

# **OFFICE OF PROTOCOL OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT RECORDS SERVICE**

## DRAFT

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In accordance with the [Information Management Act \(SBC 2015, c. 27\)](#), DO NOT DESTROY ANY RECORDS covered by this information schedule until it has been approved. For more information consult your [Records Officer](#).

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### OFFICE OF PROTOCOL

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Office of Protocol ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments), in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Government Records Services (GRS), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy 2-08 entitled “Administrative Amendment of Approved Records Schedules”, RIM 02.08 Procedures entitled Administrative Amendment Documentation and Procedures, and *Standard ORCS Kit* chapter 3, section 3.3.

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.

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
205822	2018/03/26	Primary 50840; 50000-08, -45; 50200-20; 50500-50; 51200-25, -30; 51300-35; 51300-60; 51600-30	50840 Updated to include records of the Medal of Good Citizenship. Other secondaries updated to reflect current practices and requirements. See Appendix E for a detailed listing of changes.
190150	2014/04/10	Entire ORCS	ORCS updated to reflect current practices and requirements. See Appendix E for a detailed listing of changes.



## INFORMATION SCHEDULE APPROVAL

Title: *Office of Protocol Operational Records Classification System (ORCS)*

Office of the Premier and Cabinet Office  
Intergovernmental Relations Secretariat  
Office of Protocol

### Scope of Schedule:

This is a general amendment to the *Office of Protocol ORCS*. The purpose of this amendment is to update primary 50840 to include the Medal of Good Citizenship. It also includes updates to the retention period for the congratulatory messages program database. The scope of secondaries was updated to cover half-masting notifications, condolence books, national day celebrations, intergovernmental events, the misuse of provincial symbols, letters of welcome and expedited airport clearance records.

This amendment results in a more streamlined classification scheme. It includes changes to primary and secondary titles, scope notes, cross-references, secondary qualifiers and notes, as well as modified retention periods and final dispositions. This amendment does not apply to Office of Protocol records that, as of the date of approval, have been authorised for disposition (ARS 130 signed off) by the central records services agency.

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

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 2006

The government body endorses this schedule and its implementation.

Chief of Protocol and Executive Director,  
Intergovernmental Relations Secretariat  
Name: Lucy Lobmeier

*Dec. 5/17*  
Date

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw, Chair

Mar 20, 2018  
Date

APPROVED BY THE CHIEF RECORDS OFFICER:

David Curtis

*March 26/18*  
Date

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

Schedule Developer: Daniel Collins

Endorsed by Government Records Service.

Alexander Wright, Chief Archivist

Nov. 22, 2017  
Date

## *OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

### EXECUTIVE SUMMARY FOR AMENDMENT 2

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Office of Protocol.

These records document the planning and execution of official visits to the province, the administration of provincial conferences, ceremonies and commemorative events, provision of diplomatic services and liaison with the Consular Corps and foreign representatives, the management of the province's symbols, honours and awards program, including the Order of British Columbia and the Medal of Good Citizenship, under the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380), and related protocol functions.

The amendment provides an updated retention structure for inter-provincial conferences; changes the retention for the congratulatory message program to reflect the database being the system of record for the program; expands retentions to allow for a longer reference period to support operational use, and covers the newly implemented Medal of Good Citizenship. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and historical values are preserved.

The following summary describes the changes that affect retention periods and final dispositions. Secondaries with a final disposition of destruction and a retention period of less than seven years are not described. In this summary, record types are linked to the *ORCS* by primary and secondary numbers. For a detailed description of all changes, please consult Appendix E: Summary of Changes to the *Office of Protocol ORCS*.

1) Medal of Good Citizenship records

(secondary 50840-02)	CY+1y	3y	FR
(secondary 50840-03)	CY+1y	3y	FR
(secondary 50840-30)	SO	nil	DE
(secondary 50840-04)	CY+1y	6y	DE

These records document the administration of the annual Order of British Columbia (OBC) process and the more frequent Medal of Good Citizenship (MGC), which was launched in 2015. This covers the calls for nominations, budget and financial records, planning the ceremonies, nominations and supporting material, selections, and the invocation and award ceremonies. The original primary 50840 only covered the OBC; this *ORCS* amendment expanded the scope of the entire primary to include, within already existing secondaries, the MGC.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

2) Provincial and Territorial events and conferences  
(secondary 51200-30)

CY+2y 10y DE

These records document the planning and coordination of events that rotate between the provinces and territories. These events include the Council of the Federation meetings, First Ministers meetings, Western Premiers meetings and other such events where hosting duties are shared between groups of provinces and territories.

13y: The retention period ensures records are available for reference in subsequent program planning for events that rotate between the provinces and territories.

DE: Intergovernmental events, conferences and meetings will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, equipment and facilities for intergovernmental conferences and meetings held in British Columbia and have insufficient value to warrant archival retention.

3) Ceremonial functions  
(secondary 50200-20)

CY+3y 4y DE

These records document the planning and coordination of ceremonial functions. Ceremonial functions are formal events conducted for notable occasions in the British Columbia Legislature, such as the Throne Speech, Opening of the Session, Royal Assent, swearing in of the Premier and Executive Council, the installation of the Lieutenant Governor and other legislature ceremonies as declared by the Executive Council or the Legislative Assembly.

8y: The retention has been extended to 8 years to ensures the records are retained for the duration of two political tenures and provides an adequate reference period for subsequent program planning.

4) Visit files  
(secondary 51600-30)

CY+2y 4y DE

These records document letters of welcome, the arrangement and coordination of itineraries, food service, expedited airport clearances, transportation, and equipment and facilities.

7y: The retention has been extended from 2 years to 7 years to provide enough time for reference in subsequent program planning.

END OF EXECUTIVE SUMMARY

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

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

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### SECTION 1

#### OFFICE OF PROTOCOL

#### PRIMARY NUMBERS

50000 – 51999

This section covers records relating to the Office of Protocol function, which provides protocol and event coordination services for the Government of British Columbia. This includes planning and executing official visits to the province; administering intergovernmental events, conferences and ceremonies; and providing diplomatic services and liaison with the Consular Corps and foreign representatives. This also includes the organization of official ceremonies and functions; provision of logistical support for provincial-sponsored events and conferences; organization of province-wide commemorative events; management of the province's symbols, honours and awards programs, such as the Order of British Columbia, the Medal of Good Citizenship and Long Service Awards; and administering the province's congratulatory messages program.



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**OFFICE OF PROTOCOL**

50000 - 51999

50000	OFFICE OF PROTOCOL – GENERAL
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50200	CEREMONIAL FUNCTIONS
50500	DIPLOMATIC AND CONSULAR SERVICES
50800	HONOURS AND AWARDS - GENERAL
50840	PROVINCIAL HONOURS
51200	INTERGOVERNMENTAL EVENTS
51300	USE OF PROVINCIAL SYMBOLS
51600	VISITS AND MISSIONS

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 50000 OFFICE OF PROTOCOL – GENERAL

Records not shown elsewhere in the Office of Protocol that relate generally to the provision of protocol and intergovernmental event coordination services on behalf of the Government of British Columbia.

