

COLUMBIA POWER OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

INFORMATION SCHEDULE APPROVAL

Title: *Columbia Power Corporation Operational Records Classification System (ORCS)*

Columbia Power Corporation

Scope of Schedule:

The *Columbia Power Corporation Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Columbia Power Corporation.

The schedule covers records relating to hydro-electric dam construction in the Columbia Basin and ongoing operations and maintenance; dam safety, public safety, and environment, health, and safety; environment and land management; permit and license acquisition; corporate governance; business development; contract management; regulatory affairs; and stakeholder engagement.

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: 1994

The government body endorses this schedule and its implementation.

Authorization on file

Frank Wszelaki, President and CEO, Columbia Power Corporation

October 14, 2015

Date

The Information Management Advisory Committee recommends this schedule for approval.


David Curtis, Chair

June 28/17
Date

APPROVED BY THE CHIEF RECORDS OFFICER:



Cheryl Wenczel, Yolland
David Curtis

Sept 8, 2017
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: Sarah Jensen

Endorsed by Government Records Service.


Alex Wright, Sr. Director
Date

June 28, 2017

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

Columbia Power Corporation

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes an information schedule for the operational records created by Columbia Power Corporation (Columbia Power) pursuant to the *Dam Safety Regulation* (BC Reg. 40/2016), the *Water Users' Communities Act* (RSBC 1996, c. 483), the *Environmental Assessment Act* (SBC 2002, c. 43, s. 17), the *Heritage Conservation Act* (RSBC 1996, c. 187), the *Workers Compensation Act* (RSBC 1996, c. 492, s. 119), the *Fisheries Act* (RSC 1985, c. F-14), and related occupational health and safety regulations.

These records document hydro-electric dam construction in the Columbia Basin and ongoing operations and maintenance; dam safety, public safety, and environment, health and safety; environment and land management; permit and licence acquisition; corporate governance; business development; debt financing; contract management; regulatory affairs; and stakeholder engagement.

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

This *ORCS* covers records created and received since Columbia Power was formed in 1994, as well as a small subset of records that were transferred from BC Hydro to Columbia Power in 1998 as part of an Asset Transfer Agreement.

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

- 1) Policy and procedures
(secondaries 80000-00, 80150-00, 80200-00, 80475-00) SO 5y FR

Throughout this *ORCS*, the government archives will fully retain final versions of all policies, procedures, standards and guidelines having corporate-wide significance and those relating to dam safety, environment, health and safety management, and public safety created by offices having primary responsibility for their development and approval. These records have significant evidential value for documenting the functions covered by this *ORCS*.

- 2) Emergency Preparedness Plan (EPP) and major incidents and deficiencies
(secondaries 80150-05, 80150-25) SO 7y FR

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These records document Columbia Power's emergency response planning process and management of major incidents and deficiencies.

These records will be retained for seven years after the file has been closed, in accordance with the *BC Dam Safety Regulation* (BC Reg. 163/2011).

The government archives will fully retain these records to document Columbia Power's emergency response planning process and to demonstrate corrective actions have been taken to address major incidents and deficiencies.

- | | | | | |
|----|---|----|----|----|
| 3) | <u>Contaminated sites, heritage investigations, and land management files</u>
(secondaries 80200-25, 80200-45, 80250-20) | SO | 5y | FR |
|----|---|----|----|----|

These records document contaminated sites containing hazards to the public, the findings of archaeological site investigations, and Columbia Power's overall property management practices.

The government archives will fully retain these records as they document hazards to the public for which the government has long term obligations and accountability. They also provide a record of archaeological sites not to be disturbed by dam construction projects. Finally, they offer evidence of Columbia Power's land management activities which may significantly impact the environment over the long-term.

- | | | | | |
|----|---|----|----|----|
| 4) | <u>Operations, Maintenance, and Surveillance (OMS) manuals</u>
<u>Operations and Maintenance (O&M) and engineering manuals</u>
(secondaries 80150-08, 80450-30) | SO | 5y | FR |
|----|---|----|----|----|

These records consist of OMS and O&M manuals.

The government archives will fully retain these manuals as they document Columbia Power's overall dam safety site management practices and provide evidence of the operation and maintenance of Columbia Power's assets and facilities.

- | | | | |
|----|---|-----------|----|
| 5) | <u>Government's letter of expectation</u>
(secondary 80050-35) | CY+1y nil | FR |
|----|---|-----------|----|

These records document the government's letter of expectation to Columbia Power.

The government archives will fully retain these documents because they provide evidence of Columbia Power's mandate and the government's annual direction to the corporation.

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|----|--|----|-----|----|
| 6) | <u>Record drawings</u>
(secondary 80450-20) | SO | nil | FR |
|----|--|----|-----|----|

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This secondary consists of record drawings, commonly called as-built drawings, and related specifications as constructed or as modified.

The government archives will fully retain these records as they document the final set of drawings upon completion of a dam construction project, as well as modifications made to the drawings, capturing the effects of operational activities and adverse conditions on operational projects.

- 7) Dam safety reviews SO 10y SR
(secondary 80150-22)

These records document the dam safety review process.

The 10-year semi-active retention period is based on the requirements of the *BC Dam Safety Regulation* (BC Reg. 163/2011) which stipulates a dam safety review and a dam safety report must be completed every seven to ten years depending on the dam's downstream consequence classification.

The government archives will fully retain final review and audit reports because these provide a comprehensive summary of Columbia Power's dam safety standards and practices. All other drafts and working documents may be destroyed when their technical information is no longer relevant to future reviews.

- 8) Dam safety program files SO 7y SR
(secondary 80150-03)

These records document Columbia Power's process for complying with government regulation and for ensuring the objectives set out in Columbia Power's Dam Safety Policy are achieved.

The government archives will fully retain each final, approved dam safety program document to provide a record of Columbia Power's planned response to unusual dam conditions so potentially hazardous situations can be brought under control and damages avoided. All drafts and working documents may be destroyed.

- 9) Environmental management plans and environmental program files SO 7y SR
(secondaries 80200-35, 80200-40)

These records document the plans Columbia Power develops and follows to ensure the environment is protected during the management and/or implementation of new projects, as well as programs and projects developed out of commitments or perceived need such as regulatory requirements outlined in applicable legislation.

The government archives will fully retain final, approved environmental management plans for major projects because they provide evidence of Columbia Power's approach to assessing and monitoring the effects of power

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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projects on the natural environment. In addition, they document Columbia Power's compliance with the *Water Act* (RSBC 1996, c. 483) and the *Environmental Management Act* (SBC 2003, c. 53). Environmental management plans for minor or abandoned projects will be destroyed.

The government archives will fully retain final, approved environmental program reports because they provide evidence Columbia Power is complying with applicable regulatory requirements of the BC Environmental Assessment Office (EAO). All other documents and working materials may be destroyed.

- 10) First Nations case files SO 7y SR
(secondary 80525-20)

These records document Columbia Power's engagement with the First Nations.

The government archives will fully retain case files documenting involvement of First Nations in Columbia Power's power project investments because they provide evidence of compliance with the *Haida Nation v. British Columbia* (Minister of Forests) Supreme Court decision stating government is legally obligated to consult with First Nations on land or resource decisions which may impact aboriginal interests. These records possess historical and evidential value. All working copies and draft documents may be destroyed.

- 11) Construction project files SO 6y SR
(secondary 80325-20)

These records document the initiation, identification, definition, execution, and closure of construction projects.

The government archives will selectively retain construction project files because they provide evidence of Columbia Power's management of construction projects. Selected files will include final project /evaluation reports detailing the history and development of the project, appended design drawings, and other project-related records documenting major decisions and events not required for ongoing operational purposes. Records appraised for destruction include routine project management documentation, drawings and copies of technical documents, and the records of projects that cease to progress or are abandoned. All other documents, drafts, and working materials may be destroyed.

