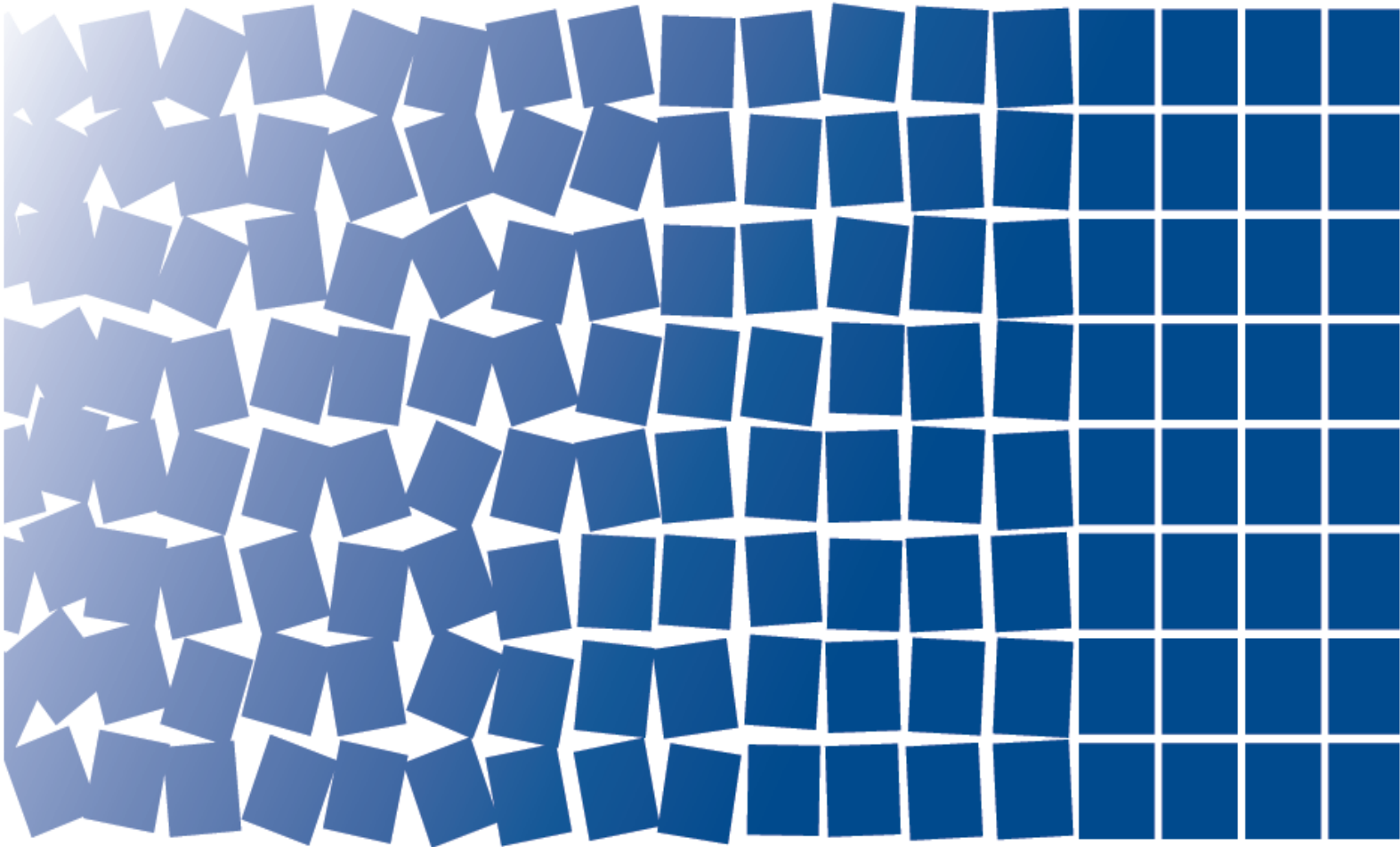


CLIMATE CHANGE STRATEGY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

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

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Original schedule approval date: 2012-05-31

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
170403	Formal Amendment	2019-07-16	Entire ORCS	The <i>Climate Change Strategy ORCS</i> is a complete amendment of the Carbon Measurement and Reporting ongoing records schedule. It brings the ORCS up to date with the current operational functions and legislative mandate of the Climate Action Secretariat and ORCS standards.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

CLIMATE CHANGE STRATEGY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEMS SECTION

APPENDIX A Summary of Amendments to the *Climate Change Strategy ORCS*

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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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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.](#)



INFORMATION SCHEDULE APPROVAL

Title: *Climate Change Strategy Operational Records Classification System (ORCS)*

Climate Action Secretariat

Ministry of Environment and Climate Change Strategy

Scope of Schedule:

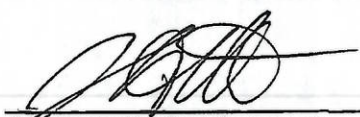
This ORCS amends the Carbon Measurement and Reporting information schedule by providing a classification system and retention and disposition schedule for the operational records created by the Climate Action Secretariat under the *Greenhouse Gas Reduction Targets Act (SBC 2007, c. 42)* and the *Greenhouse Gas Industrial Reporting and Control Act (SBC 2014, c. 29)* and associated regulations. The schedule includes records of the development of the Greenhouse Gas Emission Reduction Trading Pilot (GERT) launched in 1997.

The ORCS classifications and retentions apply to all relevant digital and physical operational records, both in the office and in storage. Records under a closed secondary may finish their lifecycle with the original retention.

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

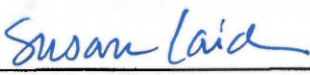
For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1997


Government body endorsement
Name: Jeremy Hewitt, ADM


Date

The Information Management Advisory Committee recommends this schedule for approval.