This includes several functions of the Office of Protocol, including:

- The administration and coordination of the Congratulatory Message Program. Upon request, residents of British Columbia are eligible to receive official congratulatory messages when they celebrate a 75th and higher birthday and/or a 25th and higher wedding anniversary.
- Etiquette and protocol used by the Government of British Columbia in communications with the federal government, other provincial or territorial governments, municipal governments and representatives of foreign governments.
- The coordination of special passports issued to cabinet ministers and spouses traveling internationally on government business.
- The management of databases which staff create for the administration of events and ceremonial occasions. These are created on an ad-hoc basis and contain administrative information such as invitations, contact information, RSVPs, dietary considerations and gifts.

NOTE: For consistent classification throughout this ORCS, files arranged by country will use the three-digit country codes established in the International Standard (ISO) 3166, Codes for the Representation of Names of Countries.

For contact and member lists, such as for delegates or members of a group, see [ARCS Secondary 100-05](#).

For development of special items, see [ARCS Secondary 847-20](#).

For financial records relating to gifts, see [ARCS Primary 925](#)

For gift inventory lists, see [ARCS Secondary 100-05](#).

For the Office of Protocol web pages, see [ARCS Secondary 340-30](#).

For photographs not directly associated with an event, visit, meeting or ceremony, [ARCS Secondary 306-20](#).

For satisfaction surveys, see [ARCS Primary 338](#).

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

50000	OFFICE OF PROTOCOL – GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	<b>Policy and Procedures</b> (supersedes -00 Policy and procedures from all original primaries in this section, 50600-20 Forms of address, 50600-30 Precedence lists, and 51300-02 Flag protocol) (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to functions represented	SO	5y	FR

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50000	OFFICE OF PROTOCOL – GENERAL	A	SA	FD
	by this ORCS, such as flag protocol, forms of address, tables of precedence, the Consular Corps Book, or the Order of British Columbia master binder)			
	FR: 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.			
	NOTE: Secondary -00 covers policies and procedures pertaining to the mandate and operations of the Office of Protocol identified throughout this ORCS.			
	<b>-01 General</b>	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not related to topics that warrant specific classifications.			
	<b>-06 Chiefs of Protocol meeting records</b>	SO	nil	FR
	FR: Chiefs of Protocol meeting records will be fully retained. They provide evidence of the cooperation and liaison between Canada's senior protocol officers.			
PIB	<b>-08 Congratulatory message program records</b> (includes correspondence, memoranda, application forms, data on the congratulatory database and, for some occasions, copies of birth or marriage certificates) (covers birthday and wedding anniversary messages)	SO+6m	nil	DE
	SO: when the date of the occasion has passed			
	NOTE: Paper records that have been scanned and verified are covered under special schedule 206175 (Redundant Source Records). Consult your Records Officer regarding approval to apply this schedule.			
	NOTE: See the simple system listing for a description of the congratulatory database.			
	<b>-10 Logistical planning reference files</b> (supersedes 51120-20 Conference and event services case files, 51140-20 Hotel facilities case files, and 50700-03 Suppliers' catalogues, price lists) (includes general information regarding gift-ware, catering, floor plan and site details, commemorative products, and other	SO	nil	DE

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50000	OFFICE OF PROTOCOL – GENERAL	A	SA	FD
	information to assist in the organization of conferences and events)			
-12	<b>Office of Protocol newsletters</b> (covers monthly newsletters issued by the branch regarding matters of protocol, such as etiquette tips, provincial symbols and activities of the branch)	CY+3y	nil	DE
-14	<b>Office of Protocol research and reference files</b>	SO	nil	DE
	NOTE: This secondary covers a collection of materials relating to a variety of topics and collected for reference purpose only; it does not cover original records created by the Office of Protocol.			
-30	<b>Special passports</b> (arrange by passport holder's name) (includes correspondence, copies of passports and the data on the database for special passports)	SO	nil	DE
	SO: when the passport has been deactivated/expired			
-45	<b>Protocol program planning and tracking data</b> (covers data on databases created for the administration and planning of protocol activities, including events, ceremonies, the use of the term 'BC', visits and half-masting)	SO	nil	DE
	SO: when the approved retention schedule for the case file to which the data relates has elapsed (for databases created for individual projects), and when operational reference value for planning future events has expired			
	NOTE: This secondary is not for filing; its purpose is to identify the retention period for the data in the databases. The databases will usually be filed in the same electronic folder as the project it relates to.			
	NOTE: See the simple system listing for a description of the databases this data resides in, as well as the project files and retentions they relate to.			
-50	<b>Records from programs transferred out of the Office of Protocol</b> (supersedes primaries 50860 Queen Elizabeth Scholarship, 50900 Legislative Precinct, 51000 Provincial Carillon, and 51400 Tour Guides) (arrange by original ORCS number) (covers records relating to four programs transferred to other	SO	nil	SR

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50000	OFFICE OF PROTOCOL – GENERAL	A	SA	FD
	ministries/bodies: functions held at the legislative precinct, the provincial carillon program, tour guides (of the legislative precinct) and the Queen Elizabeth II Scholarship)			
	SO: the date the program was transferred out of the Office of Protocol			
	SR: The government archives will selectively retain records from programs transferred out of the Office of Protocol. Selection will be as follows: <ul style="list-style-type: none"><li>• Queen Elizabeth II Scholarships case files (formerly 50680-20) will be destroyed in accordance with the approved final disposition of Queen Elizabeth II British Columbia Centennial scholarships in the <i>Student Services ORCS</i> (schedule 117457).</li><li>• Legislative precinct functions case files and Carillon programs case files will be fully retained. Legislative precinct functions case files provide information about the public use of the Parliament Buildings and grounds during the time that the Office of Protocol was responsible for granting permission for that use. Carillon programs case files provide evidence of the role of the Provincial Carillonneur and information about the Netherlands Centennial Carillon music programs during the time that the Office of Protocol included the Provincial Carillonneur.</li><li>• All other records will be destroyed. This is consistent with the final dispositions approved for the former primaries 50860, 50900, 51000, and 51400.</li></ul>			
	NOTE: This classification is included in the <i>ORCS</i> to assist in scheduling records stored off-site and residual records that may be found in the Office of Protocol.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 50100 ANNIVERSARY PROGRAMS

Records relating to the participation of the Province of British Columbia in commemorative programs. These programs, usually of a long duration and involving several jurisdictions, recognize the anniversaries of historically important occasions such as Canada Day or the Queen's Jubilee. They may also relate to provincial anniversaries, such as significant British Columbian anniversaries or war memorials.

The role of the Office of Protocol is to research, design, develop and administer the events and ceremonies of the anniversary programs.

For anniversary program data on databases, see secondary 50000-45.

For the planning and administration of special events other than anniversary programs, see primary 51200.

For policy and procedures, see secondary 50000-00.

For reference material/topical files, see secondary 50000-14.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

50100	ANNIVERSARY PROGRAMS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-20	<b>Anniversary programs</b> (arrange first by anniversary name, then by year) (includes correspondence, memoranda, event schedules, research, planning and administration documentation)	CY+2y	4y	DE
	7y: The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.			
	DE: Anniversary programs will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Records documenting the purpose and objectives of anniversary programs are found in special schedules 102906 (Executive Records), 112911 (Government House Records), and 112912 (Lieutenant-Governor Records), all of which are scheduled for selective retention. Policies, procedures, guidelines, and standards for anniversary programs are covered by secondary 50000-00, which is scheduled for full retention.			

