning, reporting, monitoring, evaluation, and outcomes, see primary 70000.

For public complaints and criticism, see [ARCS secondary 155-05](#).

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

For system descriptions, see the System Section.

The ministry OPR is Immigrant Policy and Integration Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b>	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	<b>General</b>	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			

## 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 [Government Records Officer](#).

70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS	A	SA	FD
PIB	<p><b>-20 Client case files</b></p> <p>(covers records created during the application phase, including all application outcomes (e.g., accepted, not accepted, withdrawn, etc.) and if the applicant is accepted, the subsequent client case management phase)</p> <p>(includes applications, intake forms, checklists, copies of client identification, credentials and resumes, assessments, worksheets, consent forms, confidentiality agreements, client summaries, client plans, client progress and outcomes reports, client satisfaction/outcome surveys, supporting documents, receipts submitted by clients for reimbursement, invoices submitted by service providers for payment, correspondence, etc.)</p> <p>(arrange by applicant/client name or unique identifier)</p> <p>RETENTION STATEMENT</p> <p>Destroy cases retained in electronic case management systems when the most recent case associated with the client has been closed for seven years. Destroy all other case files seven years after closure.</p> <p>SO:</p> <ul style="list-style-type: none"><li>• for cases retained in electronic case management systems, when the most recent case associated with the client is closed</li><li>• for all other case files, when closed</li></ul> <p>7y: The retention period provides an adequate period after case closure for quality assurance, tracking, and future eligibility determination.</p> <p>DE: These case files are appraised for destruction because reports documenting funding program outcomes are fully retained under secondary 70000-15 Program outcomes.</p> <p>NOTE: Enhanced system capabilities allow for the linking of cases and synchronized deletion. Alternatively, case files maintained outside of case management systems are destroyed on an individualized basis.</p> <p>NOTE: Client-specific reports are maintained on the client case file.</p>	SO	7y	DE



## 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 [Government Records Officer](#).

70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS	A	SA	FD
PIB	<b>-25 Service provider accounts and client profiles</b> (covers summary account data maintained for service providers and profile data maintained for clients)  RETENTION STATEMENT Destroy service provider accounts when provider is deemed inactive (e.g., when all of their contracts have expired, when there are no outstanding complaints or issues associated with the service provider, when all of their contract case files have been destroyed, and when seven years have expired since their account was last updated). Destroy client profiles when client is deemed inactive (e.g., when there are no outstanding complaints or issues associated with the client, when all of their client case files have been destroyed, and when seven years have expired since their client profile was last updated).  SO: <ul style="list-style-type: none"><li>for service provider accounts, when provider is deemed inactive (e.g., when all of their contracts have expired, when there are no outstanding complaints or issues associated with the service provider, when all of their contract case files have been destroyed, and when seven years have expired since their account was last updated)</li><li>for client profiles, when client is deemed inactive (e.g., when there are no outstanding complaints or issues associated with the client, when all of their client case files have been destroyed, and when seven years have expired since their client profile was last updated)</li></ul> NOTE: The retention period for service provider account data satisfies operational and reference requirements; meets the six-year limitation period under the <a href="#">Financial Administration Act (RSBC 1996, c. 138)</a> ; and is consistent with the retention of supplier case file data maintained by Corporate Accounting Services. The retention period for client profile data is necessary for client case management, tracking and future eligibility determination purposes.	SO	nil	DE
	<b>-30 Service provider files</b> (covers records created during the selection process and subsequent case management of organizations funded to deliver services to clients, including funding awarded via grants and procurements)	SO	7y	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70260	IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS	A	SA	FD
-------	---	---	----	----

(includes requests for proposal or other solicitation documents, applications and proposals, scoring and evaluation documentation, award documentation, successful applications for funding, budgets and other supporting documentation, final and modified contracts, statistical and financial reports, working files, payment schedules, payment requisitions, client surveys, notes, correspondence, audit records, etc.)

### RETENTION STATEMENT

Destroy service provider selection files seven years after the selection process is complete and when all contracts associated with the selection opportunity have expired or terminated.

Destroy service provider contract management files seven years after the contract expires or is terminated and conclusion of all extensions to the contract.

### SO:

- for selection files, when the selection process is complete and when all contracts associated with the selection opportunity have expired or terminated
- for contract management files, when the contract expires or is terminated and conclusion of all extensions to the contract

7y: The retention period for service provider selection activities is based on the branch's need to research previous activities during subsequent selection cycles and to account for financial and other actions it carried out in respect to concluded activities.

The retention period for contract management files is based on the branch's need to research previous activities during contract re-negotiation, ensures the records are available for fiscal accountability and also provides a reasonable period for the legal value of the records to be extinguished.

DE: These files are appraised for destruction because the outcomes of program planning and evaluation are fully retained under secondary 70000-15.

END OF PRIMARY

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70400 IMMIGRATION POLICY DEVELOPMENT

Records relating to developing the provincial government's immigration policy and representing its interests with the federal government.