Susan Laidlaw, Chair


Date

APPROVED BY THE CHIEF RECORDS OFFICER:



Kerry Pridmore, ADM/CRO


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: Ken Oldenburger
Archivist: Joni Mitchell

Endorsed by Government Records Service.


Susan Laidlaw, Executive Director,
Date 11 Feb 2019

CLIMATE CHANGE STRATEGY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Climate Action Secretariat under the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42) and the *Greenhouse Gas Industrial Reporting and Control Act* (SBC 2014, c. 29).

This schedule covers records relating to directing and managing the Province of British Columbia's strategic response to climate change and climate risk. Direction involves policy, public awareness, stakeholder liaison, coordination and supporting climate risk management. Management includes gathering data, conducting research, publishing legislated and special reports, and ensuring industry compliance with legislation. This *ORCS* also covers records relating to the approval and oversight of carbon offset projects that provide offsets for purchase and transfer.

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

The *Climate Change Strategy ORCS* covers climate action records created and received since 1997. The earliest records reflect the development of the Greenhouse Gas Emission Reduction Trading Pilot (GERT) which was launched in June of 1998. From 2000 to 2007, the climate action functions were managed by BC Action. The Climate Action Secretariat (CAS) was established in 2007 to direct the Province's policy actions related to climate change and oversee the legislated mandate to be carbon neutral. In 2008, government established the Pacific Carbon Trust (PCT), a Crown corporation with the mandate to purchase B.C.-based offsets to help the public sector meet its carbon reduction goals and help British Columbia develop a low-carbon economy. In 2014 the PCT was rolled into CAS and its operational records were transferred to CAS.

The *Climate Change Strategy ORCS* is an amendment that completely replaces the *Carbon Measurement and Reporting Ongoing Records Schedule (CMRE ORS)*. This amendment is summarized in Appendix A.

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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	A	SA	FD
1) <u>Policy and procedures</u> (secondary 70300-00)	SO	5y	FR
These records document the final, approved versions of internal policies, procedures, standards, and guidelines pertaining to climate change strategy.			
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 programs covered by this <i>ORCS</i> .			
2) <u>Climate change strategy final reports</u> (secondary 70000-02)	CY	nil	FR
These records document the final versions of climate change reports and studies created by CAS.			
FR: The government archives will fully retain Climate change strategy final reports because they document:			
<ul style="list-style-type: none">• original research and analysis pertaining to the reduction of greenhouse gas emissions;• emission data from public sector organizations, industrial facilities, and local government;• and the actions taken, and results achieved by the Secretariat in accordance with statutory and regulatory requirements.			
Examples of reports covered under this secondary include:			
<ul style="list-style-type: none">• Climate Leadership Plan,• Consolidated B.C. Emissions Report Summaries,• Community Energy and Emissions Inventory (CEEI) report,• Provincial Greenhouse Gas Inventory,• Carbon Neutral Government: Year in Review,• Leading by Example: the First Five Years of Carbon Neutral Government in British Columbia,• Carbon Neutral Year Summary,• 2017 Provincial Government Carbon Neutral Action Report, and• Economic Analysis of British Columbia's Carbon Offset Projects.			
3) <u>Climate change strategy awareness final products</u> (secondary 70100-02)	CY	nil	FR
These records document final "awareness" products such as publications, videos, webinars, toolkits and displays created by CAS to promote their mandate and educate and engage the public and other groups.			
FR: The government archives will fully retain Climate change strategy awareness final products because they provide evidence of the methods used by the Climate Action Secretariat to engage with the public and special interest groups. The records document significant climate change issues, programs, and the history and interpretation of relevant legislation and regulations.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	A	SA	FD
4) <u>Offset data</u> (secondary 70200-02)	SO	10y	SR
These records document the data and reports related to approved offset projects.			
SR: The government archives will retain final offset project plans, reports and supporting documents such as conflict of interest reports and project verification statements, because they document the government's regulatory oversight of its portfolio of emission offsets. The records provide evidence of the review, acceptance and monitoring of each offset project. The records also provide information about the project types, attributes, purposes, objectives, geographical location, timelines, and emission sources, sinks and reservoirs. All other data covered by this secondary will be destroyed.			
5) <u>Public sector organization verification case files</u> (secondary 70400-30)	CY	25y	DE
These files provide an ongoing review of Public Sector Organizations (PSOs) in order to ensure they are meeting their requirements under the <i>Greenhouse Gas Reduction Targets Act</i> (SBC 2007, c. 42). PSOs include provincial government, Crown corporations, health authorities and universities, colleges and school districts.			
25y: A twenty-five-year retention period provides sufficient time for all PSOs to be verified by the sampling cycle and for the PSO's previous report to be retained until the next verification.			
6) <u>Industry compliance case files</u> (secondary 70400-20)	SO	15y	DE
These files are used to identify possible incidents of industrial non-compliance and to investigate those incidents, including the possibility of legal action. Industrial facilities, including landfills, are regulated by the <i>Greenhouse Gas Industrial Reporting and Control Act</i> (SBC 2014, c.29) and its regulations and these facilities must comply with reporting requirements.			
15y: The fifteen-year retention period provides for re-examination of past cases.			
DE: Industry compliance case files will be destroyed because compliance case statistical reports are fully retained under 70000-02, and related policy, procedures, and guidelines are fully retained under 70300-00.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	A	SA	FD
7) <u>Climate change strategy programs and funds</u> (secondaries 70100-40)	SO	7y	DE
These records document the management of programs and funds administered by CAS.			
7y: The seven-year retention period is consistent with the retention of financial records and allows reasonable time for review and reference of programs			
8) <u>Offset management</u> (secondaries 70200-03, -20, and -30)	SO	7y	DE
These records document the management of offsets by approving offset projects, brokering offset purchases and sales, and retiring used offsets.			
7y: The seven-year retention period is consistent with the retention of financial records and allows reasonable time for review and reference of projects.			
9) <u>Climate change strategy liaison case files</u> (secondaries 70100-30)	CY	7y	DE
These records document CAS's relationships with stakeholders such as industry; international organizations; professional associations and societies; and local, First Nations, foreign, federal and other provincial or territorial governments. Liaison includes engagement, advice, and guidance as well as general correspondence.			
7y: The seven-year retention period allows reasonable time for review of stakeholder liaison activities.			
10) <u>All Other Records</u>			DE
All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed 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 <i>ORCS</i> or in <i>ARCS</i> , such as summary reports, policy records, executive briefing notes (<i>ARCS</i> secondary 280-20), and annual service plan reports (<i>ARCS</i> secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.			