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 50200 CEREMONIAL FUNCTIONS

Records relating to the planning and administration of ceremonial functions. Ceremonial functions are formal events conducted for notable occasions in the British Columbia Legislature, such as the Throne Speech, Opening of the Session, Royal Assent, swearing in of the Premier and Executive Council, the installation of the Lieutenant Governor and other legislature ceremonies as declared by the Executive Council or the Legislative Assembly. Ceremonial functions also include observation of state ceremonies declared by the Governor General and the Parliament of Canada, such as state funerals and royal births, weddings and deaths. Books of condolence and books of congratulations for significant events are considered a ceremonial function.

For ceremonies granting honour or award, see primary 50800.

For ceremonial data on databases, see secondary secondary 50000-45.

For flag protocols, see primary 51300.

For logistical reference files, see secondary 50000-10.

For policy and procedures, see secondary 50000-00.

For reference material/topical files, see secondary 50000-14.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

50200	CEREMONIAL FUNCTIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-20	<b>Ceremonial files</b> (supersedes 50220-20 British Columbia legislature ceremonies, and 20240-20 Canadian state ceremonies) (arrange by ceremony name, then by year) (includes planning material such as seating plans, invitations/RSVPs, condolence books, congratulations books logistical planning, catering information, correspondence, lists of participants, speeches, photographs, ceremonial programs and timetables)	CY+3y	4y	DE
	8y: The retention period ensures the records are retained for the duration of two political tenures and provides an adequate reference period for subsequent program planning.			
	DE: Ceremony files will be destroyed because they are routine and procedural. The ceremonial rules upon which they are based are fully retained in secondary 50000-00. State ceremonies involving the Lieutenant Governor are selectively retained in accordance with special schedules 112911(Government House Records) and 112912 (Lieutenant-Governor			

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<b>50200</b>	<b>CEREMONIAL FUNCTIONS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
Records).				

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 50500 DIPLOMATIC AND CONSULAR SERVICES

Records relating to liaison with the Consular Corps and foreign representatives located in British Columbia, and support for the privileges and immunities as established by the Geneva Convention and the benefits established by the Government of British Columbia.

The Consular Corps is the official body of all Consular Officers resident in the Province of British Columbia. Consular Officers perform the following functions:

- Represent their country and promote their country's trade;
- Assist and protect nationals of the country they represent;
- Explain their country's policies and achievements in fields such as culture and tourist attractions;
- Protect their country's shipping interests, legalize ship's papers, assist their country's seamen in distress and adjudicate on shipping matters; and
- Administer oaths, legalize foreign documents and issue passports, visas and certificates.

The Office of Protocol supports the Consular Corps by communicating with members of the Corps to clarify privileges, immunities and benefits, provides information regarding programs and policies in British Columbia, and administers the application and maintenance of motor vehicle licence plates for the Corps.

For ambassador visits, see primary 51600.

For Consular Corps briefings, see primary 51200.

For events such as the Lieutenant Governor's Excellence in Wine Awards, see primary 51200.

For executive correspondence, see [ARCS Primary 280](#).

For policy and procedures, including the Consular Corps Book and information notes, secondary 50000-00.

For reference material/topical files, see secondary 50000-14.

For routine reports of temporary usefulness, see special schedule 102901 (Transitory Records).

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

50500	DIPLOMATIC AND CONSULAR SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-02	<b>Consular Corps and diplomatic motor vehicle licensing</b> (includes lists, correspondence and ICBC reports) (covers records relating to the issuance and administration of license plates and drivers' licenses for Consular Corps and diplomatic members residing in British Columbia)	CY+1y	nil	DE

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# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50500	DIPLOMATIC AND CONSULAR SERVICES	A	SA	FD
-03	<b>Privileges, immunities and benefits</b> (covers interpretation of privileges, immunities and benefits for the consular corps, such as licence plates, drivers licences, tax exemptions or medical services)  SO: when privileges, immunities or benefits are amended and reference value has expired  DE: Privileges, immunities and benefits records will be destroyed. They document the clarification and interpretation of consular corps privileges, immunities and benefits, which are fully retained in secondary 50000-00.  NOTE: Information notes and policy documentation of privileges, immunities and benefits will be classified under 50000-00, usually as part of the Consular Corps Book.	SO+1y	5y	DE
-04	<b>Government of Canada correspondence</b> (arrange by topic) (covers communications from federal departments, including information notes, on topics such as dates of recognition for declaration of new consulars, weekly reports, diplomatic updates as well as general correspondence)  SO: when superseded by new information, or when operational value has expired	SO+1y	5y	DE
-05	<b>Disaster and emergency response planning</b> (covers business continuity and communication plans with other countries)  SO: when new plan is finalized	SO+1y	5y	DE
-20	<b>Consular Corps biographies</b> (arrange by country)  SO: when new consul or Consul-General is appointed; retain the current and one previous biography for that country	SO+1y	nil	DE
-30	<b>Consular Corps and diplomatic correspondence</b> (arrange by country) (covers official correspondence on topics such as letters of congratulations or farewell, information notes and memoranda regarding privileges, immunities and benefits as well as other general correspondence)	CY+2y	2y	DE

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# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50500	DIPLOMATIC AND CONSULAR SERVICES	A	SA	FD
5y:	The retention period ensures the records are available for more than one consular posting tenure.			
DE:	Consular Corps and diplomatic correspondence will be destroyed. Consular Corps correspondence initiates or is supported by consular corps policy, procedures, guidelines, and standards, which are fully retained in secondary 50000-00.			
NOTE:	Correspondence drafted for signature by the minister or deputy minister will be classified under ARCS 280.			
<b>-40</b>	<b>Consular Corps and diplomatic issue management</b> (arrange by issue)	SO+1y	nil	DE
SO:	when issue is resolved and is no longer required for reference purposes			
DE:	Consular Corps and diplomatic issues management records will be destroyed. Consular Corps and diplomatic issues initiate or are supported by policy, procedures, and guidelines, which are fully retained in secondary 50000-00.			
NOTE:	This secondary covers a wide range of topics, from personal issues relating to a consular corps member or regarding a citizen of their country, to broader issues such as foreign voting in B.C., taxation, reciprocity, coordinating provincial response and assistance from the province for events in other countries or general topical files.			
NOTE:	For motor vehicle licensing issues and ICBC reports see -02.			
<b>-50</b>	<b>National day celebrations</b> (arrange by country) (Includes correspondence, information notes, speaking notes, and other records relating to days of national celebration in other countries)	CY+2y	2y	DE
5y:	The retention period ensures the records are available for more than one consular posting tenure.			
DE:	National day celebration records will be destroyed because they are routine and procedural. They document the consular corps involvement in the			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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50500	DIPLOMATIC AND CONSULAR SERVICES	A	SA	FD
	celebration of the national days of other countries and have insufficient value to warrant archival retention.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 50800 HONOURS AND AWARDS - GENERAL

Records relating to the eligibility criteria and presentation of the honours and awards of British Columbia not shown elsewhere in this primary block. This primary covers honour and awards presented by ministries and administered by the branch, such as the provincial Long Service Awards program, which recognizes employees who have been with the provincial government for 25 or more years.

The Office of Protocol designs, develops and conducts the presentations of the honours and awards.

For honours and awards data on databases, see secondary 50000-45.

For logistical reference material/topical files, see secondary 50000-14.

For operational policy and procedures, see secondary 50000-00.

For Order of British Columbia records, see primary 50840.