- 12) Board minute books files and audits SO 5y SR
(secondaries 80050-20, 80150-20, 80200-20, 80450-25)

These records document the board minute books files of Columbia Power's executive, as well as records relating to internal and third party audits.

The government archives will fully retain material case files (the final issued board package) and approved minute books, containing copies of Columbia

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Power's charter documents, as they provide a complete record of board deliberations and decisions. All other documents, drafts, and working materials may be destroyed.

The government archives will fully retain final audit reports performed by external auditors and completed corrective action plans because they demonstrate due diligence. These records have significant informational and evidential value. All other drafts and working documents may be destroyed.

- 13) Inspection reports SO 10y DE
(secondary 80150-35)

These records document weekly, monthly, and semi-annual/annual dam safety inspection reports.

The ten-year semi-active retention period provides a sufficient period of time to ensure Columbia Power's due diligence obligations are met.

- 14) Corporate tax returns FY+1y 6y DE
(secondary 80025-20)

The records consist of copies of income tax returns filed on behalf of Columbia Power and the joint venture companies.

The retention period ensures these records are available to taxation authorities, which have the right under the *Income Tax Act* (RSC 1985, c. I-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

- 15) Systems SO nil DE

The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.

Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.

- 16) All Other Records 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 seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS, such as summary reports, policy records, executive briefing notes (ARCS secondary 280-20), and

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annual service plan reports (ARCS secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

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](#).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

COLUMBIA POWER CORPORATION

PRIMARY NUMBERS

80000 - 89999

Section 1 covers records relating to the activities of the Columbia Power Corporation (Columbia Power) pursuant to the *Dam Safety Regulation* (BC Reg. 40/2016), the *Water Users' Communities Act* (RSBC 1996, c. 483), the *Environmental Assessment Act* (SBC 2002, c. 43, s. 17), the *Heritage Conservation Act* (RSBC 1996, c. 187), the *Workers Compensation Act* (RSBC 1996, c. 492, s. 119), the *Fisheries Act* (RSC 1985, c. F-14), and occupational health and safety regulations. This includes records relating to dam construction, operations, and maintenance; dam safety, public safety, and environment, health and safety; environment and land management; permit and licence acquisition; corporate governance; business development; debt financing; contract management; regulatory affairs; and stakeholder engagement.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

80000 – COLUMBIA POWER CORPORATION - 89999

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000 COLUMBIA POWER CORPORATION – GENERAL

Records not shown elsewhere in this ORCS relating to the operational activities of the Columbia Power Corporation (Columbia Power). Its primary mandate is to efficiently develop and operate commercially viable, environmentally sound and safe power projects for the benefit of the province and the residents of the Columbia Basin.

Record types include: correspondence, memoranda, and reports.

Unless otherwise specified below, the Columbia Power OPR (Columbia Power) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO = when the policy or procedure is replaced or no longer required for reference purposes

FR = The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and services covered by this section.

-01 General

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80025 CORPORATE GOVERNANCE - GENERAL

Records not shown elsewhere in the corporate governance section that relate generally to the establishment and executive leadership of the Columbia Power Corporation (Columbia Power) or its joint venture companies.

Record types include: correspondence, memoranda, and reports.

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

For board of directors, see primary 80050.

For final policies of corporate-wide significance, see secondary 80000-00.

For incorporation materials, see primary 80050.

Unless otherwise specified below, the Columbia Power OPR (Columbia Power) will retain these records for:

CY+1 nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y DE

- non-OPR

SO nil DE

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-20 Corporate tax returns

FY+1y 6y DE

(arrange by year)

(covers copies of income tax returns filed on behalf of Columbia Power and the joint venture companies)

8y: The retention period ensures these records are available to taxation authorities, which have the right under the *Income Tax Act* (RSC 1985, c. I-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80050 CORPORATE GOVERNANCE - BOARD OF DIRECTORS AND INCORPORATION

Records relating to the activities and composition of the board of directors of the Columbia Power Corporation (Columbia Power) and associated joint venture companies.

This primary also includes records relating to the incorporation of Columbia Power and to the establishment of joint venture and other partnership companies.

Record types include: agendas, manuals, minutes, correspondence, memoranda, and reports.

For agreements, see ARCS primary 146.

For budget estimates, see ARCS primary 1000.

For committees other than the Board of Directors, see ARCS secondary 200-20.

For executive briefings, see ARCS primary 280.

For final policies of corporate-wide significance, see secondary 80000-00.

For financial statements, see ARCS secondary 1180-20.

For Treasury Board submissions, see ARCS primary 1250.

For updates to the minister, see ARCS primary 280.

Unless otherwise specified below, the Columbia Power OPR (Columbia Power) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

DE

- non-OPR

SO

nil

DE

(covers reference copies of records from BC Government's Board Resourcing and Development Office)

SO: when the policy or procedure is replaced or no longer required for reference purposes

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80050 CORPORATE GOVERNANCE - BOARD OF DIRECTORS AND
INCORPORATION (continued)

-01 General

-02 Board binder development
(covers materials prepared for submission to the
board)

NOTE: Board binder material that is approved for
presentation to the board is reclassified to
secondary 80050-20.

PIB -05 Board membership files SO 5y DE
(arrange by name)
(covers board member biographies, performance
appraisals, requests and approval of board
member appointments, indemnity agreements,
code of ethics, conflict of disclosure statements,
credit checks, remuneration, appointment checklist
forms)

SO: when no longer a member of the board

NOTE: These files are created for the Board Resourcing
and Development Office which approves all
appointments to the Columbia Power board.

-07 Board manuals SO 5y DE
(includes orientation material and the board
procedures manual)

SO: when there is a significant update to the manual

-08 Board updates CY+5y nil DE
(covers interim correspondence to board members,
primarily updates from Columbia Power)

-09 Board tracking
(covers tracking of meeting attendance and the
remuneration paid to board members, a
requirement for government compliance)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80050	<u>CORPORATE GOVERNANCE - BOARD OF DIRECTORS AND INCORPORATION</u> (continued)				
VR	-20	Board minute books files (includes minute books, calendars work plans, and material case files which are the final issued board package) (arrange by meeting date)	SO	5y	SR
		SO: when the board is no longer active or records are no longer required for reference purposes			
		SR: The government archives will fully retain approved minute books and material case files, containing copies of Columbia Power's charter documents, as they provide a complete record of board deliberations and decisions. All other documents, drafts, and working materials may be destroyed.			
	-35	Government's letter of expectation (arrange by year) (covers the annual letter of expectation as delivered by the minister responsible for Columbia Power and related correspondence)	CY+1y	nil	FR
		FR: The government archives will fully retain letters of expectation because they provide the government's annual direction to the corporation and set Columbia Power's mandate.			

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80100 BUSINESS DEVELOPMENT

Records relating to developing business opportunities, exploring the potential for new or upgrading existing power generation projects, and conducting topical research for the Columbia Power Corporation (Columbia Power). When a potential business opportunity is approved for further investigation, it is considered a project and progresses to project initiation.

Record types include: market research and related reports, conceptual design, correspondence, memoranda, and reports.

For board submissions, see secondary 80050-02.

For committees, see ARCS primary 200.

For environmental programs, see secondary 80200-40.

For final policies of corporate-wide significance, see secondary 80000-00.

For IT projects, see ARCS secondary 6450-20.

For operations and maintenance, see primary 80450.

For construction projects, see primary 80325.