END OF EXECUTIVE SUMMARY

SECTION 1

CLIMATE CHANGE STRATEGY

PRIMARY NUMBERS

70000 - 70999

Section 1 covers records relating to directing and managing the Province of British Columbia's strategic response to climate change and climate risk. Direction involves policy, public awareness, stakeholder liaison, coordination and supporting climate risk management. Management includes gathering data, conducting research, publishing legislated and special reports, and ensuring industry compliance with legislation. This section also covers records relating to the approval and oversight of carbon offset projects that provide offsets for purchase and transfer.

The performance of these functions is mandated under the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42) and the *Greenhouse Gas Industrial Reporting and Control Act* (SBC 2014, c. 29).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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CLIMATE CHANGE STRATEGY

70000 - 70999

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70100	– AWARENESS AND LIAISON
70200	– OFFSET MANAGEMENT
70300	– POLICY DEVELOPMENT
70400	– REPORTING AND COMPLIANCE
70500	CLIMATE RISK MANAGEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70000 CLIMATE CHANGE STRATEGY - GENERAL

Records relating to directing and managing the Province of British Columbia's strategic response to climate change and climate risk. Direction involves policy development, raising public awareness, stakeholder liaison and advice, coordinating and supporting climate risk management. Management includes gathering data, conducting research, publishing legislated and special reports, and ensuring industry compliance with legislation. The Climate Action Secretariat (CAS) approves and oversees carbon offset projects in order to provide offsets for purchase and transfer.

This primary covers special, annual and bi-annual climate change reports (offset reports submitted to CAS are classified under secondary 70200-02). It also covers research conducted in support of climate change functions, such as scientific research, climate risk assessment, economic modelling or other research in support of a program or a policy. Research includes establishing the 2007 greenhouse gas (GHG) baseline and setting GHG targets as required by sections 2 and 3 of the *Greenhouse Gas Reduction Targets Act*.

CAS is occasionally asked to respond to proposed projects which are not offset projects but are being evaluated by the Environmental Assessment Office (EAO).

For climate action strategy councils and committees such as the Climate Solutions and Clean Growth Advisory Council (aka Climate Advisory Council) and Climate Leadership Team, see ARCS secondary 200-20. For legislation and regulations, see ARCS primary 140. For policies, procedures, standards, and guidelines, see secondary 70300-00. For reference material, see ARCS secondary 358-20.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY	1y	DE

NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.

-02 Climate change strategy final reports (includes annual, bi-annual, special reports and published emission data spreadsheets) (arrange by report name and year)	CY	nil	FR
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(continued)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70000	CLIMATE CHANGE STRATEGY – GENERAL	A	SA	FD
-02	Climate change strategy final reports (continued)	CY	nil	FR
<p>FR: The government archives will fully retain Climate change strategy final reports because they document:</p> <ul style="list-style-type: none"> • original research and analysis pertaining to the reduction of greenhouse gas emissions; • emission data from public sector organizations, industrial facilities, and local government; • and the actions taken, and results achieved by the Secretariat in accordance with statutory and regulatory requirements. <p>Examples of reports covered under this secondary include:</p> <ul style="list-style-type: none"> • Climate Leadership Plan, • Consolidated B.C. Emissions Report Summaries, • Community Energy and Emissions Inventory (CEEI) report, • Provincial Greenhouse Gas Inventory, • Carbon Neutral Government: Year in Review, • Leading by Example: the First Five Years of Carbon Neutral Government in British Columbia, • Carbon Neutral Year Summary, • 2017 Provincial Government Carbon Neutral Action Report, and • Economic Analysis of British Columbia's Carbon Offset Projects. <p>NOTE: This secondary does not include annual and periodic offset reports submitted to CAS, which are classified under secondary 70200-02.</p>				
-20	Climate change strategy analysis and report development (includes correspondence, surveys, copies of contracts, copies of briefing notes/decision papers, and final and significant draft versions of the reports) (arrange by project/report name and year) (covers responses to questions based on secondary analysis of emissions data, assumptions and directions to contractors, background and related reference material) (also covers the Climate Action Secretariat's risk assessment projects and economic modelling)	SO	5y	DE
(continued)				

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70000	CLIMATE ACTION STRATEGY – GENERAL	A	SA	FD
-20	Climate change strategy analysis and report development (continued)	SO	5y	DE
	SO: when the project/report is complete or abandoned and the file is no longer required for reference purposes			
	NOTE: For support of stakeholders' climate risk assessment and management projects, see 70500-30.			
	NOTE: File a copy of all final reports under secondary -02.			
	NOTE: For Cabinet committee submission material, see ARCS 201-40.			
-30	Climate change strategy issue management (includes correspondence and background and research material) (arrange by issue)	SO	5y	DE
	SO: when the issue is resolved or obsolete and the file is no longer required for reference purposes			
	NOTE: If an issue management case file results in the creation of a policy, awareness document or report, either reclassify the file or copy the relevant portions of the issue management file to the new file.			
	NOTE: Examples include changes in technology, legislative context, trade and tariffs, carbon pricing, impacts of climate change, emission trends, public opinion issues which broadly affect the climate change environment.			
-40	Environmental assessment referral case files (includes project plans, descriptions, studies, reports, analysis and response) (arrange by name of project) (covers referrals from the Environmental Assessment Office)	SO	2y	DE
	SO: when the project is approved, withdrawn or abandoned			
END OF PRIMARY				