This involves formulating recommendations on existing and proposed federal immigration policies, as well as preparing policy alternatives and recommendations. Participating in federal/provincial committees, forums, and working groups, and related boards and conferences shape these policies.

This function also involves the negotiation and implementation of the *Agreement for Canada/BC Cooperation on Immigration*. The Agreement transfers responsibility and money to the Province to design, administer and deliver immigrant settlement and integration services in British Columbia.

Record types include correspondence, copies of briefing notes, issue, discussion and research papers, research data, and agreements.

For committees, boards, forums, and working groups, see [ARCS secondary 200-20](#).

For conferences, see [ARCS secondary 220-20](#).

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

For immigrant settlement funding provided under the *Agreement for Canada/BC Cooperation on Immigration*, see primary 70260.

For minister's letters, see [ARCS secondary 280-30](#).

The ministry OPR is Immigration Policy and Integration Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

70400	IMMIGRATION POLICY DEVELOPMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b>	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	<b>General</b>	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
-02	<b>Census data</b> (electronic records)	SO	nil	DE
	RETENTION STATEMENT Destroy when no longer required for reference purposes.			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70400	IMMIGRATION POLICY DEVELOPMENT	A	SA	FD
	SO: when no longer required for reference purposes			
	NOTE: This secondary covers census data (currently on CD-ROM) from 1986 to the present. The sharing of census data is covered by a federal/provincial agreement, classified under <a href="#">ARCS secondary 146-45</a> .			
-03	<b>Immigration research data</b> (electronic records)	SO	nil	DE
	RETENTION STATEMENT Destroy when replaced by new data.			
	SO: when replaced by new data			
	NOTE: This secondary covers immigration-related data (except census and provincial nominee data) received electronically from the federal government (currently by file transfer protocol [FTP]) or was compiled in-house or on contract. This includes data on entrepreneurs who received permanent resident status. The sharing of federal data is covered by a federal/provincial agreement, classified under <a href="#">ARCS secondary 146-45</a> .			
-04	<b>Multicultural profiles</b> (electronic records) (includes electronic workbooks and templates)	SO	nil	DE
	RETENTION STATEMENT Destroy when a minimum of 10 years has expired, and when no longer required for analysis.			
	SO: upon the expiry of a minimum of 10 years, and when no longer required for analysis			
	NOTE: The profiles provide a snapshot of the BC immigrant population by community and regional district since 1986, as well as the ethnic origins and language of the total population by community and regional district since 1986. There are 182 two-page immigration population profiles and 182 two-page total population profiles. Copies of the profiles are also posted to the branch web site.			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70400	IMMIGRATION POLICY DEVELOPMENT	A	SA	FD
	NOTE: These records are created from census data classified under secondary -02.			
	NOTE: Because these records are created on a Microsoft Excel spreadsheet, an information system overview has not been created.			
-05	<b>Multicultural profiles - paper</b>	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives when printed from the multicultural profile electronic records classified under secondary -04.			
	SO: when printed from the multicultural profile electronic records classified under secondary -04			
	FR: The government archives will retain multicultural profiles because they document the use of census data to provide detailed information to the public about the immigrant population and ethno-cultural composition of British Columbia communities.  The ministry will produce a paper copy of multicultural profiles each time they are updated and will box them with other records designated for full retention.			
-20	<b>Agreement on Immigration management files</b> (arrange by topic)	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the expiry of the current overriding <i>Agreement for Canada/BC Cooperation on Immigration</i> , and the related annexes.			
	SO: upon expiry of current overriding <i>Agreement for Canada/BC Cooperation on Immigration</i> , and the related annexes			
	5y: The five-year retention period is based on the five-year term of the agreement. It ensures that the files relating to the previous agreement are available for consultation while negotiating the current agreement.			
	FR: The government archives will retain <i>Agreement on Immigration</i> management files because they document the transfer of responsibility and money for			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70400	IMMIGRATION POLICY DEVELOPMENT	A	SA	FD
	immigrant settlement and integration services from the federal government to the Province of BC. The ministry office will box Agreement on Immigration management files for off-site storage along with other records designated for full retention.			
	NOTE: These files document the negotiation and implementation of the agreement and corresponding annexes.			
-30	<b>Immigration policy development and research files</b> (arrange by topic)	CY+4y	5y	SR
	RETENTION STATEMENT Transfer files, that document research for and preparation of advice provided to ministry executive regarding provincial immigration policy, to the government archives at the end of the tenth calendar year. Destroy all other records covered by this secondary at the end of the tenth calendar year.			
	10y: The 10-year retention period allows for immigration policy and research to be completed, abandoned or cancelled. It also allows for consultation and potential reactivation of the abandoned and cancelled files.			
	SR: The government archives will selectively retain immigration policy development and research files because they provide evidence of the development, intended scope, application, and implementation of the Province's immigration policy.  The program area will select files that document research for and preparation of advice provided to ministry executive regarding provincial immigration policy, and box them with other records designated for full retention. All other records in this secondary will be boxed separately for destruction.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70520 INTERNATIONAL QUALIFICATIONS PROGRAMS

Records relating to the development and implementation of the International Qualifications (IQ) Program. The IQ Program is a strategic initiative that is aimed at mitigating barriers faced by foreign-trained, skilled workers in the recognition of their foreign credentials.