For state and legislature ceremonies, see primary 50200.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

50800	HONOURS AND AWARDS - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-02	<b>Eligibility criteria</b>	SO	nil	DE
-20	<b>Order of the Dogwood case files</b> (secondary closed – program has been superseded by the Order of British Columbia, see primary 50840)	CY+1y	nil	FR
-25	<b>Honours and awards</b> (supersedes 50820-20 Long Service Awards case files) (arrange by award, then by year) (covers honours and awards such as the Police Honours, the Public Service Agency oath ceremonies, the BC Community Achievement Awards, and the Long Service Awards)	CY+1y	nil	DE
NOTE: See primary 50840 for the Order of British Columbia and the British Columbia Medal of Good Citizenship records.				
DE: Provincial honours and awards records will be destroyed. Policy, procedures, and guidelines relating to the presentation of the awards are fully retained in secondary 50000-00. Eligibility guidelines and selection criteria of the Long Service Awards are fully retained under secondary 57830-00 in the <i>Public Service Personnel Management Services ORCS</i>				

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

<b>50800</b>	<b>HONOURS AND AWARDS - GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
(schedule 181080).				

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 50840 PROVINCIAL HONOURS

Records relating to the administration of the Order of British Columbia (OBC) program and the Medal of Good Citizenship (MGC), which were established under the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380). These honours were created to recognize British Columbians who have demonstrated outstanding achievement, excellence or distinction.

The Honours and Awards Secretariat, as a branch of the Office of Protocol, administers the OBC and the MGC at 'arms length' from Government. Its function is to maintain the records of the advisory council and selection committees; conduct the ceremonies, and perform other duties that the advisory council and selection committees may require.

For development of special items, such as the Collar of Office, see [ARCS Secondary 847-20](#).

For the honour's websites see [ARCS primary 195](#).

For logistical reference files, see secondary 50000-10.

For nomination form development files, see [ARCS Primary 285](#).

For OBC data on databases, see secondary 50000-45.

For the OBC master binder, commonly referred to as "the bible" or the step-by-step guide, see secondary 50000-00

For symbols see primary 51300.

The ministry OPR is the Honours and Awards Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

50840	PROVINCIAL HONOURS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-02	<b>Advisory Council and Selection Committee records</b> (includes the records of the advisory council and selection committees, such as selection meetings, briefing records, selection procedures and OIC appointment process for new members, rotational schedule for University appointments, Advisory Council and Selection committee requests, and correspondence)	CY+1y	3y	FR
	FR: The government archives will fully retain the OBC Advisory Council and MGC Selection Committee records because they document appointments to and activities of the organization that has the statutory responsibility to select the recipients. These are the highest honours bestowed to citizens or residents of British Columbia and the records have evidential and informational value.			
-03	<b>Provincial Honours ceremony records</b> (includes commemorative programs, menus, invitations,	CY+1y	3y	FR

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

50840	PROVINCIAL HONOURS	A	SA	FD
	speaking notes, photographs, video, presentation order, and medal allocation)			
	NOTE: for the administration and logistical records regarding the provincial honour ceremonies see -04, Provincial Honours administration records.			
	NOTE: The OPR will store provincial honours ceremony files under ongoing RCS accession number 92-2319.			
	FR: The government archives will fully retain provincial honours ceremony records because they provide a concise summary of the programme, attendees, menu and other formal details of the ceremonies to recognize outstanding British Columbia citizens and residents. The records have evidential and informational value.			
	<b>-04 Provincial Honours administration records</b> (includes working files, currently binders, of logistical arrangements for the ceremonies) (covers the administration of the annual OBC process and the more frequent MGC process, such as calls for nominations, budget and financial records, and planning the ceremonies)	CY+1y	6y	DE
	8Y: The retention period ensures the records are available for fiscal accountability.			
	NOTE: If the office chooses, for convenience purposes, to file the OBC Advisory Council records or the MGC Selection Committee records in the working binder for the year, they should be removed at the end of the year and classified under 50840-02 Advisory Council and Selection Committee records.			
PIB	<b>-20 Provincial Honours recipients</b> (arrange by name of recipient) (includes nomination form and summary, supporting material, official photographs, citations for public release, consent agreement for release of photographs and other information, personal contact information and forms pertaining to the honour) (covers the records of recipients, including those who have declined the award, and those for whom the appointment to the Order has been terminated)	SO	nil	FR
	SO: when the recipient has deceased			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

50840	PROVINCIAL HONOURS	A	SA	FD
	FR: The government archives will fully retain recipients records because they provide evidence of the nomination process and biographical information about those selected for the highest honours bestowed on individuals in British Columbia.			
PIB	<b>-30 Provincial Honours nomination files</b> (arrange by case file number, which is assigned sequentially, starting with number one each year) (includes nomination form, summary, and supporting material)	CY+1y	3y	DE
	DE: Provincial honours nomination files will be destroyed. The nomination process is adequately documented in Advisory Council and Selection Committee records, which are fully retained under secondary 50840-02. Provincial Honours recipients and ceremony records are fully retained under secondaries 50840-03 and 50840-20.			
	NOTE: When a nominee becomes a recipient the nomination file will be reclassified to -20 Provincial Honours recipients.			
	NOTE: Paper records that have been scanned and verified are covered under special schedule 206175 (Redundant Source Records). Consult your Records Officer regarding approval to apply this schedule.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 51200 INTERGOVERNMENTAL EVENTS

Records relating to the planning and administration of events and activities of the Government of British Columbia which involve observance of social or diplomatic conventions. This includes conferences held on behalf of the Government of British Columbia, or in which the Government of British Columbia is represented, or events such as premiers' meetings or the Lieutenant Governor's Excellence in Wine awards for the Consular Corp.

This primary also includes records relating to "special events", which include British Columbia's pavilions at international expositions, Olympic Games, and events commemorating special holidays and other occasions.

For anniversary programs, see primary 50100.

For ceremonies not granting honour or award, see primary 50200.

For conferences attended but not managed by branch staff, see [ARCS Primary 220](#).

For events relating to a visit, primary 51600.

For financial records relating to gifts, see [ARCS Primary 925](#).

For gift inventory lists, see [ARCS Secondary 100-05](#).

For honours and awards ceremonies, see primary 50800.

For intergovernmental events data on databases, see secondary 50000-45.

For logistical reference files, see secondary 50000-10.

For operational policy and procedures, see secondary 50000-00.

For planning and development of anniversary programs, see primary 50100.

For visits, see primary 51600.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