Unless otherwise specified below, the corporation OPR (Columbia Power) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-20	Business development – opportunities (arrange by name of project or topic) (covers records relating to directed market research, power marketing partnerships, analysis, and concept review)	SO	6y	DE
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SO: when the project progresses to the project initiation phase, is discontinued, or is no longer required for reference purposes

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80100 BUSINESS DEVELOPMENT (continued)

NOTE: If the potential project progresses beyond an initiation phase to board approval and project planning, relevant portions of the project file are re-classified to primary 80325 or the relevant project/program secondary.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80150 DAM SAFETY (continued)

- SO: when the program is updated and no longer required for reference purposes
- 7y: The seven-year semi-active retention period ensures the records are available for a sufficient period of time for program planning, monitoring, and evaluation purposes.
- SR: The government archives will fully retain each final, approved dam safety program document to provide a record of Columbia Power's planned response to unusual dam conditions so potentially hazardous situations can be brought under control and damages avoided. All drafts, planning/research materials, and working documents may be destroyed.

- | | | | | |
|-----|--|----|----|----|
| -05 | Emergency Preparedness Plan (EPP) files
(arrange by asset)
(covers records relating to the Emergency Response Plan (ERP) and the Emergency Preparedness Guide (EPG) which comprise the EPP) | SO | 7y | FR |
| | SO: when replaced by a new plan that has been accepted by the dam safety officer | | | |
| | 7y: The seven-year semi-active retention period is based on the requirements of the <i>BC Dam Safety Regulation</i> (BC Reg. 40/2016). | | | |
| | FR: The government archives will fully retain final versions of the EPP for their evidential and informational values. These records document Columbia Power's approach to emergency response planning which is in compliance with government regulation. | | | |
| -08 | Operations Maintenance and Surveillance (OMS) manuals
(includes draft and final/approved OMS manual)
(arrange by asset)
(covers records relating to the operations, maintenance and surveillance of the facility) | SO | 5y | FR |

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80150 DAM SAFETY (continued)

SO: when replaced with a new manual which has been reviewed and approved by the dam officer

FR: The government archives will fully retain the final/approved manuals as they provide evidence of Columbia Power's overall dam safety site management practices, in accordance with government regulation.

-09	Security measures files - dams (includes reports, drafts, assessments, and the Site Security Management plan) (arrange by asset) (covers records relating to topics such as potential vandalism, terrorism, security breaches, and other security concerns associated with the management of the dams)	SO	5y	DE
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SO: when no longer required for purposes of dam security

-20	Audits (includes internal or third party audits) (arrange by date, then topic)	SO	5y	SR
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SO: when any resulting corrective action has been taken and verified

SR: The government archives will fully retain final audit reports performed by external auditors and completed corrective action plans because they demonstrate due diligence. These records have significant informational and evidential value. All other drafts and working documents may be destroyed.

-22	Dam safety reviews (includes reports, reviews, checklists, correspondence, terms of reference) (arrange by asset, then by date) (covers records relating to the dam safety analysis process)	SO	10y	SR
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A SA FD

80150 DAM SAFETY (continued)

SO: when a new report is complete and has been approved by the dam safety officer and is no longer required for reference purposes

10y: The 10-year semi-active retention period is based on the requirements of *the BC Dam Safety Regulation* (BC Reg. 40/2016) which stipulates a dam safety review and a dam safety report must be completed every seven to ten years depending on the dam's downstream consequence classification.

SR: The government archives will fully retain final review and audit reports because these provide a comprehensive summary of Columbia Power's dam safety standards and practices. All other drafts and working documents may be destroyed when their technical information is no longer relevant to future reviews.

-25	Incidents and deficiencies - major (includes photos, reports, assessments, design reviews) (arrange by asset, then by topic or incident number) (covers major incidents or deficiencies identified by inspections, the remedial action taken to reconcile them, as well as design reviews and considerations such as details of unique components of design structures)	SO	7y	FR
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SO: when the incident or deficiency is resolved or for the lifespan of the asset

7y: The seven-year semi-active retention period is consistent with dam safety review requirements under the *Dam Safety Regulation* (BC Reg. 40/2016).

FR: The government archives will fully retain records documenting major incidents and deficiencies in order to demonstrate corrective actions have been taken and to offer a complete maintenance record. Columbia Power is required by government regulation to safely operate and maintain its dams and related water conveyance works.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

		<u>A</u>	<u>SA</u>	<u>FD</u>
80150	<u>DAM SAFETY</u> (continued)			
-30	Incidents and deficiencies - minor (includes monthly surveillance checklists, photos, reports, and assessments) (arrange by asset, then topic or incident number) (covers minor incidents or deficiencies identified by inspections and the remedial action taken to reconcile them)	SO	7y	DE
	SO: when the incident or deficiency is resolved			
	7y: The seven-year semi-active retention period is consistent with dam safety review requirements under the <i>Dam Safety Regulation</i> (BC Reg. 40/2016).			
-35	Inspection reports (includes weekly, monthly, semi-annual/annual reports) (arrange by asset, then by date) (covers records relating to inspections including reports prepared by the dam owner)	SO	10y	DE
	SO: when the latest annual report is generated and no longer required to demonstrate due diligence			
	10y: The ten-year semi-active retention period provides a sufficient period of time to ensure Columbia Power's due diligence obligations are met.			
	DE: Inspection reports may be destroyed because records covering major incidents or deficiencies identified by inspections are fully retained in secondary 80150-25.			
-45	Monitoring data (arrange by asset, then by date) (covers data gathered from surveillance instrumentation and physical surveillance)	SO	nil	DE
	SO: when the asset or system is replaced, discontinued or decommissioned			

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80150 DAM SAFETY (continued)

NOTE: Water levels are monitored by the Historian or Management Information System (MIS) and ground movement is measured by surveyors using surveillance equipment.

-50	Monitoring instrumentation (includes specifications and surveillance equipment issues) (arrange by asset, then equipment type)	SO	2y	DE
	SO: when the instrument is replaced or its use is discontinued			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80175 DEBT FINANCING

Records relating to the raising of funds to support capital expenditures/investments by issuing bonds to institutional investors or by borrowing directly from the province in the form of fiscal agency loans. In return for lending the money, the institutional investors become creditors and receive a promise (such as a deed of trust) that the principal and interest on the debt will be repaid. For borrowing from the province, a debenture will be issued. A debenture is an unsecured loan as the province is the sole shareholder of Columbia Power.

Record types include: correspondence, memoranda, and reports.

For final policies of corporate-wide significance, see secondary 80000-00.

For power sales agreements, see ARCS secondary 146-45.

For regulatory affairs, see primary 80500

For trust deed, see ARCS secondary 146-45.

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

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-02	Investor contact list		SO	nil	DE
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SO: when outdated or no longer relevant

-20	Bond sale marketing files (arrange by bond issuance date) (covers records relating to the development of the offering memoranda, independent advisor reports, presentation materials, and agency rating analysis)		SO	7y	DE
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SO: when the bond is issued
(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80175 **DEBT FINANCING** (continued)

7y: The seven-year semi-active retention period is a reasonable period of time to ensure no potential issues with the investors arise.

-25 Bondholder reporting package FY 2y DE
 (arrange by year)
 (covers quarterly financial statements, as well as
 compliance and insurance certificates mailed to
 registered bondholders)

-35 Commercial debt financing case files SO 5y DE
 (includes line of credit)
 (arrange by asset)

SO: when the debt is paid or the account is closed

-40 Financing plan development files SO 5y DE
 (includes correspondence, financing plan, drafts,
 spreadsheets, and research materials)
 (covers records documenting the development of
 the financing strategy/plan, part of the capital
 financing requirement, which is submitted to
 Treasury Board)

SO: when the financing plan is accepted by Treasury
 Board

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT

Records relating to Columbia Power Corporation (Columbia Power)'s corporate approach to environment and health and safety management.