The IQ program involves the tendering of contracts to regulatory bodies and professional associations, community-based organizations (including ad-hoc committees, coalitions, umbrella organizations, associations or centres), public institutions, private enterprises, and individuals for activities that provide leadership, information, and capacity building initiatives on behalf of the ministry. Records relating to the RFP process and contracts are classified under ARCS secondary 1070-20.

Record types include correspondence, copies of briefing notes, promotional material, and reports.

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

For the RFP process and contracts, see [ARCS primary 1070](#).

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

70520	INTERNATIONAL QUALIFICATIONS PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b>	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	<b>General</b>	CY2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
-02	<b>IQ Program evaluation</b>	SO	nil	DE
	RETENTION STATEMENT Destroy when no longer required for program evaluation.			
	SO: when no longer required for program evaluation			
-03	<b>IQ Program promotion and marketing</b> (includes speaking notes, copies of presentation slides, and itineraries)	CY+2y	nil	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

70520	INTERNATIONAL QUALIFICATIONS PROGRAMS	A	SA	FD
-------	---------------------------------------	---	----	----

---

### RETENTION STATEMENT

Destroy at the end of the third calendar year.

NOTE: This secondary covers presentations made to regulatory bodies, employers' groups, and immigrant services groups.

---

-20	<b>IQ Program project files</b> (arrange by project)	SO	6y	DE
-----	---	----	----	----

---

### RETENTION STATEMENT

Destroy six year after the project is concluded, abandoned or cancelled, and when no longer required for reference purposes.

SO: when the project is concluded, abandoned or cancelled, and when no longer required for reference purposes

6y: The six-year retention period ensures that interim and final reports and related contract monitoring records are retained for the six-year limitation period for commencing an action with respect to a contract under the [Limitation Act \(RSBC 1996, c. 266\)](#).

---

END OF PRIMARY



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70540 IMMIGRANT SELECTION AND NOMINATION PROGRAMS

Records relating to the administration of provincial immigration programs (e.g., the Provincial Nominee Program), pursuant to the [Provincial Immigration Programs Act \(SBC 2015, c. 37\)](#), the *Canada-British Columbia Immigration Agreement* and related legislation. The province and the federal government have shared responsibilities for immigration. Currently, the province nominates, to the federal government, a limited number of potential immigrants to meet provincial economic needs. The federal government, in turn, has final immigration approval, including medical and security screening and issuing visas.

Program applicants may be approved or refused, may have their nomination cancelled and may also withdraw or abandon their participation in the application process. Applicants may also request a review of a refused application, in accordance with the applicable legislation.

This primary also covers the investigation of alleged fraud undertaken by individuals involved in provincial immigration programs.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include physical files and data and documents held in systems.

For branch websites, see [ARCS secondary 340-30](#).

For the *Canada-British Columbia Immigration Agreement*, see secondary 70400-20.

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

For communication activities, see [ARCS primaries 295](#) to [338](#).

For phishing-related correspondence, see [ARCS secondary 470-20](#).

For source records that have been uploaded or added to the PNP case file management system, the system of record, see [Redundant Source Information \(schedule 206175\)](#).

For system descriptions, see the System Section.