51200	INTERGOVERNMENTAL EVENTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-01</b>	<b>General</b>	CY+1y	nil	DE
<b>-20</b>	<b>Special event files</b> (arrange first by year, then by event name) (covers special events such as Olympic Games or international expositions)	CY+2y	4y	FR
	7y: The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.			
	FR: The government archives will fully retain Special event files because they provide information about significant diplomatic or social events involving the Government of British Columbia and how the related standards and conventions regarding these events evolve over time. The records also provide evidence			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51200	INTERGOVERNMENTAL EVENTS	A	SA	FD
	of the planning and administration of these events.			
-25	<p><b>Intergovernmental events, conferences and meetings</b>                      (supersedes 50320-20 International conferences case files, 50340-20, National conferences case files, 50360-20 Premier's Summits case files, and 50360-30 Provincial conferences case files)                      (includes planning material such as invitations/RSVPs, logistical planning, catering information, correspondence, lists of participants and biographies, gift lists, and timetables)                      (arrange first by year, then by event, conference or meeting name)                      (covers intergovernmental events, conferences, forums and meetings that are not rotated throughout all provinces and territories. These include the Pacific Coast Collaborative, the Union of BC Municipalities, Consular Corps briefings, receptions and tours, the Lieutenant Governor's Wine Awards, the BC/Washington Joint Cabinet meetings, Pacific North West Economic Region (PNWER), BC-AB Meetings, Francophonie Day, or the New West Partnership)</p> <p>5y: The retention period ensures the records are available for one political tenure and provides enough time for reference in subsequent program planning.</p> <p>DE: Intergovernmental events, conferences and meetings will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, equipment and facilities for intergovernmental conferences and meetings held in British Columbia and have insufficient value to warrant archival retention. Records of the Intergovernmental Relations Secretariat that document the participation of the Government of British Columbia in intergovernmental conferences, committee meetings, symposia, and seminars are fully retained in accordance with the <i>Office of the Premier and Executive Council ORCS</i> (schedule 881099), secondaries 12120-20, 12140-20, and 12160-20.</p> <p>NOTE: For internal meetings (between BC provincial government offices and Office of Protocol staff) use relevant project file, or ARCS 102-20 Staff meetings.</p> <p>NOTE: For Council of the Federation and First Ministers meetings which are rotated through the provinces and territories see secondary 51200-30</p>	CY+2y	2y	DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51200	INTERGOVERNMENTAL EVENTS	A	SA	FD
-30	<b>Provincial and Territorial events, conferences and meetings</b> (includes planning material such as invitations/RSVPs, logistical planning, catering information, correspondence, lists of participants and biographies, gift lists, and timetables) (Covers Council of the Federation meetings, First Ministers meetings, Western Premier's Meeting other events where hosting duties are rotated throughout the provinces and territories)	CY+2y	10y	DE
13y:	The retention period ensures records are available for reference in subsequent program planning for events that rotate between the provinces and territories.			
DE:	Intergovernmental events, conferences and meetings will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, equipment and facilities for intergovernmental conferences and meetings held in British Columbia and have insufficient value to warrant archival retention. Records of the Intergovernmental Relations Secretariat that document the participation of the Government of British Columbia in intergovernmental conferences, committee meetings, symposia, and seminars are fully retained in accordance with the <i>Office of the Premier and Executive Council ORCS</i> (schedule 881099), secondaries 12120-20, 12140-20, and 12160-20.			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 51300 USE OF PROVINCIAL SYMBOLS

Records relating to the development, management and usage of provincial symbols, and of the name British Columbia, in accordance with the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380).

The Office of Protocol is responsible for examining the use of the name "British Columbia" or the initials "B.C." by companies, societies and associations, to ensure that such usage does not imply that an organization is related to the provincial government. By agreement with the B.C. Registrar of Companies and relevant ministries, clients are referred to the Office of Protocol to research and authorize the appropriate use of the name "British Columbia".

This primary also includes records relating to the definitions, display and use of official symbols of British Columbia. This includes the development material for new official symbols of British Columbia, as well as clarification and general information about the rules governing the use of the provincial symbols.

For operational policy and procedures, see secondary 50000-00.

For reference files relating to names and symbols from other jurisdictions, see secondary 50000-14.

For the Use of the name British Columbia approval and rejection log, see [ARCS Secondary 100-05](#).

For Use of the name British Columbia case file data on databases, see secondary 50000-45.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

51300	USE OF PROVINCIAL SYMBOLS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	<b>General</b>	CY+1y	nil	DE
-02	(superseded by 50000-00 Policy and procedures)			
-20	<b>British Columbia symbols</b> (arrange by provincial symbol name) (covers records relating to inquiries, use of provincial symbols or emblems and half-masting notifications)	SO	nil	DE
	SO: when rules are amended, or symbols, names or logos have changed, or when operational reference value has expired			
	DE: British Columbia symbols records will be destroyed. They document routine inquiries about the symbols and have insufficient value to warrant archival retention. Provincial symbols are covered by the			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51300	USE OF PROVINCIAL SYMBOLS	A	SA	FD
	<i>Provincial Symbols and Honours Act</i> (RSBC 1996, c. 380), and records relating to the amendment of that act by adding or changing a provincial symbol are covered in ARCS primary 140. Records documenting communication projects regarding new or changed provincial symbols, including the issuing of news releases, are fully retained in the <i>Government Communications ORCS</i> (schedule 881035).			
	NOTE: Symbol development files are classified under -25.			
-25	<b>British Columbia symbol development files</b> (arrange by provincial symbol name) (includes correspondence, memoranda, and images) (covers records relating to the research and establishment of provincial symbols or emblems)	SO	nil	FR
	SO: when rules are amended or symbols, names or logos are fully established, and when reference value has expired			
	FR: British Columbia symbol development files will be fully retained. They provide evidence of how British Columbia's official symbols and emblems are established.			
	NOTE: Records of routine inquiries and general information regarding British Columbian symbols are classified in -20.			
-30	(superseded by 50000-14 Office of Protocol research and reference files)			
-35	<b>Use of the name "British Columbia" case files</b> (arrange by year, then by applications received, then by approvals/rejections) (supersedes secondary 51500-20)	CY+2y	2y	DE
	DE: Use of the name "British Columbia" case files will be destroyed. BC Registry Services, which is responsible for the approval of corporate and business names, retains a record of the BC Government's consent or rejection of names.			
-40	(superseded by 50000-14 Office of Protocol research and reference files)			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51300	USE OF PROVINCIAL SYMBOLS	A	SA	FD
-50	(superseded by 50000-14 Office of Protocol research and reference files)			
-60	<b>Misuse of provincial symbols</b> (covers records relating to the misuse of Provincial Symbols as outlined in the <i>Provincial Symbols and Honours Act</i> (RSBC 1996, c. 380, s. 11)) (arrange by name of person or organisation)	CY+2y	2y	DE
	DE: Misuse of provincial symbols records will be destroyed. If an injunction is granted, the Supreme Court will maintain a record of the contravention.			

END OF PRIMARY



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 51600 VISITS AND MISSIONS

Records relating to visits to British Columbia by national and international dignitaries and delegations. This includes visits by the Sovereign, members of the Canadian Royal Family, foreign heads of state and government, government officials, and other individuals and groups given an official reception by the Government of British Columbia.

The Office of Protocol is responsible for planning and conducting, or overseeing, official visits to the province. When appropriate, the branch will arrange meetings with the Lieutenant-Governor, the Premier, the Speaker, cabinet ministers and others.

This primary also covers records relating to the planning, protocol and coordination functions relating to missions, such as trade missions, which are official trips by cabinet ministers and the Premier outside of British Columbia. The Office of Protocol has varying levels of involvement which can include planning, advising, coordinating and sometimes travelling with the mission.

NOTE: Events relating to a visit are classified with the visit file.

NOTE: For consistent classification of visit and mission files use the three-digit country codes established in the International Standard (ISO) 3166, Codes for the Representation of Names of Countries.

For financial records relating to gifts, see [ARCS Primary 925](#).

For gift inventory lists, see [ARCS Secondary 100-05](#).

For logistical reference files, see secondary 50000-10.

For operational policy and procedures, see secondary 50000-00.

For visits data on databases, see secondary 50000-45.