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70100 CLIMATE CHANGE STRATEGY – AWARENESS AND LIAISON

Records relating to raising awareness of climate change and the province's response to climate change through stakeholder liaison and engagement, promotion, communications, and education. Liaison includes advice and guidance. Education, communications, and promotion includes developing and providing toolkits; sponsoring conferences and workshops; and creating publications and webinars. Stakeholders include industry; international organizations; professional associations and societies; and local, First Nations, foreign, federal and other provincial or territorial governments.

This primary includes records relating to the administration and management of incentive programs and funds intended to promote awareness and innovation. Funds are provided by federal and BC government sources. Examples of past and current programs and funds include Liquefied Natural Gas Program, Industrial Incentive Program, Green Bond, Clean Electricity Program, and Clean Growth Fund.

For climate action, leadership and strategic plans, see *ARCS* secondaries 400-10 and -20.

For conferences attended (not sponsored), see *ARCS* secondary 220-20.

For general contact lists (e.g., stakeholders, contractors, photographers), see 100-05.

For reference material, see *ARCS* secondary 358-20.

For speeches and presentations, see *ARCS* secondary 324-20 and -40.

For template development, see secondary 70300-20.

For trademarks, logos and copyright registration, see *ARCS* primary 345.

For website development, see *ARCS* secondary 340-40.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY	1y	DE
-02 Climate change strategy awareness final products (includes toolkits, brochures, displays used at events, videos, and webinars) (arrange by product name and year) (covers publications)	CY	nil	FR

(continued)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70100	CLIMATE CHANGE STRATEGY – AWARENESS AND LIAISON	A	SA	FD
-02	Climate change strategy awareness final products (continued) FR: The government archives will fully retain Climate change strategy awareness final products because they provide evidence of the methods used by the Climate Action Secretariat to engage with the public and special interest groups. The records document significant climate change issues, programs, and the history and interpretation of relevant legislation and regulations.	CY	nil	FR
-20	Climate change strategy awareness development (includes correspondence, copies of contracts, and final and significant draft versions of the product) (arrange by product name and year) (covers creation of toolkits, publications, brochures, event displays, videos, webinars, and the organization and coordination of sponsored conferences and workshops) (also covers the promotion and interpretation of policies and methodologies) SO: when the product is complete or abandoned and file is no longer required for reference purposes NOTE: File a copy of each final publication, toolkit, brochure, event display, video, and webinar under secondary - 02. NOTE: For research, reports and published data sheet development, see 70000-20.	SO	5y	DE
-30	Climate change strategy liaison case files (includes correspondence, meeting records, copies of accreditation, stakeholder reports, and contact lists) (arrange by stakeholder name) (covers provision of toolkits) 7y: The seven-year retention period allows reasonable time for review of stakeholder liaison activities. NOTE: This secondary covers the liaison with accredited third party offset validators and verifiers. (continued)	CY	7y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70100	CLIMATE CHANGE STRATEGY – AWARENESS AND LIAISON	A	SA	FD
-30	Climate change strategy liaison case files (continued)	CY	7y	DE
	NOTE: For raw data from stakeholders, see secondaries 70400-02 and -03.			
	NOTE: For advice, guidance and training on the use of information systems, see 70100-50.			
	NOTE: This secondary also includes the data created by the Salesforce tool. This tool was used by Pacific Carbon Trust which was incorporated into CAS in 2013.			
-40	Climate change strategy programs and funds (includes correspondence, notices, description, proposal, program/fund methodology, copies of agreements, evaluations and program and financial reports) (arrange by program/fund name and year, if it repeats annually)	SO	7y	DE
	SO: when the program is finished or at the end of the calendar year for programs that repeat annually			
	7y: The seven-year retention period is consistent with the retention of financial records and allows reasonable time for review and reference of programs.			
	NOTE: This secondary contains the how and why of the program as well as any internal tracking or checklists necessary to administer the program. Other functions related to the program are covered by other secondaries. For example: Accounting See ARCS secondaries 925-20 and 935-20; Audits See ARCS secondaries 975-05 and -05; Emissions Data See secondaries 70400-02, -03, and -04; Planning See ARCS secondaries 400-02 and -20; Policy See secondary 70300-00 and -20; Research See secondary 70000-20 and 70000-02; and Stakeholders' Climate Risk Projects See secondary 70500-30.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70100	CLIMATE CHANGE STRATEGY – AWARENESS AND LIAISON	A	SA	FD
PIB	-50 Emission inventory systems account creation (includes account holder's contact information and any information required to create an account in the relevant information system) (arrange by information system and by account holder) (covers advice, guidance and training on the use of information systems) SO: when the account holder is no longer involved in reporting offsets or GHG emissions data NOTE: This secondary is used to establish and update account holder information in the various emissions information systems. If an information system (e.g., BCCR) stores its data outside of Canada, account holders may opt out of storing their personal information in the system. In this case, such information is instead maintained entirely in this secondary. This secondary also covers the onboarding process where the account holder is set up with the information system (e.g., configuration, user id, password, etc.), familiarized with the system (i.e., provided training and documents), the account holder's emission sources are identified, and if possible, methods for efficiently importing the account holder's existing systems (e.g., fleet fuel tracking system) into the emissions inventory system.	SO	nil	DE

END OF PRIMARY

70200 CLIMATE CHANGE STRATEGY – OFFSET MANAGEMENT

Records relating to managing offsets through the approval of offset projects and the purchasing and retirement of offsets by the Province of British Columbia. An offset, or carbon offset, is a reduction in greenhouse gas (GHG) emissions made in order to compensate for or to offset emissions made elsewhere. The creation, transfer and purchase of offsets is tracked in the BC Carbon Registry (BCCR).