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

70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	General	CY+2y	nil	DE

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

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS	A	SA	FD
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
PIB	<b>-10 Fraud tip investigations</b> (covers the investigation of fraud accusations (e.g., tips) pertaining to parties (e.g., individuals, representatives or employers)) (includes tips, spreadsheets, data, and correspondence)  RETENTION STATEMENT Destroy six years after the fraud tip investigation is concluded.  SO: when the fraud tip investigation is concluded  6y: Tip investigations are required for a six year period in case a party enters into the provincial immigration program subsequent to the initial tip being investigated.  NOTE: If the tip pertains to an individual with an application file, then tip status details will also be attached to their file (secondary 70540-25).	SO	6y	DE
	<b>-15 Legacy immigration program files</b> (closed secondary) (includes questionnaires, resumes, financial statements, notes, business proposals, information requests and inquiries, immigrant investor fund submissions, copies of permanent residence applications and visas, telex messages, and correspondence) (arrange by calendar year)  RETENTION STATEMENT Destroy at the end of the sixth calendar year.  6y: The retention period is consistent with the retention period for the current, provincial immigration program application files (secondary 70540-25).  NOTE: This secondary covers records relating to the province's participation in closed, federal immigration programs (e.g., the Canadian Business Immigration Program). The province responded to inquiries from prospective immigrants; liaised with the federal government; and reviewed and recommended business and investor fund proposals submitted by	CY	5y	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS	A	SA	FD
	prospective immigrants.			
	NOTE: This secondary supersedes Ongoing Records Schedule 105001 (Business Immigration Proposal Files (1979-1989)).			
PIB	<b>-25 Provincial immigration program application case files</b> (covers records created during the review process, including registrations, applications, supporting documentation (e.g., job offer forms, employment letters, personal and corporate financial statements, pay statements, Federal immigration forms, education and professional certifications, work experience documents), application assessments, nomination certificates, fraud tip status details, withdrawal requisitions, requests for review, and correspondence) (does not cover records pertaining to individuals who did not complete the registration process within the allotted time period - see secondary 70540-35)	SO	6y	DE
	RETENTION STATEMENT Destroy cases retained in electronic case management systems when the most recent case associated with the applicant has been closed for six years. Destroy all other case files six years after closure. Note: A case is not considered closed until all fraud investigations involving the applicant are complete.			
	SO: <ul style="list-style-type: none"><li>for cases retained in electronic case management systems, when the most recent case associated with the applicant is closed</li><li>for all other case files, when closed</li></ul>			
	6y: The retention period ensures the records are available for the nomination validity period and satisfies the retention requirements stipulated in the <i>Canada-British Columbia Immigration Agreement (2021)</i> .			
	NOTE: Enhanced system capabilities allow for the linking of cases and synchronized deletion. Alternatively, case files maintained outside of case management systems are destroyed on an individualized basis.			
	NOTE: A case is not considered closed until all fraud investigations involving the applicant are complete.			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70540	IMMIGRANT SELECTION AND NOMINATION PROGRAMS	A	SA	FD
PIB	<b>-27 Provincial immigration program application profiles</b> (covers profiles of applicants who have completed the registration process within the allotted time period)  RETENTION STATEMENT Destroy profiles one year after all cases associated with the profile are destroyed.  SO: when all cases associated with the profile are destroyed  NOTE: The retention period ensures the records are available for the nomination validity period and satisfies the retention requirements stipulated in the <i>Canada-British Columbia Immigration Agreement (2021)</i> .	SO+1y	nil	DE
PIB	<b>-35 Provincial immigration program incomplete records</b> (covers records (e.g., profiles and registrations) pertaining to individuals who did not complete the registration process within the allotted time period)  RETENTION STATEMENT Destroy 30 days after date of last online activity.  SO: date of last online activity  NOTE: Records pertaining to individuals who completed the registration process are classified under secondary 70540-25 and secondary 70540-27.	SO+30d	nil	DE

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 70700 SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT

Records relating to immigrant settlement, multiculturalism, and anti-racism policy and program development, analysis, evaluation, and research. This includes developing the eligibility criteria for the various funding programs, as well as formal and informal consultations with anti-racism, multiculturalism and immigrant settlement umbrella organizations, service-providing organizations, and other stakeholders in order to obtain feedback on proposed policy and program changes, program monitoring and evaluative initiatives.

Record types include correspondence, draft applications, reports, and issue, discussion and research papers.

For the Advisory Council on Multiculturalism, see [ARCS secondary 200-20](#).  
For approved eligibility criteria, see the applications classified under secondary -00 in primaries 70220 and 70260.

For the BC Provincial Hate Crime Team, see [ARCS secondary 200-20](#).  
For executive briefing notes, see [ARCS secondary 280-20](#).

The ministry OPR is Settlement and Multiculturalism Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

70700	SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and procedures</b>	SO	5y	FR
	RETENTION STATEMENT Transfer to the government archives five years after the policy, procedure, standard, or guideline is replaced or becomes irrelevant.			
-01	<b>General</b>	CY+2y	nil	DE
	RETENTION STATEMENT Destroy at the end of the third calendar year.			
-20	<b>Settlement and multiculturalism policy development files</b> (arrange by topic)	CY+4y	5y	SR
	RETENTION STATEMENT Transfer files, that document the development of funding program eligibility criteria, to the government archives at the end of the tenth calendar year. Destroy all other records covered by this secondary at the end of the tenth calendar year.			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

<b>70700</b>	<b>SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
--------------	---	----------	-----------	-----------

---

10y: The 10-year retention period allows sufficient time for anti-racism, multiculturalism and immigrant settlement policy and program development to be completed, abandoned or cancelled. It also provides sufficient time for research, consultation and potential reactivation of the abandoned and cancelled policy and program development files.

SR: The government archives will selectively retain settlement policy development files because they document the scope and application of anti-racism, multiculturalism and immigrant settlement policies in BC.

The ministry will select files that document the development of funding program eligibility criteria and box them with other records designated for full retention. All other files covered by this secondary will be boxed separately for destruction.