The ministry OPR is Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

51600	VISITS AND MISSIONS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Visit calendar	SO	nil	FR
-20	<b>Heads of state/government visits</b> (supersedes -40 Royal Family visits case files) (arrange by Country, then by date of visit, then by visitor) (includes photos, budget and administrative records) (covers visits by the Sovereign, members of the Canadian Royal Family, and foreign heads of state and government)	SO	7y	FR
	SO: when operational reference value for subsequent visit planning has extinguished			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51600	VISITS AND MISSIONS	A	SA	FD
	7y: The retention period ensures the records are available for fiscal accountability.			
	FR: The government archives will fully retain Heads of state/government visit records. They provide information about how the standards and conventions regarding the visits of high ranking state and government officials evolve over time. The records also provide evidence about the planning and administration of these visits.			
<b>-25</b>	<b>Missions</b> (arrange by year, then by country) (includes gift lists, advisory material, programs, itineraries, travel arrangements, photographs, security details and hospitality records)	CY+3y	5y	DE
	9y: The retention period ensures the records are available for the current plus following political term.			
	DE: Missions records will be destroyed because they are routine and procedural. They document the management of meeting rooms in accordance with protocol guidelines, the gift inventory, and the collection and cataloguing of official gifts received by the Premier. Records documenting the participation of the Government of British Columbia in international trade missions are fully retained in accordance with the <i>Office of the Premier and Executive Council ORCS</i> , (schedule 881099), secondary 12140-20. Records documenting the involvement of the participating ministries are selectively retained in accordance with special schedule 102906 ( <i>Executive Records</i> ). Records documenting issues management, media relations, communications research, and the coordination of cross-government projects are fully retained in accordance with the <i>Government Communications ORCS</i> (schedule 881035), secondaries 23100-30 and 23300-07.			
<b>-30</b>	<b>Visit files</b> (arrange by country, date of visit, then by visitor) (includes budget and administrative records) (covers visits by dignitaries, delegations, ambassadors, Consuls Generals and other officials)	CY+2y	4y	DE
	DE: Visit files will be destroyed because they are routine			

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51600	VISITS AND MISSIONS	A	SA	FD
	and procedural. They document letters of welcome, the arrangement and coordination of itineraries, food service, expedited airport clearances, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Policies, procedures, and standards that guide the management of visits are fully retained under 50000-00. Records documenting the purpose and objectives of the visits are selectively retained in executive and operational records of ministries and agencies participating in the visit.			
	7y: The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.			
<b>-40</b>	(superseded by -20 Heads of state/government visits)			

END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### OFFICE OF PROTOCOL

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### SYSTEM SECTION: COMMON SYSTEM NOTES

#### Retention Schedules for the Systems

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### SIMPLE SYSTEMS LIST

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

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

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Congratulatory messages database	This database is used to track the status of the requests for birthday or wedding anniversary messages in the congratulatory message program. The data contains names, addresses, and records of supporting documentation received.					
Data:	50000-08	Congratulatory message program records	SO+6m	nil	DE	
Protocol program planning and tracking database	These databases (currently on Microsoft Access) are created to facilitate the administration and planning of events, ceremonies, visits and the Use of BC program files. Often created specifically for individual projects, they are used to manage invitations, RSVPs, contact information and other administrative details.					
Data:	50000-45	Protocol program planning and tracking data	SO	nil	DE	
Inputs:	50100-20	Anniversary programs	CY+2y	4y	DE	
	50200-20	Ceremonial files	CY+3Y	4y	DE	
	50800-20	Honours and awards	CY+1Y	nil	DE	
	50840-20	Provincial Honours recipients	SO	nil	FR	
	51200-20	Special event files	CY+2Y	4y	FR	
	51200-25	Intergovernmental events, conferences and meetings	CY+2Y	2y	DE	

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
	51200-30	Provincial and Territorial events, conferences and meetings	CY+2Y	10y	DE	
	51300-35	Use of the name "British Columbia" case files	CY+2Y	2y	DE	
	51600-20	Heads of state/government visits	SO	7y	FR	
	51600-30	Visit files	CY+2Y	4y	DE	
Special passports database	This database is used to track the status and details regarding special passports issued to cabinet ministers and spouses traveling internationally on government business.					
Data:	50000-30	Special passports	SO	nil	DE	

END OF SIMPLE SYSTEMS LIST

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX E: Summary of Changes to the *OFFICE OF PROTOCOL ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage that have not already been authorized for disposition. When converting old files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

SECTION	PROTOCOL AND EVENTS	Title of ORCS changed to OFFICE OF PROTOCOL		
All Primaries		Scope notes and cross-references updated as required.	n/a	2014/04/10
-01	General	Retention changed to be consistent throughout the <i>ORCS</i> .	<b>CY+1y/nil/DE</b> <i>Unchanged for most</i>	2014/04/10
50000	Office of Protocol General	Scope note updated to include the Medal of Good Citizenship	n/a	2018/03/26
50000-00	Policy and Procedures	This secondary is now the policy and procedures secondary for the entire <i>ORCS</i> .  Supersedes: <ul style="list-style-type: none"> <li>-00 from all original primaries</li> <li>50600-20 Forms of address (was DE)</li> <li>50600-30 Precedence lists (was DE)</li> <li>51300-02 Flag protocol</li> </ul>	<b>SO/5y/FR</b>	2014/04/10
50000-06	Chiefs of Protocol meetings	NEW	<b>SO/nil/FR</b>	2014/04/10

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### APPENDIX E: Summary of Changes to the *OFFICE OF PROTOCOL ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50000-08	Congratulatory message program records	NEW Supersedes: <ul style="list-style-type: none"> <li>50400-20 Birthday anniversary messages and</li> <li>50400-30 Wedding anniversary messages</li> </ul>	<b>CY+1y/nil/DE</b>  <b>(unchanged)</b>	2014/04/10
50000-08	Congratulatory message program records	Retention updated to reflect new congratulatory messages database, which now holds the records for this function, and will auto-delete applications 6 months from the date of the event.	<b>SO+6m/nil/DE</b>	2018/03/26
50000-10	Logistical planning reference files	NEW Supersedes former secondaries: <ul style="list-style-type: none"> <li>51120-20 Conference and event services case files,</li> <li>51140-20 Hotel facilities case files, and</li> <li>50700-03 Suppliers' catalogues, price lists</li> </ul>	<b>SO/nil/DE</b>  <b>(unchanged)</b>	2014/04/10
50000-12	Office of Protocol newsletters	NEW	<b>CY+3y/nil/DE</b>	2014/04/10
50000-14	Office of Protocol research and reference files	NEW	<b>SO/nil/DE</b>	2014/04/10
50000-30	Special passports	NEW This secondary also covers the data on the database for special passports, which is deleted from the system once a passport has been deactivated/expired.	<b>SO/nil/DE</b>	2014/04/10