The term “offset” is used to refer to “compliance units” “offset units”, “earned credits” and “funded units” under the *Greenhouse Gas Industrial Reporting and Control Act* or *Climate Change Accountability Act* or similar terms under replacement legislation.

Offsets are created by offset projects which reduce, mitigate or sequester GHGs. Organizations that wish to operate an offset project must submit a project plan to CAS that has been validated by an accredited third party. If approved, any GHG offset gained by the project is credited to the organization and may be sold or transferred. The offset amount is based on an annual report that has been verified by an accredited third party.

Offsets may be purchased by other organizations (e.g., industrial facilities, public bodies and landfills) in order to be carbon neutral or to meet compliance requirements around emission levels.

BC manages its portfolio of offsets on behalf of all provincial public sector organizations in support of its commitment to carbon neutrality. A retirement portfolio is created annually to identify the offsets that will be retired before June 30th.

For a description of the BCCR, see the Systems Section.

For operational policy, see secondary 70300-00.

For offset protocols and public notice of offset protocols as required by section 10 of the *Greenhouse Gas Industrial Reporting and Control Act*, see ARCS secondaries 140-50 and -60.

For reference material, see ARCS secondary 358-20.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY	1y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70200	CLIMATE CHANGE STRATEGY – OFFSET MANAGEMENT	A	SA	FD
VR	-02 Offset data (includes project plans, validations, annual and periodic offset reports and verifications) (arrange by project) SO: when the provincial government is no longer responsible for managing offset data SR: The government archives will retain final offset project plans, reports and supporting documents such as conflict of interest reports and project verification statements, because they document the government's regulatory oversight of its portfolio of emission offsets. The records provide evidence of the review, acceptance and monitoring of each offset project. The records also provide information about the project types, attributes, purposes, objectives, geographical location, timelines, and emission sources, sinks and reservoirs. All other data covered by this secondary will be destroyed. NOTE: BCCR data is maintained on servers outside of Canada. Personal information of account owners who do not consent to their personal information being stored outside of Canada is maintained separately under 70100-50 (Climate change information system account creation). BCCR has an approved Privacy Impact Assessment. NOTE: This secondary covers project data and documents maintained in the BCCR. NOTE: Section 9(3) of the <i>Greenhouse Gas Industrial Reporting and Control Act</i> requires publication of the project plans, validations, annual and periodic offset reports and verifications until all of a project's offset units are retired or cancelled. This requirement is met by providing access to these documents through the BCCR website interface.	SO	nil	SR

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70200	CLIMATE CHANGE STRATEGY – OFFSET MANAGEMENT	A	SA	FD
	<p>-03 Offset portfolio management and retirement (includes retirement decision notes, retirement portfolio, the current and the previous portfolio management workbook)</p> <p>SO: when offset purchases and transfers are no longer tracked by Province of British Columbia</p> <p>7y: The seven-year retention period is consistent with the retention of financial records.</p> <p>NOTE: For offset reconciliations, see ARCS secondary 920-20.</p>	SO	7y	DE
VR	<p>-20 Offset project approval (includes project plan and validation; assessment checklist, approval form and approval or rejection letter; annual and periodic offset report and verification; and issuance and retirement checklists) (arrange by project)</p> <p>SO: when the project is complete or rejected and the project's monitoring period has elapsed</p> <p>7y: The seven-year retention period is consistent with the retention of financial records and allows reasonable time for review and reference of projects.</p> <p>DE: Offset project approval records will be destroyed because records documenting the government's regulatory oversight of its portfolio of emission offsets are fully retained under 70200-02.</p> <p>NOTE: The project plans, validations, annual and periodic offset reports and verifications are added to the BCCR.</p>	SO	7y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70200	CLIMATE CHANGE STRATEGY – OFFSET MANAGEMENT	A	SA	FD
VR	-30 Offset purchases and transfers (includes offset purchase agreement, delivery checklist, transfer form, and invoices) (arrange by offset purchase agreement) (covers request for offset units, commercial negotiations, and contract amendments) SO: when the offset purchase agreement expires 7y: The seven-year retention period is consistent with the retention of financial records. NOTE: Transfer transactions are reflected in the BCCR. NOTE: For abandoned or rejected procurement files, see ARCS secondary 1070-30.	SO	7y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70300 CLIMATE CHANGE STRATEGY – POLICY DEVELOPMENT

Records relating to the development of strategic and operational policies, including procedures, standards, guidelines, templates, recommended practices and directives for use by internal staff and/or throughout government and/or external clients/service providers/citizens.

Climate change policy potentially affects many aspects of industry and provincial and local government. Policy is developed to provide guidelines for activities such as carbon pricing and targets, waste management, transportation, building, industry, forestry and land use change.

For committees, see *ARCS* secondary 200-20.

For policy from external sources, see *ARCS* primary 195.

For policy registration and tracking, see *ARCS* secondary 100-05.

For program planning, see *ARCS* secondary 400-20.