---

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

### MULTICULTURALISM AND IMMIGRATION SERVICES

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

## SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
IMMIGRANT SELECTION AND NOMINATION PROGRAMS RELATED SYSTEMS	2
IMMIGRANT SETTLEMENT AND INTEGRATION SERVICE PROVIDER AND CLIENT CASE MANAGEMENT SYSTEMS	5
PROGRAM SUPPORT DATABASES	8

## 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 [Government Records Officer](#).

---

### SYSTEM SECTION

#### IMMIGRANT SELECTION AND NOMINATION PROGRAMS RELATED SYSTEMS

#### SYSTEM OVERVIEW

##### **Creating Agency**

Ministry of Municipal Affairs  
Immigration Services and Strategic Planning Division  
Immigration Programs Branch

##### **Date of System Description**

October 11, 2023

##### **Purpose**

This system overview pertains to system(s) used by individuals to register and apply for the provincial immigration programs (e.g., Provincial Nominee Program (PNP)) and those used by the branch to manage the registration, application and nomination process.

Currently, individuals register and apply via the Skills Immigration Registration System (SIRS), which provides prospective and current nominees with web access to the program registration and application process. SIRS interfaces with the PNP Officio System, which is used by the branch to track an applicant's registrations, applications, nominations, and case actions. The acquisition of a fraud tips investigation system is also being explored.

Systems data is also used to conduct performance analyses and report on trends, issues, and outcomes on a program wide level, thereby supporting program planning and evaluation.

This system overview and the data retention rules listed in the Data Retention Plan apply to data held in legacy, current and future systems used to perform the functions described above.

##### **Information Content**

The systems contain data and documents.

SIRS contains applicant profile and registration information, such as basic vital statistics (e.g., name, birth date, country, current address) and applicant qualifications under the program.

PNP Officio contains information imported from SIRS and directly input from staff.

The fraud tips investigation system will capture information on the tip and the outcome, including individual identified in the tip, notes and outcomes.

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

*SIRS:*

Individuals use SIRS to create an applicant profile and register for the program. If the individual is invited to apply, they can then use SIRS to interact with program staff, submit information and upload documentation as required under the program.

Incomplete profiles and registrations are deleted after 30 days of inactivity (secondary 70540-35).

---

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

---

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

---

### *PNP Officio:*

When an applicant completes the registration process in SIRS, their profile and registration is uploaded to PNP Officio. Cases are opened at the registration and application stage and if an applicant requests a review of a declined application. Branch staff enter data and attach relevant documents to the cases.

Cases are closed when a decision is made (e.g., approve, refuse, etc.). Individuals may also trigger case closure if they abandon or withdraw from the registration, application or review process. Documentation may be added to a case once it's closed (e.g., post nomination correspondence).

Closed cases are not re-opened. If an applicant re-applies, this results in a new application process.

As described above, an individual may have several cases in the system. The cases are eligible for destruction when the most recent case associated with the applicant has been closed for six years (70540-25). Profiles can be destroyed one year after all cases associated with the profile are destroyed (70540-27).

Note: Enhanced system capabilities allow for the linking of cases and synchronized deletion. Alternatively, case files maintained outside of case management systems are destroyed on an individualized basis.

Outputs consist of reports generated on a regular and ad-hoc basis, including weekly summary reports.

### *Fraud Tips System:*

The system will be used to document the investigation of fraud tips. It is anticipated that an investigation case will be opened when the tip is received and closed when the investigation is concluded. Fraud tips are retained for an additional six years in the event that the individual enters the program subsequent to the initial tip being received (70540-10). If the individual has a case in PNP Officio, then tip status details will also be attached to the applicable case (70540-25).

### **Historical Note**

Prior to the launch of PNP Officio in 2015, client case files were maintained in hardcopy format and Microsoft Access was used to track program applications and outcomes (see Program Support Databases System Overview).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### **IMMIGRANT SELECTION AND NOMINATION PROGRAMS RELATED SYSTEMS**

#### **DATA RETENTION PLAN**

<b>Data Description</b>	<b>Data Retention Period</b>
Fraud tip investigations Classification 70540-10	Destroy six years after the fraud tip investigation is concluded.
Provincial immigration program application case files Classification 70540-25	Destroy when the most recent case associated with the applicant has been closed for six years. Note: A case is not considered closed until all fraud investigations involving the applicant are complete.
Provincial immigration program application profiles Classification 70540-27	Destroy profiles one year after all cases associated with the profile are destroyed.
Provincial immigration program incomplete records Classification 70540-35	Destroy 30 days after date of last online activity.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [System Section FAQ](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

### **IMMIGRANT SETTLEMENT AND INTEGRATION SERVICE PROVIDER AND CLIENT CASE MANAGEMENT SYSTEMS**

#### **SYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Municipal Affairs  
Immigration Services and Strategic Planning Division  
Immigration Policy and Integration Branch

##### **Date of System Description**

October 11, 2023

##### **Purpose**

This system overview pertains to system(s) that perform the following functions:

- contract management with service provider organizations (SPOs),
- client case management, and
- generate ad-hoc and standard reports, in compliance with funding agreements and other arrangements, and for ongoing program monitoring, tracking and evaluation purposes.