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### APPENDIX E: Summary of Changes to the *OFFICE OF PROTOCOL ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50000-45	Protocol program planning and tracking data	NEW (covers data on databases created for the administration and planning of protocol activities, including events, ceremonies, Use of BC and visits)	SO/nil/DE	2014/04/10
50000-45	Protocol program planning and tracking data	Scope expanded to include half-masting data.	n/a	2018/03/26
50000-50	Records from programs transferred out of the Office of Protocol	NEW Covers records relating to four functions transferred to other ministries/bodies: <ul style="list-style-type: none"> <li>functions held at the legislative precinct, (50900)</li> <li>the provincial carillon, (51000)</li> <li>tour guides (of the legislative precinct) (51400) and</li> <li>the Queen Elizabeth II Scholarship (50860)</li> </ul> Supersedes primaries 50860, 50900, 51000, and 51400	SO/nil/SR	2014/04/10
50100-20	Anniversary programs	Final disposition changed from SR to DE.	CY+2y/4y/DE	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50200	CEREMONIES	Title changed to CEREMONIAL FUNCTIONS Supersedes: <ul style="list-style-type: none"> <li>50220 – CEREMONIES – BRITISH COLUMBIA LEGISLATURE and</li> <li>50240 – CEREMONIES – CANADA</li> </ul>		2014/04/10
50200-20	General ceremonies	Title changed to Ceremony files. Retention changed from SO/nil/DE Supersedes: <ul style="list-style-type: none"> <li>50220-20 British Columbia legislature ceremonies (CY+1y/3y/FR)</li> <li>20240-20 Ceremonies – Canada (CY+1y/nil/SR)</li> </ul>	<b>CY+1y/3y/DE</b>	2014/04/10
50200-20	Ceremony files	Retention changed from CY+1y/3y/DE to ensure the records are retained for the duration of two political tenures.  Scope expanded to include condolence books for memorial services and similar tragic events.	<b>CY+3y/4y/DE</b>	2018/03/26
50220-20	CEREMONIES – BC LEGISLATURE	PRIMARY CLOSED Superseded by 50200-20 Ceremony files Retention changed from FR to DE.	<b>CY+1y/3y/DE</b>	2014/04/10

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50240	CEREMONIES – CANADA	PRIMARY CLOSED Superseded by 50200-20 Ceremony files Retention changed from SR to DE.	<b>CY+1y/3y/DE</b>	2014/04/10
50300	CONFERENCE MANAGEMENT – GENERAL	PRIMARY CLOSED Superseded by 51200-01 Intergovernmental events - General	<b>CY+1y/nil/DE</b>	2014/04/10
50320	CONFERENCE MANAGEMENT - INTERNATIONAL	PRIMARY CLOSED Superseded by 51200-30 Intergovernmental events, conferences and meetings Final disposition changed from SR to DE	<b>CY+2y/4y/DE</b>	2014/04/10
50340	CONFERENCE MANAGEMENT - NATIONAL	PRIMARY CLOSED Superseded by 51200-30 Intergovernmental events, conferences and meetings Final disposition changed from SR to DE	<b>CY+2y/4y/DE</b>	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50360	CONFERENCE MANAGEMENT - PROVINCIAL	PRIMARY CLOSED Superseded by 51200-30 Intergovernmental events, conferences and meetings Final disposition changed from SR to DE	<b>CY+2y/4y/DE</b>	2014/04/10
50400	CONGRATULATORY MESSAGES	PRIMARY CLOSED Superseded by 50000-08 Congratulatory messages program records	<b>UNCHANGED: CY+1y/nil/DE</b>	2014/04/10
50500	CONSULAR CORPS	Title changed to DIPLOMATIC AND CONSULAR SERVICES		2014/04/10
50500-02	Motor vehicle licencing	Title changed to Consular Corp and Diplomatic motor vehicle licencing Retention changed from SO+1y/nil/DE	<b>CY+1y/nil/DE</b>	2014/04/10
50500-03	Privileges and immunities	Title changed to Privileges, immunities and benefits. Retention changed from SO+1y/nil/DE	<b>SO+1y/5y/DE</b>	2014/04/10
50500-04	Government of Canada correspondence	NEW	<b>SO+1y/nil/DE</b>	2014/04/10
50500-05	Disaster and emergency response planning	NEW	<b>SO+1y/5y/DE</b>	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50500-20	Consular corps biographies	SO trigger changed	<b>UNCHANGED: SO+1y/nil/DE</b>	2014/04/10
50500-30	Consular corps correspondence	Title changed to Consular corps and diplomatic correspondence	<b>UNCHANGED: CY+2y/2y/DE</b>	2014/04/10
50500-40	Consular corps and diplomatic issue management	NEW	<b>SO+1y/nil/DE</b>	2014/04/10
50500-50	National day celebrations	NEW	<b>CY+2y/2y/DE</b>	2018/03/26
50600	ETIQUETTE AND PRECEDENCE	PRIMARY CLOSED – secondaries superseded as listed below		2014/04/10
50600-02	Bereavement notices and acknowledgements	Secondary closed – superseded by ARCS 280-30  These are now done as one-off's for the Office of the Premier or office executive.	<b>CY+1Y/9y/SR</b>	2014/04/10
50600-03	External Affairs (Canada)	Secondary closed as there is no evidence of use		2014/04/10
50600-04	Secretary of State (Canada)	Secondary closed as there is no evidence of use		2014/04/10
50600-20	Forms of address	Superseded by 50000-00 (one document, not a case files series) Final disposition changed from DE to FR.	<b>SO/nil/FR</b>	2014/04/10

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50600-30	Precedence lists	Superseded by 50000-00 (one document, not a case files series) Final disposition changed from DE to FR.	SO/nil/FR	2014/04/10
50700	GIFTWARE	PRIMARY CLOSED – secondaries are superseded as listed below	SO/nil/DE	2014/04/10
50700-02	Giftware inventory	Superseded by ARCS 100-05.	UNCHANGED: SO/nil/DE	2014/04/10
50700-03	Suppliers' catalogues, price lists	Superseded by 50000-10 Logistical planning reference files	UNCHANGED: SO/nil/DE	2014/04/10
50700-20	Requests and distribution	Closed because these records are captured in the project files they relate to, not kept as a separate list or file.		2014/04/10
50800-02	Eligibility criteria	NEW	SO/nil/DE	2014/04/10
50800-20	Order of the Dogwood	CLOSED - The Order of the Dogwood program was closed and superseded by the Order of British Columbia.  Secondary is closed so that records existing under it may carry out their life cycle.	CY+1y/nil/FR	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50800-25	Honours and awards	NEW Supersedes former secondary 50820-20 Long Service Awards case files (SR) Note added to clarify that this won't cover the British Columbia Medal of Good Citizenship.	<b>CY+1y/nil/DE</b>	2014/04/10
50820	HONOURS AND AWARDS – LONG SERVICE AWARDS	PRIMARY CLOSED Superseded by 50800-25 Honours and awards Retention changed from SR to DE.	<b>CY+1y/nil/DE</b>	2014/04/10
50840	HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA			2014/04/10
50840	HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA	Title changed to PROVINCIAL HONOURS.  Scope for entire primary expanded to cover both the Order of British Columbia and the Medal of Good Citizenship.	<b>Retention for all secondaries remain unchanged</b>	2018/03/26

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50840-02	Order of British Columbia Advisory Council records	Title changed to Advisory Council and Selection Committee Records.  Now includes the Medal of Good Citizenship selection committee records	<b>Unchanged: CY+1y/3y/FR</b>	2018/03/26
50840-03	Investiture ceremony records	Title changed to Provincial Honours ceremony records.  Now includes the Medal of Good Citizenship ceremony records.	<b>Unchanged: CY+1y/3y/FR</b>	2018/03/26
50840-04	Order of British Columbia administration records	Title changed to Provincial Honours administration records.  Now includes the Medal of Good Citizenship administration records.	<b>Unchanged: CY+1y/6y/DE</b>	2018/03/26
50840-20	Order of British Columbia nomination files	Title changed to Provincial Honours nomination files.  Now includes the Medal of Good Citizenship nomination files	<b>Unchanged: CY+1y/3y/DE</b>	2018/03/26
50840-30	Order of British Columbia recipients	Title changed to Provincial Honours recipients.  Now includes the Medal of Good Citizenship recipients.	<b>Unchanged: SO/nil/FR</b>	2018/03/26