Environmental management includes environmental monitoring through environmental programs and remediation activities as required by the Environmental Assessment Certificate issued under the *Environmental Assessment Act* (SBC 2002, c.43, s.17) and water licences as issued under the *Water Users' Communities Act* (RSBC 1996, c. 483). This primary also includes heritage investigations pursuant to the *Heritage Conservation Act* (RSBC 1996, c. 187) and other records pursuant to applicable provincial and federal environmental legislation such as the *Fisheries Act* (RSC 1985, c. F-14).

Records relating to health and safety management practices include incident management, policy and procedure development, reporting, and investigations pursuant to the *Canada Labour Code Part 2, Workers Compensation Act* (RSBC 1996, c. 492, s.119), *Occupational Health and Safety Regulation* (BC Reg. 296/97), and *BS Occupational Health and Safety Standard (OHSAS) 18001:2007*. These records document Columbia Power's responsibilities as a facility owner of safe and healthy workplaces.

Record types include: correspondence, memoranda, and reports.

For dam safety, see primary 80150.

For a description of the Environmental Health and Safety Requirements Database (EHSRD), see the Systems Section.

For employee occupational safety, health and accidents, see *Human Resources ARCS Supplement* primary 7560.

For environmental assessment certificates, see primary 80275.

For Joint Occupational Safety and Health (JOSH) committee, see *ARCS* primary 200.

For land management, see primary 80250.

For public safety, see primary 80400.

For water licences, see primary 80275.

Unless otherwise specified below, the corporation OPR
(Environment and Health & Safety) will retain these records for: CY+1y nil DE

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT (continued)

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance and functions and services covered by this section.

-01 General

VR	-02	Corrective action log (covers records relating to required corrective actions identified in audits, incidents, and inspections)	SO	3y	DE
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SO: when the log is replaced or the function is discontinued

VR	-03	Environmental Health and Safety Management System (EHS_MS) files (includes master control log and table of contents, manual, blank forms, templates, drafts, and other supporting documents)	SO	3y	DE
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SO: when replaced with a new system

NOTE: For final, approved versions of the EHS_MS manual, see secondary 80200-00.

VR	-08	Risk assessments (includes completed forms)	CY	5y	DE
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NOTE: Risk assessments are reviewed and updated annually.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT</u> (continued)			
-20	Audits (includes correspondence, images, scope development documentation, drafts, final reports, and action plans) (arrange by year and/or project) (covers records relating to EHS compliance audits, prepared internally or by third parties) SO: when all resulting corrective actions have been completed and verified SR: The government archives will fully retain final audit reports performed by external auditors and completed corrective action plans because they demonstrate Columbia Power was exercising due diligence by performing regular environmental and health and safety audits and correcting any deficiencies flagged in the audits. These records have significant informational and evidential value. All other drafts and working documents may be destroyed. NOTE: The corrective action log is classified under secondary 80200-02.	SO	5y	SR
-25	Contaminated sites files (includes waste manifest, investigation files, site risk classification report, and notice of independent remediation) (arrange by asset, Parcel Identification (PID) number, or topic) (covers records relating to contaminated sites investigations such as initial notification, recommendations for remediation, and other remediation related activities) SO: when a site is no longer considered active and/or a certificate of completion is received	SO	5y	FR

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT

(continued)

FR: The government archives will fully retain files on contaminated sites because they document hazards to the public for which the government has long term obligations and accountability. Contaminated sites files provide evidence of significant environmental impact caused by dams owned and operated by Columbia Power.

VR	-35	Environmental management plans (arrange by asset, then by date) (covers records relating to the plans Columbia Power follows to ensure the environment is protected during the management and/or implementation of new projects)	SO	7y	SR
----	-----	--	----	----	----

SO: when the project is complete

7y: The seven-year semi-active retention period is consistent with the retention period of contracts which outline the contractors' commitment to follow the plan during construction.

SR: The government archives will fully retain final, approved environmental management plans for major projects because they provide evidence of Columbia Power's approach to assessing and monitoring the effects of power projects on the natural environment. In addition, they document Columbia Power's compliance with the *Water Users' Communities Act* (RSBC 1996, c. 483) and the *Environmental Management Act* (SBC 2003, c. 53). Environmental management plans for minor or abandoned projects will be destroyed.

VR	-40	Environmental program files (includes terms of reference, issues, correspondence, monitoring data, and final reports) (arrange by program or project name) (covers records relating to programs and projects developed out of commitments or perceived need such as regulatory requirements outlined in applicable legislation)	SO	7y	SR
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT
(continued)

- SO: when the program/project is complete and/or with agreement from the regulators (i.e. Ministry of Environment, Fisheries and Oceans Canada)
- 7y: The seven-year semi-active retention period is a sufficient period of time to ensure risk to the environment is mitigated and all regulatory requirements are met.
- SR: The government archives will fully retain final, approved environmental program reports because they provide evidence Columbia Power is complying with applicable regulatory requirements of the BC Environmental Assessment Office (EAO). These records have evidential and informational value. All other documents and working materials may be destroyed.
- NOTE: For periodic inspections, not part of an environmental program, see secondary 80200-55.

- 45 Heritage site investigation case files SO 5y FR
(arrange by site name or investigation type)
(covers records relating to archaeological site investigations)
- SO: when the heritage site investigation is complete
- FR: The government archives will fully retain heritage site investigation case files since they document the findings of archaeological site investigations, revealing sites not to be disturbed by dam construction projects in compliance with the *Heritage Conservation Act* (RSBC 1996, c. 187).
- NOTE: Copies of the investigation reports are delivered to the relevant government office such as Ministry of Forests, Lands and Natural Resource Operations.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT
(continued)

- | | | | | |
|-----|--|----|----|----|
| -50 | Incident management case files
(includes incident logs, metrics, reports, and tracking documentation)
(arrange by log type, then by year and incident number)
(covers records relating to Columbia Power, contractor, and regulator EHS and incident reports including initial notification, investigation, non-conformance, and recommendations for corrective action) | SO | 6y | DE |
| | SO: when the incident is resolved, corrective action has been taken, and no longer required for reference purposes | | | |
| | DE: These records may be destroyed as significant EHS incidents are adequately documented under secondary 80500-20 Board minute books files and special schedule 102906 (<i>Executive Records</i>), which are selectively retained. | | | |
| | NOTE: For incidents relating to Columbia Power employees, see ARCS secondary 1560-20. | | | |
| -55 | Inspection files
(includes images, reports, and correspondence)
(covers periodic EHS inspections, as well as monitoring reports conducted by Columbia Power, contractors, and regulators) | SO | 6y | DE |
| | SO: when the inspection is complete and any resulting corrective actions have been closed and verified | | | |
| -60 | Issues management case files
(arrange by topic and/or project)
(covers proactive exploration of potential or real areas of concern) | SO | 5y | DE |
| | SO: when the issue is resolved and no longer required for reference purposes | | | |

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80200 ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT

(continued)

- | | | | | |
|-----|--|----|-----|----|
| -65 | Health and safety program files
(includes first aid needs assessment, training program materials, correspondence, monitoring data, and final reports)
(arrange by asset, then by topic)
(covers records relating to Columbia Power owned/developed and contractor developed Environmental and Health and Safety programs) | SO | 7y | DE |
| | SO: when the health and safety program is updated and no longer required for reference purposes | | | |
| | 7y: The seven-year semi-active retention period meets Columbia Power's due diligence obligations, mitigates potential risks, and ensures the records are available for program planning, monitoring, and evaluation purposes. | | | |
| | NOTE: For environmental program files, see secondary 80200-40. | | | |
| -75 | Environmental Health and Safety Requirements Database (EHSRD)
(includes electronic database and related records/reports) | SO | nil | DE |
| | SO: when no longer used as an index to relevant commitments or no longer required for reference purposes | | | |
| | DE: This electronic system can only be destroyed when the approved retention periods covering the information on it have elapsed, or when the information on it has been made accessible elsewhere. | | | |

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](#).