For reference material, see *ARCS* secondary 358-20.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

			A	SA	FD
		All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00	Climate change strategy policy - final (arrange by category [internal/external] if necessary, and then by policy name or registration number) (covers final/approved policies, procedures, standards, methodologies, guidelines and templates pertaining to the functions and activities documented in this <i>ORCS</i> , developed for use by the program area and/or by clients/stakeholders/the public)	SO	5y	FR
		SO: when the policy is replaced or becomes irrelevant			
		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 programs covered by this <i>ORCS</i> .			
	-01	General	CY	1y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70300	CLIMATE CHANGE STRATEGY - POLICY DEVELOPMENT	A	SA	FD
-20	Climate change strategy policy development (includes correspondence, briefing notes, policy proposals/intentions papers, public response, copy of the final, drafts, and working materials) (arrange by policy) (covers amendments and evaluations) SO: when the policy is approved and distributed or abandoned and the development file is no longer required for reference purposes DE: Policy development files may be destroyed because final policies are fully retained under secondary -00.	SO	5y	DE

END OF PRIMARY

70400 CLIMATE CHANGE STRATEGY – REPORTING AND COMPLIANCE

Records relating to monitoring greenhouse gas (GHG) emissions reports received from voluntary or regulated sources (e.g., industry, public sector organizations (PSOs) and local governments).

Local governments that participate in the Climate Action Charter measure and report their community and corporate GHG emissions. Reporting corporate GHG emissions is a voluntary function of local government and is partially managed by SMARTTool.

PSOs include provincial government, Crown corporations, health authorities and universities, colleges and school districts, as defined by the *Budget Transparency and Accountability Act* (SBC 2000, c. 23). PSOs are mandated to measure, reduce, offset and report emissions under the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42). PSOs use SMARTTool to track and manage their GHG emission data; determine the amount of carbon offsets they need to purchase to be carbon neutral; and to assist in their production of annual Carbon Neutral Action Reports (CNARs), which document their plans and actions taken to reduce GHG emissions. PSO verifications are an independent third-party review conducted annually on a sample of PSOs to assess the accuracy and completeness of PSO emissions inventories.

Greenhouse gas emissions from industrial facilities, including landfills, are regulated by the *Greenhouse Gas Industrial Reporting and Control Act* (SBC 2014, c. 29) and its regulations and these facilities must comply with reporting requirements.

Industrial facilities submit to Environment Canada annual emission data reports which have been verified by an accredited third party. Environment Canada then sends data extracts to the Climate Action Secretariat for analysis. In addition to this data, CAS may request supplementary data from industrial facilities. The results of the analysis are stored in the Greenhouse Gas Reporting (GHGR) system. From GHGR, annual provincial industry emission data is published using publicly available spreadsheets.

CAS also uses the submitted industrial facility emissions data to identify possible incidents of non-compliance and to investigate those incidents, including the possibility of legal action.

For the creation of annual reports, see secondary 70000-20.
For descriptions of information systems, see the Systems Section.
For operational policy, see secondary 70300-00.
For reference material, see ARCS secondary 358-20.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70400	CLIMATE CHANGE STRATEGY – REPORTING AND COMPLIANCE	A	SA	FD
All non-OPR offices will retain these records for:		SO	nil	DE
	-01 General	CY	1y	DE
VR	-02 Greenhouse gas emissions data (includes copies of methodologies and guidelines, Carbon Neutral Action Reports (CNARs) and PSO self-certification checklists) (arrange by type of client [e.g., industry, PSO, local government], then by client/data provider and calendar year)	SO	nil	DE
SO: when the Province of British Columbia is no longer responsible for managing GHG emissions data				
DE: Greenhouse gas emissions data will be destroyed because the data are summarized in reports classified under 70000-02, which the government archives will fully retain. In addition, the government will fully retain policy, procedures, and guidelines relating to greenhouse gas emissions under 70300-00.				
NOTE: This secondary covers both the raw data and the data maintained in GHG emissions management tools (e.g., CEEI, GHGR and SmartTool).				
NOTE: Copies of guidelines and methodologies are included in this secondary as they provide the context for interpreting the data at a point in time. They are developed as policy under 70300.				
NOTE: Blank self-certification forms are templates developed as policy under 70300.				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70400	CLIMATE CHANGE STRATEGY – REPORTING AND COMPLIANCE	A	SA	FD
-03	Greenhouse gas emissions data cleaning (includes data extracts, supplemental emissions report and facility closure information) (arrange by type of client [e.g., industry, PSO, local government], then by calendar year and facility if necessary) (covers quality assurance, quality control processes, and data reorganizing necessary to prepare the data for information systems)	CY	2y	DE
-20	Industry compliance case files (includes additional operator data as requested by the compliance officer, and statement of non-compliance) (arrange by year, operator and/or operation and incident) (covers inspections, investigations, analysis and appeals) SO: when the case is resolved and any appeal periods have elapsed 15y: the fifteen-year retention period provides for re-examination of past cases DE: Industry compliance case files will be destroyed because compliance case statistical reports are fully retained under 70000-02, and related policy, procedures, and guidelines are fully retained under 70300-00. NOTE: For compliance officer delegation (i.e., inspector in the <i>Greenhouse Gas Industrial Reporting and Control Act</i> , section 21), see ARCS secondary 265-20. NOTE: For compliance training, see ARCS primary 1735.	SO	15y	DE
-30	Public sector organization verification (includes PSO selection criteria, copy of contract, summary of client's inventory data, verification plan, verification report, recommendations, and statement of assurance) 25y: A twenty-five-year retention period provides sufficient time for all PSOs to be verified by the sampling cycle and for the PSO's previous report to be retained until the next verification.	CY	25y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70500 CLIMATE RISK MANAGEMENT

Records relating to monitoring and reporting on climate risk management efforts in the province and supporting stakeholders who are initiating or involved in climate risk and resilience initiatives. Stakeholders are currently: First Nation governments, indigenous communities and organizations; federal, provincial and local governments; public sector organizations; and professional associations but may eventually include industry and international organizations.