The current system in use by the branch is the Career Paths Immigration Integration Programs System (IIPS), implemented in January 2017.

This system overview and the data retention rules listed in the Data Retention Plan apply to data held in legacy, current and future systems used to perform the functions outlined above.

##### **Information Content**

The system contains data and documents used for the management of two separate groups: SPOs and clients. Examples of SPO data collected include name, status, contract start and end dates, and total client enrolment number to date. Examples of client data captured include name, date of birth, immigration category, level of English proficiency, occupation, and file status.

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

Both branch staff and SPOs perform data entry and upload documents.

Branch staff input and manage SPO account, contract and performance details. SPO performance, including client incidents, is tracked and this information, together with SPO client information is used by the program staff to analyze and report on program effectiveness through ad-hoc and annual reports. When the contract with the SPO is terminated or its term is concluded program staff close the SPO file.

SPOs, in turn, register new immigrant client profiles, input baseline client data, on boarding documents, and information regarding client progress, services provided, and client outcomes.

SPOs close client files for a variety of reasons (e.g., client has withdrawn, becomes inactive, met the maximum funding or period allowed under the program, or has completed the program). Closed client files are not reopened. Instead, a new client file is created.

## 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 [Government Records Officer](#).

---

A client may have several cases in the system and they are eligible for destruction when the most recent case associated with the client has been closed for seven years.

Note: Enhanced system capabilities allow for the linking of cases and synchronized deletion. Alternatively, case files maintained outside case management systems are destroyed on an individualized basis.

The system generates numerous outputs (e.g., client outcome surveys, wait lists, data extracts, ad-hoc and annual summary reports). The system may also generate aggregated client reports (e.g., Canadian Experience Reports), for sharing with the federal government, as stipulated in funding agreements.

### Historical Note

Selected data from two legacy systems (Skills Connect - General and Skills Connect - Health Care), required for eligibility determination purposes, was exported to IIPS. Only data pertaining to clients who met eligibility for the Career Paths Program and had not maximized their time/dollars in Skills Connect were transitioned into the Career Paths Program and IIPS. The Skills Connect databases were last updated in January 2017. Data remaining in the Skills Connect databases are classified according to the applicable secondaries listed in the Data Retention Plan.

## 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 [Government Records Officer](#).

### **IMMIGRANT SETTLEMENT SERVICE PROVIDER AND CLIENT CASE MANAGEMENT SYSTEMS**

#### **DATA RETENTION PLAN**

<b>Data Description</b>	<b>Data Retention Period</b>
Client case files Classification 70260-20	Destroy when the most recent case associated with the client has been closed for seven years.
Service provider accounts and client profiles Classification 70260-25	Destroy service provider accounts when provider is deemed inactive (e.g., when all of their contracts have expired, when there are no outstanding complaints or issues associated with the service provider, when all of their contract case files have been destroyed, and when seven years have expired since their account was last updated). Destroy client profiles when client is deemed inactive (e.g., when there are no outstanding complaints or issues associated with the client, when all of their client case files have been destroyed, and when seven years have expired since their client profile was last updated).
Service provider files Classification 70260-30	Destroy service provider contract management files seven years after the contract expires or is terminated and conclusion of all extensions to the contract.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [System Section FAQ](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

---

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

---

### **PROGRAM SUPPORT DATABASES**

#### **SYSTEM OVERVIEW**

##### **Creating Agency**

Ministry of Municipal Affairs  
Immigration Services and Strategic Planning Division

##### **Date of System Description**

September 12, 2023

##### **Purpose**

This overview applies to data held in a variety of databases (e.g., Microsoft Access and File Maker Pro), which were or are used for program tracking, planning, evaluation, implementation, reporting, statistical analysis, and research purposes. It does not cover data held in the various case management systems (e.g., Skills Immigration Registration System (SIRS), Career Paths Immigration Integration Programs System (IIPS) and PNP Officio).

This system overview and the data retention rules listed in the Data Retention Plan apply to data held in legacy, current and future systems used to perform the functions described above.

## 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 [Government Records Officer](#).

### PROGRAM SUPPORT DATABASES

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Monitoring and tracking (not covered elsewhere) Classification 70000-10	Destroy when no longer required for monitoring, tracking, reporting and statistical analysis purposes, and if the records and data are used to track applicants, clients, funded organizations, or service providers, when a minimum of seven years has elapsed since the records were created.