SECTION 1 - 25

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80250 LAND MANAGEMENT (continued)

(covers records relating to access agreements, acquisition negotiations, appraisals, expropriations, land exchanges and compensations for fee simple, rights of way, easements, history of any impacts or transactions occurring during Columbia Power's tenure, disposal negotiations, and transfer agreements)

SO: when the interest in the property is extinguished and all outstanding commitments are met

FR: The government archives will fully retain land management files as they document Columbia Power's property management practices relating to acquisition, disposal, maintenance, and access rights. They also provide evidence of the use of land for activities that may significantly impact the environment over the long-term.

NOTE: Information related to detection of contamination of sites and associated remediation is classified under secondary 80200-25.

-30 Geographical Information System (GIS) data SO nil DE
(covers spatial data such as orthographic photographs acquired from the provincial government and/or purchased from private entities relating to the lands and assets owned or managed by Columbia Power for use in projects)

OPR: Operations and Environment

SO: when GIS data is no longer required for reference purposes or when the agreement with the service provider is altered or terminated

NOTE: The GIS data is stored and made accessible to Columbia Power staff by an offsite service provider.

NOTE: This secondary is not for filing. It is used for classifying data on an external hard drive housed at Columbia Power and the data stored by the offsite service provider for the duration of the agreement.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80275 PERMITS AND LICENCES

Records relating to the acquisition of authorizations such as water licences and project approval certificates, now referred to as environmental assessment certificates, by Columbia Power Corporation (Columbia Power) or its joint venture companies.

Record types include: permits, licences, correspondence, memoranda, and reports.

For agreements, see ARCS secondary 146-45.

For final policies of corporate-wide significance, see secondary 80000-00.

For radio frequency licences, see ARCS primary 6890.

For software licences, see ARCS primary 737.

Unless otherwise specified below, the corporation OPR (originating office) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-20	Permit/licence development files (includes correspondence, applications, reports, and studies) (arrange by asset, then by name) (covers the development of application submissions for permits and licences)		SO	5y	DE
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SO: when the application is rejected or discontinued and the information is not required for renewal or reference purposes

-45	Permits/licences (includes final issued permits and licences) (arrange by asset, then by name)		SO	5y	DE
-----	--	--	----	----	----

SO: when the permit or licence expires
(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80300 PROCUREMENT AND CONTRACT MANAGEMENT

Records relating to the development and establishment of contracts. This primary includes contracts to procure goods, services, and construction in compliance with the *Core Policy and Procedures Manual* and the *Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes*.

Record types include: registers, contracts, correspondence, memoranda, solicitation documents, and reports.

For accounts payable, see ARCS primary 925.

For agreements, see ARCS primary 146.

For final policies of corporate-wide significance, see secondary 80000-00.

Unless otherwise specified below, the corporation OPR (Procurement and Contracts) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-03	Contract register (arrange by subject)	SO	nil	DE
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SO: when register is no longer required and/or all referenced contracts are closed or discontinued

VR	-20	Contract files (includes correspondence, contract negotiation documents, drafts, operating orders, owners' requirements, final contract change orders, and contract amendments) (arrange by contract name or number)	SO	7y	DE
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SO = upon expiry or termination of the contract or upon audit or other requirements stipulated in the contract
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80300 PROCUREMENT AND CONTRACT MANAGEMENT (continued)

7y: The seven-year semi-active retention period is based on the need to research the previous contract's activities during contract re-negotiation, ensures the records are available for fiscal accountability, and provides a reasonable period of time for the legal value of the records to be extinguished.

-30	Procurement files (includes Requests for Information (RFI), Requests for Proposals (RFP), tenders, Requests for Quotes (RFQ), and related correspondence) (arrange by contract name or number) (covers records relating to procurement activities such as technical details, financing documents, proposals, assessments, and evaluations)	SO	7y	DE
-----	---	----	----	----

SO: when the contract is signed or the solicitation process ends

7y: The seven-year semi-active retention period is based on the need to research the previous contract's activities during contract re-negotiation, ensures the records are available for fiscal accountability, and provides a reasonable period of time for the legal value of the records to be extinguished.

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](#).

SECTION 1 - 30

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80325 PROJECTS - CONSTRUCTION (continued)

SO: when the project ceases to progress or final acceptance has been achieved and the warranty obligations as per the contract are completed and no longer required for reference purposes

SR: The government archives will selectively retain construction project files because they provide evidence of Columbia Power's planning and management of construction projects. Selected files will include final project/evaluation reports detailing the history and development of the project, appended design drawings, and other project-related records documenting major decisions and events not required for ongoing operational purposes.

Records appraised for destruction include routine project management documentation, drawings and copies of technical documents, and the records of projects that cease to progress or are abandoned. All other documents, drafts, and working materials may be destroyed.

NOTE: For ongoing operations and maintenance, see primary 80450.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80400 PUBLIC SAFETY

Records relating to promoting safe worksites, as well as reporting and investigating accidents or injuries that involve the public. This includes the establishment of warning signs and signals, barriers, and operating procedures designed to mitigate the risks the public is exposed to, both by visit or trespass. Public safety measures are not a statutory requirement, but are established through industry guidelines or best practices. The *Occupational Health and Safety Regulation* (BC Reg. 404/2012) covers some aspects of public safety and common law provides precedent for public access.

Record types include: correspondence, memoranda, and reports.

For contractor safety management, see primary 80200.

For dam safety, see primary 80150.

For Environmental Health and Safety Management System (EHS_MS) files, see secondary 80200-03.

For first aid needs assessments, see secondary 80200-65.

For incident management case files, see secondary 80200-50.

For inspections, see secondary 80200-55.

For personal protection equipment (PPE), see ARCS primary 700.

Unless otherwise specified below, the corporation OPR (Operations and Health & Safety) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

(includes final, approved public safety management plan manuals and related policy and procedural documentation)

SO: when the policy or procedure is replaced or no longer required for reference purposes

FR: The government archives will fully retain final versions of operational policy documentation because these provide evidence of the governance of the functions and services covered by this section.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80400	<u>PUBLIC SAFETY</u> (continued)			
-01	General			
-03	Public safety management plan (PSMP) files (includes drafts, plans, drawings, maps, and correspondence) (covers the set of procedures and controls established to ensure the safety of the public around hazardous water control works) SO: when the plan is updated or no longer required for safety purposes DE: These records may be destroyed as final, approved public safety management plan manuals are fully retained in secondary 80400-00.	SO	5y	DE
-20	Control measures (arrange by asset, then by name and year) (covers records relating to controls used to promote public safety including signage, signals, barriers, and changes to operations)			
-25	Incident management case files (includes initial notification and investigation files, and recommendations for remediation) (arrange by year, then by incident number) (covers records relating to incidents involving the public) SO: when any investigation as a result of an incident is complete and any claims are resolved NOTE: Insurance claims resulting from incidents will be classified under ARCS secondary 450-20.	SO	6y	DE
-35	Public safety inspection reports (arrange by asset, then by date) (covers records relating to inspections reports) SO: when the inspection is completed and any resulting follow up steps are completed	SO+1y	6y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80400 PUBLIC SAFETY (continued)

7y: The combined 7-year active and semi-active retention periods provide a sufficient period of time to meet Columbia Power's due diligence obligations.

DE: These records may be destroyed as procedures for inspection and maintenance of the physical installations are adequately documented in the approved PSMP, secondary 80475-00.

-40	Public safety risk assessments (arrange by asset, then by year) (covers records relating to the public safety risk assessment process following the structured approach of the Canadian Dam Association (CDA) <i>Dam Safety Guidelines</i>)	SO	5y	DE
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SO: when risk to the public has been mitigated, due diligence has been demonstrated, and risk mitigation has been implemented

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80450 OPERATIONS AND MAINTENANCE

Records relating to the management of hydroelectric facilities and transmission facilities managed by the Columbia Power Corporation (Columbia Power).