Stakeholder climate risk and resilience initiatives include climate risk assessments, adaptation plans, management and awareness initiatives associated with climate impacts.

Climate Action Secretariat supports individual stakeholders by providing feedback and advice specific to a climate risk and resilience initiative.

In addition to giving advice and support to stakeholders, initiatives in B.C. to manage climate risks may be monitored and reported on in order to track the Province's progress in these areas.

For climate change issues management, see secondary 70000-30.

For the creation of presentations, articles, fact sheets, etc., see secondary 70100-20.

For general communication and engagement with stakeholders, see secondary 70100-30.

For ministry climate risk awareness projects, see secondary 70100-20.

For ministry climate risk assessment or management projects, see secondary 70000-20.

For operational policy, see 70300-00.

For programs and funds, see secondary 70100-40.

For reference material, see ARCS secondary 358-20.

The ministry OPR is the Climate Action Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY	1y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

70500	CLIMATE RISK MANAGEMENT	A	SA	FD
-20	Climate risk monitoring and reporting (includes stakeholder climate risk reports, and final and draft copies of the Province's summary reports) (arrange by calendar year, then by sector and region) (covers information gathering and analysis) SO: when the Province no longer manages climate risk monitoring and reporting activities NOTE: File final versions of the Province's summary reports under secondary 70000-02. NOTE: Research projects in support of this function are found under secondary 70000-20.	SO	5y	DE
-30	Stakeholder's climate risk initiative support (includes correspondence, draft and final products (e.g., reports, graphics and videos)) (arrange by sector, then by stakeholder and project) (covers meetings, workshops, advice and reviews given in response to stakeholders' risk referrals, risk assessments, risk management and risk awareness projects) SO: when the initiative is complete or abandoned and the file is no longer required for reference purposes NOTE: Final copies of stakeholders' products may be filed as reference material under ARCS secondary 358-20. NOTE: For common, general liaison and correspondence with stakeholders not related to a climate risk project, see secondary 70100-30. NOTE: For ministry climate risk assessment or management initiatives, see secondary 70000-20. For ministry climate risk awareness projects, see secondary 70100-20.	SO	5y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

CLIMATE CHANGE STRATEGY (CLIM)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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.

BC Carbon Registry (BCCR)

SYSTEM OVERVIEW

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat (CAS)

Purpose

The BC Carbon Registry is used to meet the regulatory requirements of the *Greenhouse Gas Industrial Reporting and Control Act (GGIRCA)* (SBC 2014, c. 29) and the *Greenhouse Gas Emission Control Regulation* (BC Reg 250/2015). The BC Carbon Registry enables the issuance, holding, transfer and retirement of compliance units. Compliance unit types that may be issued under GGIRCA are Offset Units, Funded Units, Recognized Units and Earned Credits; all compliance units are fungible¹, regardless of type, and are equivalent to one metric tonne of CO₂ equivalent. In general terms, the BC Carbon Registry supports the following parts of the GGIRCA and regulations:

1. Enables regulated operators to meet their compliance obligations by having accounts established as a means of acquiring compliance units and allowing the submission of units to their compliance account for retirement by the registry Director.
2. Enables offset project proponents to have Offset Units approved by the Director issued to their account and to transfer Offset Units to other account holders.
3. Enable the Provincial Government to accept the transfer of ownership of procured Offset Units and for the Director to retire these units for the purpose of the Carbon Neutral Government program (fulfilling the requirements of Section 6 of the *Greenhouse Gas Reduction Targets Act*).
4. Publicly post approved offset projects for the purpose of transparency.

Information Content

The BC Carbon Registry contains account information, offset project information, compliance unit information.

Compliance unit information includes type, serialization and project type. Offset project information includes project name, description, dates, category, type, location and project documents. Account information includes the names of the account holder and account representatives; account types (i.e., holding or compliance account); contact and business information; account preferences and documents (e.g., government issued photo ID, project plan, report, evidence forms, validations and verifications); and status and number of compliance units.

Note that the data is maintained on servers outside of Canada. BCCR has an approved PIA and if an account owner does not allow their personal information to be stored outside of Canada, it is instead maintained separately by CAS.

Inputs, Processes, and Outputs

Inputs

Most data is entered or uploaded directly into the system by the account user including the account documents.

Processes

Account users may sort and search their project and account information and can transfer units between their own accounts.

¹ **Fungibility** is the property of a good or a commodity whose individual units are essentially interchangeable.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Account users are able to request Offset Unit issuances or transfer compliance units to other accounts.

Credits in BC Carbon Registry can only be retired by the BC Director/Regulator.

Outputs

Account users are able to export their information from their account to a spreadsheet or .pdf.

The BC Carbon Registry Public View is located at: <https://carbonregistry.gov.bc.ca>. It displays Account Holders, Projects, Issuances/Listings and Retired Credits.

Offset data may be used in the creation of reports.

Historical Note

The BC Carbon Registry began operations in 2016. Offset projects were previously displayed on the "Markit Environmental Registry"; the system of record for offset units used for the purpose of the *Greenhouse Gas Reduction Targets Act* prior to the *Greenhouse Gas Industrial Reporting and Control Act* coming into force on January 1, 2016. The data from Markit was migrated to the BC Carbon Registry.