For additional classification details, including retention rationales, refer to the classification description in the applicable section of the *ORCS*.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-----------------------	-------	----------------	--------------------------

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

70000	MULTICULTURALISM AND IMMIGRATION SERVICES - GENERAL	Title changed to COMMON RECORDS (NOT COVERED ELSEWHERE)	
70000-02	Multiculturalism and immigration web site	Replaced - re-classify to ARCS secondary 340-30 Simple web site pages.	Unchanged
70000-10	Monitoring and tracking (not covered elsewhere)	New. Replaces secondary 70260-05 Settlement services summary reports and some of the records previously classified under secondary 70540-06 Weekly provincial nominee reports.	SO/nil/DE
70000-15	Program outcomes	New. Replaces secondaries 70200-02 Funding summary reports. Also replaces some of the records previously classified under secondaries 70540-04 Provincial Nominee Program evaluation and 70540-06 Weekly provincial nominee reports.	SO/10y/FR

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70000-20	Program planning working files	New. Replaces some of the records previously classified under secondary 70540-04 Provincial Nominee Program evaluation.	SO/10y/DE
70200	FUNDING - GENERAL	Removed.  All classifications removed or re-classified elsewhere.	
70200-00	Policy and procedures	Replaced – re-classify to secondary 70000-00 Policy and procedures.	Unchanged
70200-01	General	Replaced - re-classify to secondary 70000-01 General.	Unchanged
70200-02	Funding summary reports	Replaced - re-classify to secondary 70000-15 Program outcomes.	Increased from SO/nil/FR to SO/10y/FR

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70200-03	Organizational Support Program (OSP) funding data	Removed – classification no longer required.  Note: The data pertains to the discontinued OSP grant program that operated between 1995 and 2002. Data should have been destroyed; however, if data is discovered, it can be disposed of under secondary 70000-10 Monitoring and tracking (not covered elsewhere).	NA
70200-20	Funded organization audit files	Replaced. Re-classify to applicable funded organization file classification (e.g., 70220-20 Anti-racism and multiculturalism files or 70260-30 Service provider case files, as applicable).  Note: This change results in the audit records being retained for the same time as the related funded organizational files.	Changed from FY+2y/4y/DE to SO/6y/DE or SO/7y/DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70200-30	Multiculturalism/settlement organization files	Replaced. Re-classify to ARCS secondary 230-20 Cooperation and liaison files.  Note: Secondary 70200-30 was used for routine correspondence with and descriptive information about organizations not currently receiving funding. These types of records can be classified in ARCS. If the organization enters into funding relationship with the province, file the records on the applicable funded organization file classification (e.g., 70220-20 Anti-racism and multiculturalism files or 70260-30 Service provider case files, as applicable).	Changed from FY+2y/nil/DE to CY+2y/nil/DE
70200-40	Organizational Support Program (OSP) funding files	Removed – classification no longer required.  This secondary pertains to the discontinued OSP grant program, which awarded grants between 1995 and 2002. All records covered by this secondary have been disposed.	NA
70220	FUNDING – ANTI-RACISM AND MULTICULTURALISM	Title changed to ANTI-RACISM AND MULTICULTURALISM PROGRAMS. Title change is necessitated by the removal of the various primary blocks within the ORCS and to create consistency with the remaining primaries in the ORCS.	

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70240	HERITAGE LANGUAGE GRANTS	<p>Removed.</p> <p>This primary pertains to the issuance of heritage language grants, which were available between 1995 and 2002. Grant case files have been disposed of.</p> <p>Note: Records relating to Heritage Language Grants program planning, monitoring, evaluation and review may still exist. Classify these records under primary 70000 COMMON RECORDS (NOT COVERED ELSEWHERE). Also, if any policy and procedure documentation is discovered it can be re-classified to secondary 70000-00.</p>	
70240-00	Policy and procedures	Removed – classification no longer required.	NA
70240-01	General	Removed – classification no longer required.	NA
70240-02	Heritage language data	Removed – classification no longer required.	NA

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70240-20	Heritage language grant award files	Removed – classification no longer required.	NA
70260	FUNDING - IMMIGRANT SETTLEMENT	Primary title changed to IMMIGRANT SETTLEMENT AND INTEGRATION PROGRAMS. Title change is necessitated by the removal of the various primary blocks within the <i>ORCS</i> and to create consistency with the remaining primaries in the <i>ORCS</i> .	
70260-02	ELSA student tracking data	Removed – classification no longer required.  The data pertains to the English Language Services for Adults (ELSA) program, which was transferred to the responsibility of the federal government. The system used to maintain the data (STARS) has been decommissioned and the data destroyed. However, if additional tracking data is discovered it can be scheduled under secondary 70000-10 Monitoring and tracking (not covered elsewhere).	NA