Record types include: manuals, correspondence, drawings, memoranda, and reports.

For a description of the Historian system, see the Systems Section.

For equipment not identified by an equipment system number, see *ARCS* primary 700.

For final policies of corporate-wide significance, see secondary 80000-00.

Unless otherwise specified below, the corporation OPR (Operations) will retain these records for:

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

DE

- non-OPR

SO

nil

DE

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-02 Asset management program development files
(includes strategies, plans, drafts, and working documents)

SO

5y

DE

(covers records relating to the development of the asset management program, particularly in relation to the effects of operations on CPC assets)

DE: These records may be destroyed as final, approved versions of asset management documentation are fully retained under secondary 80000-00.

VR -05 Recommended action log

SO

3y

DE

(covers records relating to corrective actions identified in audits, events, or inspections)

SO: when the log is no longer maintained

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

			<u>A</u>	<u>SA</u>	<u>FD</u>
80450		<u>OPERATIONS AND MAINTENANCE</u> (continued)			
VR	-20	Record drawings (arrange by Equipment System number, see Appendix A) (covers record drawings, commonly called as-built drawings, and related specifications as constructed or as modified) SO: when the equipment is replaced or disposed of FR: The government archives will fully retain record drawings of operational assets such as dams and transmission lines as they document the final set of drawings upon completion of a dam construction project, as well as modifications made to the drawings which capture the effects of operational activities and adverse conditions on operational projects.	SO	nil	FR
	-25	Audits (includes internal or third party audits) (arrange by date, then by topic) SO: when any resulting corrective action has been taken and verified SR: The government archives will fully retain final audit reports performed by external auditors and completed corrective action plans because they demonstrate due diligence. These records have significant informational and evidential value. All other drafts and working documents may be destroyed.	SO	5y	SR
VR	-30	Operations and Maintenance (O&M) and engineering manuals (includes commissioning manual, facility manual, commissioning reports, test results, installation manuals, quality control testing results, and alignment records) (arrange by Equipment System number, see Appendix A) SO: when the equipment is replaced or disposed of (continued on next page)	SO	5y	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80450 OPERATIONS AND MAINTENANCE (continued)

FR: The government archives will fully retain these manuals as they provide evidence of the operation and maintenance of Columbia Power's assets and facilities.

-50 Operating instructions SO 5y DE
(includes Local Operating Orders (LOO), Joint Operating Orders (JOO), System Operating Orders (SOO) and ad hoc procedural instructions)

SO: when the equipment is replaced or disposed of

VR -55 Operational equipment history SO 5y DE
(arrange by equipment system number, see Appendix A)
(covers records relating to acquisition, maintenance, operation and disposal information of component equipment, as well as outstanding construction deficiencies, and/or warranty issues)

SO: when the equipment is replaced or disposed of

NOTE: If a complex response is required by Columbia Power to mitigate the effects of negative events on operational equipment, an operations and maintenance project may be initiated. The resulting records are classified under secondary 80450-65.

-65 Operations and maintenance projects SO 6y DE
(arrange by project)
(covers records created in response to significant events, risk reduction, or capitalizing on an opportunity)

SO: when the project ceases to progress or when the project is complete

NOTE: Project documentation that has ongoing significance for the operation of component equipment is re-classified to the operational equipment history file under secondary 80450-55.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80450	<u>OPERATIONS AND MAINTENANCE</u> (continued)			
-70	Reporting (arrange by report type) (covers records relating to regulatory reporting and reporting according to agreements about Columbia Power's equipment) SO: when the equipment is replaced and disposed of and/or when the reporting agreement is closed	SO	5y	DE
-75	Water management files (includes flow forecasts, notifications received from operators, and resulting analysis documents) SO: when no longer required to substantiate current water flow entitlement for future development agreements or for water use planning activities NOTE: Changes to the operations of facilities as a result of water management activities will be reflected in operating instructions which are classified under secondary 80450-50.	SO	6y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80500 REGULATORY AFFAIRS

Records relating to monitoring and consulting on Columbia Power Corporation (Columbia Power)'s regulatory requirements. This primary includes research into proposed legislative or regulatory changes and review of the provisions of the Columbia River Treaty.

Record types include: correspondence, memoranda, and reports.

For environment, health and safety management, see primary 80200.

For final policies of corporate-wide significance, see secondary 80000-00.

Unless otherwise specified below, the corporation OPR (Commercial Contracts and Regulatory) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-02	Regulatory research files	SO	nil	DE
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SO: when the research is completed or discontinued and no longer required for reference purposes

-20	Regulatory review files (includes review materials, reports, analysis, and correspondence) (arrange by topic) (covers records relating to monitoring and intervening in regulatory hearings of affiliated agencies (i.e. Fortis BC, BC Hydro) or hearings on tax policy or water hearings)	SO	nil	DE
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SO: when no longer required for reference purposes

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80525 STAKEHOLDER RELATIONS AND COMMUNICATIONS

Records relating to Columbia Power Corporation (Columbia Power)'s communications and engagement with corporations, local government, special interest groups, First Nations, and the general public.

Record types include: correspondence, memoranda, and reports.

For agreements, see *ARCS* primary 146.
 For committees, see *ARCS* primary 200.
 For complaints, see *ARCS* primary 155.
 For corporate communications, see *ARCS* primary 295.
 For environmental assessment certificates, see primary 80275.
 For events, see *ARCS* primary 220.
 For final policies of corporate-wide significance, see secondary 80000-00.
 For image bank, see *ARCS* primary 306.
 For incidents, see secondary 80200-50.
 For inquiry logs, see *ARCS* primary 320.
 For issues, see secondary 80200-60.
 For marketing and advertising, see *ARCS* primary 295.
 For media relations, see *ARCS* primary 330.
 For operations and maintenance, see primary 80450.
 For planning documents, see *ARCS* primary 400.
 For signage, see *ARCS* primary 295.
 For web sites, see *ARCS* primary 340.

Unless otherwise specified below, the OPR (Stakeholder Relations and Communications) will retain these records for:

CY+1y nil DE

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

SO nil DE

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

SO: when the policy or procedure is replaced or no longer required for reference purposes

-01 General

-20	First Nations case files (includes correspondence, photographs, presentations, meeting materials, research materials, and logs) (continued on next page)	SO	7y	SR
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

A SA FD

80525 STAKEHOLDER RELATIONS AND COMMUNICATIONS (continued)

(arrange by name of First Nation and/or the project as appropriate)

- SO: when the consultation/project is complete and any agreements and associated commitments have been met or are closed
- 7y: The seven-year semi-active retention period provides a sufficient period of time for any concerns with the consultation process/project to arise
- SR: The government archives will fully retain case files documenting involvement of First Nations in Columbia Power's power project investments because they provide evidence of compliance with the *Haida Nation v. British Columbia* (Minister of Forests) Supreme Court decision stating government is legally obligated to consult with First Nations on land or resource decisions which may impact aboriginal interests. These records possess historical and evidential value. All working copies and draft documents may be destroyed.