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
50860	HONOURS AND AWARDS – QUEEN ELIZABETH II SCHOLARSHIP	PRIMARY CLOSED Superseded by 50000-50 Records from functions transferred out of the Office of Protocol. Final disposition changed from FR to SR. Program transferred to Ministry of Education.	SO/nil/SR	2014/04/10
50900	LEGISLATIVE PRECINCT	PRIMARY CLOSED Superseded by 50000-50 Records from programs transferred out of the Office of Protocol The Legislative precinct program was transferred to the Legislative Assembly	SO/nil/SR	2014/04/10
51000	PROVINCIAL CARILLON	PRIMARY CLOSED Superseded by 50000-50 Records from functions transferred out of the Office of Protocol The Provincial Carillon program was transferred to the Royal British Columbia Museum	SO/nil/SR	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
51100	REFERENCE AND RESEARCH – GENERAL	PRIMARY CLOSED Superseded by 50000-01, Office of Protocol - General	<b>UNCHANGED</b>	2014/04/10
51120	REFERENCE AND RESEARCH – CONFERENCE AND EVENT SERVICE	PRIMARY CLOSED Superseded by 50000-10, Logistical planning reference files	<b>UNCHANGED</b>	2014/04/10
51140	REFERENCE AND RESEARCH – HOTEL FACILITIES	PRIMARY CLOSED Superseded by 50000-10, Logistical planning reference files	<b>UNCHANGED</b>	2014/04/10

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
51200	SPECIAL EVENTS	Primary title changed to INTERGOVERNMENTAL EVENTS  Supersedes and includes all records from: 50300 CONFERENCE MANAGEMENT - GENERAL, 50320 CONFERENCE MANAGEMENT - INTERNATIONAL, 50340 CONFERENCE MANAGEMENT - NATIONAL, and 50360 CONFERENCE MANAGEMENT - PROVINCIAL		2014/04/10
51200-25	Intergovernmental events, conferences and meetings	NEW  Supersedes: <ul style="list-style-type: none"><li>• 50320-20 International conferences case files,</li><li>• 50340-20 National conferences case files,</li><li>• 50360-20 Premier's Summits case files, and</li><li>• 50360-30 Provincial conferences case files.</li></ul> Final disposition changed (for all) from SR to DE. Retention changed from CY+2y/4y to allow more time to research former events when planning.	<b>CY+2y/8y/DE</b>	2014/04/10

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51200-25	Intergovernmental events, conferences and meetings	Scope changed to exclude meetings that rotate throughout the provinces.  Retention reduced from CY+2y/8y/DE.	<b>CY+2y/2y/DE</b>	2018/03/26
51200-30	Provincial and Territorial events, conferences and meetings	NEW Includes events that are rotated throughout the provinces and territories (previously classified under 51200-25.	<b>CY+2y/10y/DE</b>	2018/03/26
51300	SYMBOLS	Primary title changed to USE OF PROVINCIAL SYMBOLS		2014/04/10
51300-02	Flag protocol	Superseded by 50000-00 Retention changed from SO/nil/FR	<b>SO/5y/FR</b>	2014/04/10
51300-20	British Columbia symbols	Scope of secondary refined: Routine and general management files relating to symbols will be classified under this secondary; records relating to the development and establishment of new symbols and emblems will be classified under -25, which has a final disposition of FR.  Final disposition changed from FR to DE.	<b>SO/nil/DE</b>	2014/04/10
51300-20	British Columbia Symbols	Scope expanded to include records related to half-masting notifications	<b>n/a</b>	2018/03/26

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD	Approved
51300-25	British Columbia symbol development files	NEW Covers records relating to the research and establishment of provincial symbols.	SO/nil/FR	2014/04/10
51300-30	Canada symbols	Superseded by 50000-14 Office of Protocol research and reference files	UNCHANGED	2014/04/10
51300-35	Use of the name "British Columbia" case files	NEW Supersedes secondary 51500-20 Final disposition changed from SR to DE.	CY+2y/2y/DE	2014/04/10
51300-35	Use of the name "British Columbia" case files	Arrangement note updated to: arrange by approved/not approved, then by applicant	n/a	
51300-40	Corporation logos and names	Superseded by 50000-14 Office of Protocol research and reference files	UNCHANGED	2014/04/10
51300-50	International symbols	Superseded by 50000-14 Office of Protocol research and reference files	UNCHANGED	2014/04/10
51300-60	Misuse of provincial symbols	NEW	CY+2y/2y/DE	2018/03/26
51400	TOUR GUIDES	PRIMARY CLOSED Superseded by 50000-50 Records from programs transferred out of the Office of Protocol The Tour Guide program was transferred to the Legislative Assembly. Final disposition changed from DE to SR.	SO/nil/SR	2014/04/10

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51500	USE OF NAME "BRITISH COLUMBIA"	Primary closed – secondaries superseded as listed below		2014/04/10
51500-01	General	Superseded by 51300-01 General	<b>UNCHANGED</b>	2014/04/10
51500-02	Approval and rejection log	Superseded by ARCS 100-05	<b>UNCHANGED</b>	2014/04/10
51500-20	Use of name "British Columbia" case files	Superseded by 51300-35 Use of name "British Columbia" case files Final disposition changed from SR to DE.	<b>CY+2y/2y/DE</b>	2014/04/10
51600	VISITS	Primary title changed to VISITS AND MISSIONS		2014/04/10
51600-10	Visits calendar	NEW	<b>SO/nil/FR</b>	2014/04/10
51600-20	Heads of state/government visits	Scope broadened to cover visits by the British royal family as well as other heads of state/heads of government visits. This was raised because the staff felt that the title "Royal visits" was inappropriate as they are our heads of state.  Supersedes 51600-40 Royal family visits case files Retention and final disposition changed from CY+1y/nil/SR	<b>SO/7y/FR</b>	2014/04/10
51600-25	Missions	NEW	<b>CY+3y/5y/DE</b>	2014/04/10

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51600-30	Miscellaneous visits case files	Title changed to Visit files. Covers visits by those who are not heads of state or government. Final disposition changed from SR to DE.	<b>CY+1Y/nil/DE</b>	2014/04/10
51600-30	Visit files	Scope updated to include letters of welcome and expedited airport clearance records.  Retention changed from CY+1y/nil/DE.	<b>CY+2y/4y/DE</b>	2018/03/26
51600-40	Royal Family visits case files	Superseded by -20 Heads of state/government visits Final disposition changed from SR to FR.	<b>SO/nil/FR</b>	2014/04/10



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### OFFICE OF PROTOCOL

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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This index contains an alphabetical listing of:

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

Use this index in the following ways:

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

#### Cross-references:

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

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

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- T -	
TOUR GUIDES (AT THE LEGISLATIVE PRECINCT)	50000
- U -	
USE OF BRITISH COLUMBIA	
- case files	51300
- data on database	50000
- Misuse of Provincial Symbols	51300
- V -	

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

VISITS	51600
VISITS CALENDAR	51600
VISITS DATABASE	50000

- W -

WEDDING ANNIVERSARY MESSAGES  
(See CONGRATULATORY MESSAGES)

- X -

- Y -

- Z -