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70260-03	ELSA student tracking reports	Removed – classification no longer required.  English Language Services for Adults (ELSA) program was transferred to the responsibility of the federal government. The assumption is that the reports have been destroyed. However, if additional reports are discovered they can be scheduled under secondary 70000-10 Monitoring and tracking (not covered elsewhere).	NA
70260-04	Immigrant settlement funding data	Replaced – re-classify to secondary 70000-10 Monitoring and tracking (not covered elsewhere).	Changed from FY+6y/nil/DE to SO/nil/DE. However, one of the close triggers allows the data to be retained for a similar retention period.
70260-05	Settlement services summary reports	Replaced – re-classify to secondary 70000-10 Monitoring and tracking (not covered elsewhere).	Unchanged.
70260-20	Client case files	NEW.	SO/7y/DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70260-25	Service provider accounts and client profiles	NEW.	SO/nil/DE
70260-21	Stream 1 Information and Support Services files	Replaced - re-classify to secondary 70260-30 Service provider case files.	Changed from SO/6y/DE to SO/7y/DE
70260-22	Stream 2 Community Bridging Initiatives files	Replaced - re-classify to secondary 70260-30 Service provider case files.	Changed from SO/6y/DE to SO/7y/DE
70260-23	Stream 3 ELSA files	Replaced - re-classify to secondary 70260-30 Service provider case files.	Changed from SO/6y/DE to SO/7y/DE
70260-24	Stream 4 Sectoral Support (etc.) files	Replaced - re-classify to secondary 70260-30 Service provider case files.	Changed from SO/6y/DE to SO/7y/DE
70260-30	Service provider files	NEW. Replaces the following secondaries: 70260-21 Stream 1 Information and Support Services files, 70260-22 Stream 2 Community Bridging Initiatives files, 70260-23 Stream 3 ELSA files, 70260-24 Stream 4 Sectoral Support (etc.) files.	SO/7y/DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70500	IMMIGRATION PROGRAMS - GENERAL	Replaced by primary 70000 COMMON RECORDS (NOT COVERED ELSEWHERE).	
70500-00	Policies and procedures	Replaced - reclassify to secondary 70000-00 Policy and procedures.	Unchanged.
70500-01	General	Replaced - re-classify to secondary 70000-01 General.	Unchanged
70500-02	BC labour market research studies	Replaced. Published reports and studies printed from the internet should be re-classified to <i>ARCS</i> secondary 358-20 Library/topical reference materials. Reports and studies, prepared by the branch, should be re-classified to the applicable secondary in primary 70000 COMMON RECORDS (NOT COVERED ELSEWHERE).	Was SO/nil/DE. New retention depends on where re-classified.
70520	IMMIGRATION PROGRAMS – INTERNATIONAL QUALIFICATIONS	Title changed to INTERNATIONAL QUALIFICATIONS PROGRAMS. Title change is necessitated by the removal of the various primary blocks within the <i>ORCS</i> and to create consistency with the remaining primaries in the <i>ORCS</i> .	

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70540	IMMIGRATION PROGRAMS – PROVINCIAL NOMINEE	Title changed IMMIGRANT SELECTION AND NOMINATION PROGRAMS. Title change is necessitated by the removal of the various primary blocks within the <i>ORCS</i> and to create consistency with the remaining primaries in the <i>ORCS</i> .	
70540-02	Federal government nominee/permanent resident data	Replaced. If the data has been uploaded to another database, then the data can be destroyed under the <i>Transitory Information</i> (schedule 102901). If not, then re-classify to secondary 70000-10 Monitoring and tracking (not covered elsewhere), as appropriate.	Unchanged
70540-03	Provincial nominee/permanent resident data	Replaced. If the data has been uploaded to another database, then the data can be destroyed under the <i>Transitory Information</i> (schedule 102901). If not, then re-classify to secondary 70000-10 Monitoring and tracking (not covered elsewhere), as appropriate.	Unchanged
70540-04	Provincial Nominee Program evaluation	Replaced – re-classify to secondary 70000-10 Monitoring and tracking (not covered elsewhere), 70000-15 Program outcomes or secondary 70000-20 Program planning working files, as appropriate.	Changed from SO/nil/DE. New retention period depends on how re-classified.

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70540-05	Provincial Nominee Program promotion	Replaced - re-classify to ARCS secondary 324-40 Staff speeches and presentations.	Changed from CY+2y/nil/DE to SO/nil/SR
70540-06	Weekly provincial nominee reports	Replaced.  Re-classify final, cumulative weekly reports to 70000-15 Program outcomes. Re-classify other weekly reports to 70000-10 Monitoring and tracking (not covered elsewhere).	Changed from SO/nil/SR to SO/10y/FR or SO/nil/DE
70540-10	Fraud tip investigations	NEW.	SO/6y/DE
70540-15	Legacy immigration program files	NEW.	CY/5y/DE
70540-20	PNP applicant files	Replaced - re-classify to secondary 70540-25 Provincial immigration program application case files.	Retention changed from SO/NA/NA to SO/6y/DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX A: Summary of Changes to the *Multiculturalism and Immigration Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
70540-25	PNP nominee/permanent resident files	Title changed to Provincial immigration program application case files.  Replaces secondaries 70540-20 PNP applicant files and 70540-30 PNP rejected applicant and nominee files.	Retention reduced from SO+5y/5y/DE to SO/6y/DE
70540-27	Provincial immigration program application profiles	NEW.	SO+1y/nil/DE
70540-30	PNP rejected applicant and nominee files	Replaced - re-classify to secondary 70540-25 Provincial immigration program application case files.	Retention increased from CY+2y/nil/DE to SO/6y/DE
70540-35	Provincial immigration program incomplete records	NEW.	SO+30d/nil/DE

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