-40 Scholarship files CY+1y nil DE
 (arrange by year, then by name of educational institution)
 (covers records relating to criteria and awarding of scholarships)

-45 Sponsorships FY+1y 5y DE
 (includes applications, correspondence, photographs, presentations, and thank you notes)
 (arrange by year, then by organization)
 (covers the awarding of sponsorships to the local community by Columbia Power)

7y: The seven-year retention period provides a reasonable period of time to identify issues and resolve anomalies and is consistent with the retention period for similar financial records classified in ARCS.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80525 STAKEHOLDER RELATIONS AND COMMUNICATIONS (continued)

-50	Stakeholder relations case files (includes correspondence, photographs, and presentations) (arrange by name of stakeholder group, then by project as appropriate) (covers records relating to stakeholder consultations about corporate operations, facilities management, project development, and construction)	SO	7y	DE
SO:	when the consultation/project is complete			
7y:	The seven-year semi-active retention period provides a sufficient period of time for any concerns with the consultation process/project to arise.			
DE:	These case files may be destroyed as records documenting significant involvement of local communities in major power project investments are adequately documented in ARCS secondary 146-45.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Columbia Power Corporation

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
COMMON SYSTEM NOTES	2
Environmental Health and Safety Requirements Database (EHSRD)	3
Historian or Management Information System (MIS)	5

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems are 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 have 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 a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ENVIRONMENTAL HEALTH AND SAFETY REQUIREMENTS DATABASE (EHSRD)

SYSTEM OVERVIEW

Name of Creating Agency

Columbia Power Corporation (Columbia Power)

System Title

Environmental Health and Safety Requirements Database (EHSRD)

Purpose

The EHSRD tracks commitments and obligations established for both environmental and health and safety concerns (EHS). Licenses, permits, and agreements (foundation documents) result in a variety of commitments or obligations for Columbia Power, as project manager, to fulfill. The EHSRD lists these commitments, attributing them to the individual responsible, the current status (e.g. open, closed, and expired), the company or project. The EHSRD does not, however, include the general requirements of environmental or health and safety legislation.

Note that the EHSRD is used to track both environmental and health and safety requirements as they are part of Columbia Power's integrated Environment, Health and Safety Management System (EHS_MS).

The EHSRD was developed to keep track of Columbia Power's environmental requirements, and provide access to the specific requirements within those documents quickly and easily. The health and safety aspect was added later when the integrated EHS_MS was developed. EHS requirements include terms, conditions, and obligations found in contracts, authorizations and approval certificates [e.g., Project Approval Certificate (PAC), now referred to as environmental assessment certificates], as well as contractual and voluntary commitments Columbia Power may have made with landowners or with organizations to which Columbia Power belongs. All such documents that are environmental or health and safety related have been included, whether or not they contain specific requirements, as well as other non-EHS documents that contain EHS requirements.

Information Content

The EHSRD is composed of two relational databases. One is a database of documents; the other is a database of commitments that arise from the documents.

Inputs, Processes, and Outputs

Information is entered and updated manually in the databases. Inputs are links to the cited documents with a summary of the individual commitments and documents via an internal web viewer.

Technical Maintenance

This is an Access 2003 application connected to the EHSRD SQL Server 2005 database.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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](#).

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below. Also see the system scheduling and disposition section at the end of this ISO.

Classification

Electronic System

Secondary No.
80200-75

Secondary Title
Environmental Health and Safety Requirements Database (EHSRD)

Electronic Records

Inputs

Secondary No.
ARCS 146-45
80275-20
80450-55

Secondary Title
Approved internal and local agreement files
Permit/license development files
Operational equipment history

Outputs

Secondary No.
80200-75

Secondary Title
Environmental Health and Safety Requirements Database (EHSRD)

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902.
- For computer system backup records, see ARCS secondary 6820-05.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEM OVERVIEW

Name of Creating Agency

Columbia Power Corporation

System Title

"Historian" or "Management Information System (MIS)"

Purpose

"Historian" enables remote (web based) access to historic and real-time monitoring data and reports drawn from monitoring instruments located at the generating stations.

Information Content

The system imports alarms, outage reports, and power generation monitoring from various monitoring devices.

Inputs, Processes, and Outputs

Information is taken from onsite monitoring devices at the generating facilities. It is then formatted into reports which are available for viewing via web browser. Data from individual monitoring points can be viewed as a graph or as a table.

Reports, graphs, tables and raw data can be exported out of the viewer for further analysis and/or use.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. In most cases, this parallels the schedule for the related paper records. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under relevant secondaries.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below. Also see the system scheduling and disposition section at the end of this ISO.

Classification**Electronic System**

This electronic system is not classified in the ORCS as it is only a tool used to present the information collected from a data logger. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Inputs**Secondary No.****Secondary Title****Outputs**

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Secondary No.

80450-55

Secondary Title

Operational equipment history

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902.
- For computer system backup records, see ARCS secondary 6820-05.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Appendix A

Subject Naming Standards for Operations and Maintenance files

Subject	Equipment System #	Covers	Includes
Cef Filing (Non Equipment Base)	100	O&M Repetitive Job Binders	Repetitive Job Estimate Binders
Site Operations and Maintenance	100	Overhaul Manuals and Annual Inspections Binders	10 year Overhaul Manuals 20 Year Overhaul Manuals Plant Inspection Reports Binders (<i>Electrical</i>) Plant Inspection Reports Binders (<i>Mechanical</i>)
Site Operations and Maintenance	200	Plant or Unit Summary	Aerial site photographs Electrical systems lists Maps Mechanical and electrical systems failure studies Mechanical systems lists Site plans
Site Operations and Maintenance	207	Kootenay Lake Storage	Nelson Gauge
Site Operations and Maintenance	209	Other Operating Costs	Safety Safety supplies Training Equipment Change Request Thermal Imaging 1st Aid Equipment
Site Operations and Maintenance	212	Engineering, Design & Drafting (If separate from other equipment systems)	Prints Engineered lifting Devices Engineered Scaffolding Engineered Pedestals Engineered Calculations
Maintenance of Hydraulic Structures and Equipment	220	Hydraulic Concrete Structures (Wing Dams)	Conduit Embedded pipe and heating cables Flashing Forebay stairways Guardrails Outdoor lighting Plant fencing Power outlets

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Subject	Equipment System #	Covers	Includes
Maintenance of Hydraulic Structures and Equipment	221	Spillways	De-icing systems Electrical equipment <i>(heaters, lighting attached to the Sluice Gate super structure, main feeders, motors and controls, outlets, spillway standby generating equipment)</i> Gates Gate hoist equipment Spillway and Sluice Gates super structures Stop logs Standby Generator
Maintenance of Hydraulic Structures and Equipment	222	Intake	Booms and adjustment of booms Electrical equipment <i>(disconnects, lighting, main feeders, motors and controls - See Section 234, outlets)</i> Gates Hoist equipment Intake super structure Penstocks Rail tracks Slot covers Stop logs Trash rack gantry Trash racks
Maintenance of Hydraulic Structures and Equipment	224	Tailrace	Draft tubes <i>(including access manhole)</i> Electrical equipment <i>(main feeders, motors and controls)</i> Rail tracks Slot covers Tailrace gantry Tailrace gates
Maintenance of Hydraulic Structures and Equipment	225	Environmental System	Oil Containment Oil Skimmers
Maintenance of Hydraulic Structures and Equipment	226	Reservoir / Head Pond Shoreline	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Subject	Equipment System #	Covers	Includes
Maintenance of Generating Equipment	230	Turbines	Access to the turbine pit and the scroll case Base ring Greasing wicket gates and associated links and levers Head covers Levers Links Main gland Mercoid controls Operating ring Scroll case Shear pins <i>(including failure indicators)</i> Turbine bearing Turbine runner Vacuum valve Wicket gates Wipe down of turbine equipment and turbine pit well and seal coating pit walls
Maintenance of Generating Equipment	231	Governors	Accumulator and sump tanks Flyball mechanisms Governor Governor oil filter systems and associated electrical equipment <i>(gate limit motor, governor pump motors, governor solenoids gate position micro-switches, mercoid controls, speed adjust motor)</i> Governor piping Governor pumps Permanent magnet generators (PGM) Restoring mechanism Servo-motors Speed switches Unloader valve Wipe down of governing systems and regular lubrication of linkages and motor
Maintenance of Generating Equipment	232	Generators	Air-gap expansion gauges Bearing temperature gauges Brake micro-switches Brake system Fire protection system inside unit enclosure and automatic fire valves <i>(See Sections 234 and 263)</i> Generator shaft <i>(from coupling upwards – including coupling)</i> Hi-pressure oil lift system Neutral grounding equipment Resistance temperature detectors (RTD) of thermocouples Vibro System PDA Protection Shaft oil pump Thrust and guide bearings <i>(including seals)</i>

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Subject	Equipment System #	Covers	Includes
Maintenance of Generating Equipment	233	Excitation Systems	Brush assemblies Slip rings Field circuit breaker (where applicable, pilot exciter, magnetic amplifier, amplidyne and rapcon solid state exciter) Field leads Field rheostat Hydraulic water wheel exciters Temperature detectors
Maintenance of Generating Equipment	234	Control Systems	Cable cooling control Fire annunciation HMI Level controllers Plant controllers Plant cooling control SCADA Security annunciation (not video) Spillway gate positioning Selsyns Unit controllers Generator Control Cabinet Generator Termination Cabinet
Maintenance of Generating Equipment	235	Lubricating Systems	Automatic grease systems and all associated electrical equipment (pump motors and controls, mercoid controls, oil flow switches, pressure gauges) Filter systems Lubricating oil pumps Piping Replacement oil Sump tanks Wipe down of lubricating system piping and equipment as required and cost of processing lubricating oil
Maintenance of Generating Equipment	236	Cooling Water Systems	Air wash system (air chambers, air wash fan, filters, motors and controls, nozzles, pumps) Forebay well cooling water supply Generator bearing cooling water system (where applicable, the unifin (radiator) cooling system and associated filters, piping and valves), automatic shut-off solenoids, bearing cooling coils, flow switches, piping to generator guide and thrust bearing, water filters)
Maintenance of Generating Equipment	237	Generator Switchgear	Cable cooling fans (where applicable) Circuit breakers Indoor generator disconnects Lightning arrestors Surge capacitors Transformer connection

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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. Consult your [Records Officer](#).

Subject	Equipment System #	Covers	Includes
Maintenance of Plant Auxiliary Equipment	240	Protective Relays	Metering Protective relaying Relay CT's and PT's
Maintenance of Plant Auxiliary Equipment	241	Data Collection Systems	GPS clock Inter-utility data exchange Meters Totalizers
Maintenance of Plant Auxiliary Equipment	242	AC Station Service	120 AC distribution panels <i>(associated supply cables and conduit)</i> 550 Volt welding outlets and associated conduit and cabling 600 Volt station service switchgear or bus work <i>(as applicable)</i> 2300 Volt station service circuit breakers Branch circuits <i>(up to and including main disconnects and circuit breakers)</i> <i>(Excludes 2300V transmission lines - See Section 257)</i> Main and auxiliary station service supply cables and raceways Station service and lighting transformers and voltage regulators
Maintenance of Plant Auxiliary Equipment	243	DC Station Service	Battery chargers DC distribution panels Motor generator (MG) sets, where applicable Plant emergency lighting and all associated cable and conduit Storage batteries
Maintenance of Plant Auxiliary Equipment	244	Cranes, Hoists and Elevators	Auxiliary hoist equipment and all associated electrical equipment Crane rails and power supply conductors Elevators Motors and controls Power house Power supplies Roof cranes
Maintenance of Plant Auxiliary Equipment	245	Sump Pumps and Dewatering Systems	Electrical equipment <i>(controls, power supplies, pump motors)</i> Piping Sump pumps Unwatering pumps Valves
Maintenance of Plant Auxiliary Equipment	246	Compressed Air Systems	Brake compressor Compressed air supply piping De-icing compressors and blowers Electrical equipment <i>(motors and controls, power supplies)</i> Gauges General service air compressor Hi-Air compressor Turbine head cover blowers Valves

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Subject	Equipment System #	Covers	Includes
Maintenance of Plant Auxiliary Equipment	247	HVAC Systems, Cable Cooling Systems	220 Volt heater outlets 550 Volt heaters Air conditioning equipment Air supply exhaust All building heating and ventilating equipment Circulating fans Generating unit ventilating system Roof vents Tailrace filters Winter cooling floor filters
Maintenance of Plant Auxiliary Equipment	248	Communication Networks Hardware	JMUX multiplexor Microwave Plant fibre and communication cabling Telus fibre Transmission Video systems (security and safety) Voice system
Maintenance of Plant Auxiliary Equipment	249	Miscellaneous Shop Tools and Equipment	Consumable tool supplies (drill bits, files, saw blades, etc.) Shop tools and equipment Tool replacement (under \$100 each)
Maintenance of Switchyard	250	Generator Step-Up Transformers	Conservator tank Gas relay Generator transformers High voltage (HV) and low voltage (LV) connectors and bushings Processing of transformer oil Radiators and fans (if applicable)
Maintenance of Switchyard	251	Transmission Transformers	Conservator tank Gas relay High voltage (HV) and low voltage (LV) connectors and bushings Processing of transformer oil Radiators and fans (if applicable)
Maintenance of Switchyard	252	High Voltage Circuit Breakers	Built-in compressor Bushings Control panels Oil and air circuit breakers (generating unit and transmission line) Receiver systems
Maintenance of Switchyard	253	Switchyard (If separate from plant)	Fire protection systems Lightning arrestors Potential transformers Surge capacitors Transformer cooling water system Transmission line instrument transformers
Maintenance of Switchyard	254	Switchyard	Disconnect switches (manual and motor operated) Switching station bus work

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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. Consult your [Records Officer](#).

Subject	Equipment System #	Covers	Includes
Maintenance of Switchyard	255	Switchyard Structure and Grounds	Buildings inside switchyard Fences Handrails Rail tracks Station grounding Super structures Switchyard foundations
Maintenance of Switchyard	256	Switchyard Lighting and AC Services	Power outlets Switchyard lighting
Maintenance of Switchyard	257	Transmission Lines	230 kV line from Arrow Lakes Hydro to Brilliant terminal station Fibre optic cables High voltage transmission lines P1 to P4 inter-plant 60 kV and 2300 V lines
Maintenance of Buildings, Structures and Services	258	Power Distribution	Poles, wires at distribution level Tieline Transformers for distribution
Maintenance of Buildings, Structures and Services	260	Buildings and Structures	Benches Buildings and associated out buildings Doors Furniture Handrails Seal-coating of floors and walls Shelving Windows Power House
Maintenance of Buildings, Structures and Services	261	Sewer and In-Plant Water Systems	Fixtures associated with sewer and domestic water systems Motors and controls Piping Pumps Valves
Maintenance of Buildings, Structures and Services	262	Domestic Water Supply Systems	Canals Dams Sluice gates Valves Water mains
Maintenance of Buildings, Structures and Services	263	Fire Systems	Fire detection and protection systems (<i>excepting the switchyard</i>) at power plants Fire extinguishers Fire pumps Generator sprinkler systems (<i>as applicable</i>) Hydrants and hoses Motors and controls Piping Valves
Maintenance of Buildings, Structures and Services	264	Janitorial and Garbage	Disposal of waste oil and lubricants Janitorial and garbage disposal services Janitorial supplies
Maintenance of Buildings, Structures and Services	265	Roads, Gates and Fences and Bridges	Access roads Main gates Security fencing

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Subject	Equipment System #	Covers	Includes
Maintenance of Buildings, Structures and Services	266	Gardens and Grounds	Lawns Railway spur lines Sidewalks Yards
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OPERATIONAL CLASSIFICATION SYSTEM

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COLUMBIA POWER CORPORATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

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