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
169594	70200-02	Offset data	SO	nil	SR
Inputs					
169594	70100-50	Emission inventory systems account creation	SO	nil	DE
169594	70200-03	Offset portfolio management and retirement	SO	7y	DE
169594	70200-20	Offset project approval	SO	7y	DE
169594	70200-30	Offset purchases and transfers	SO	7y	DE
Outputs					
169594	70000-20	Climate change strategy analysis and report development	SO	5y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902	Special Schedule for Transitory Electronic Data Processing (EDP) Records		SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

Community Energy and Emissions Inventory (CEEI)

SYSTEM OVERVIEW

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat (CAS)

Purpose

The CEEI system assisted British Columbia's local governments in tracking and reporting on community-wide energy consumption and greenhouse gas (GHG) emissions in order to meet the requirements of section 877 of the *Local Government Act* (RSBC 2015, c.1). Local governments used these inventory reports to lower their GHG emissions as part of their climate change planning.

CEEI tracked primary emission sectors and used supporting indicators to measure impacts.

Primary Sectors

- buildings
- on-road transportation (Lower Mainland)
- solid waste
- land-use change from deforestation

Supporting Indicators

- housing type
- residential density
- commute by mode
- green space
- floor area
- walkscore (where available)
- proximity to transit (where available)

Information Content

CEEI contains local government organizational information, emission information, and information about vehicles, buildings and other emission sources.

Local government organizational information includes name, location, population, type various codes and data provider's name and contact information. Emission information includes GHG type, source, dates and quantities. Building information includes location, address, size and type, and energy consumption measurements. Vehicle information includes individual vehicle data (e.g., VIN, make, model, year, fuel type, transmission and engine, etc.), insurance data, and kilometers travelled. Other data tracked includes emissions from solid waste, livestock, soil and deforestation.

Inputs, Processes, and Outputs

Inputs

Data from a variety of sources were used to populate a number of fields. These sources include providers such as ICBC, BC Hydro, Fortis BC, Pacific Northern Gas, Nelson Hydro, New Westminster Electric. In addition, agricultural data is obtained from the Ministry of Agriculture and data for Supporting Indicators is obtained from BC Stats.

Solid waste and deforestation data is entered by the Climate Action Secretariat.

Processes

The CEEI system uses existing and emerging protocols and methods to calculate emissions data into equivalent GHG values.

The CEEI system summarizes the data into sector specific reporting table which can be spatially referenced for reporting purposes.

Outputs

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Local governments create inventory reports for use in planning. CAS used this data to create province-wide summary report for 2007, 2010 and 2012 community level energy and emissions data.

Historical Note

The CEEI system is a custom-built system which began operations in 2008. It has been inactive since 2016 but may be reactivated or redesigned.

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
Inputs					
169594	70100-50	Emission inventory systems account creation	SO	nil	DE
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
169594	70400-03	Greenhouse gas emissions data cleaning	CY	2y	DE
Outputs					
169594	70000-20	Climate change strategy analysis and report development	SO	5y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902	Special Schedule for Transitory Electronic Data Processing (EDP) Records		SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

Greenhouse Gas Reporting

SYSTEM OVERVIEW

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat (CAS)

Purpose

The GHGR system is used to review data on greenhouse gas emissions made by large industrial emitters in BC, to verify their compliance, calculate offsets, and generate reports made available to the public.

Information Content

The GHGR contains a list of reporters (i.e., industrial emitter facilities), status of reports, facility status, various emission data (e.g., source, quantities, etc.) and industrial emitter information. Industrial emitter information includes company name, facility name, addresses, facility latitude/longitude, contact information, North American Industry Classification System (NAICS) code, identifier, fuel type and quantities, and permit number. Emission data includes volumes, types, and gas names.

Inputs, Processes, and Outputs

Inputs

Most of the data is transferred into GHGR from the federal government's Environment and Climate Change Canada's Single Window Reporting System (ECCC's SWRS). The data in SWRS is entered by industrial emitters.

Single Facility Operations (SFO), Linear Facility Operations (LFO) and Electricity Import Operations (EIO) report emissions through SWRS.

Processes

Data cleaning, manipulation and analysis are conducted on data transferred from the SWRS prior to publishing the information.

Outputs

The data in the GHGR is used by CAS to create publicly available reports, compliance reports and offset calculations. Other organizations such as universities and environmental NGOs also utilize published data for research and reporting.

Historical Note

GHGR contains data back to 2010. This 2010 data was first reported to CAS and published online in 2011.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Greenhouse Gas Reporting

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
Inputs					
169594	70100-50	Emission inventory systems account creation	SO	nil	DE
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
169594	70400-04	Greenhouse gas emissions data cleaning	CY	2y	DE
Outputs					
169594	70000-20	Climate change strategy analysis and report development	SO	5y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902	Special Schedule for Transitory Electronic Data Processing (EDP) Records		SO	nil	DE

Schedule Code Key: ARCS = Administrative Records Classification System, schedule 100001

END OF OVERVIEW

SMARTTEC (Travel Emissions Calculator) and SMARTTool

SYSTEM OVERVIEW

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat

Purpose

Provincial public sector organizations (PSOs), some local governments and voluntary clients use SMARTTEC and SMARTTool to collect, quantify, track, and report emissions produced by their organizations in compliance with the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42) and the *Carbon Neutral Government Regulation* (BC Reg. 392/2008).

Under the *Greenhouse Gas Reduction Targets Act*, the BC Public sector must measure, reduce, offset and report emissions from its operations as of 2010 and every year thereafter. The legislation also requires core government to do the same for its business travel as of October 2007; a requirement that does not apply to the broader public sector.

SMARTTool collects data on PSO buildings, supplies, and fleet vehicles, as well as summary level business travel data collected by SMARTTEC. The database calculates greenhouse gas (GHG) emissions. SMARTTEC and SMARTTool access the database calculations to provide emissions reports. Reports created through SMARTTool are used by PSOs to manage and reduce their emissions, track progress and determine the amount of carbon offsets to purchase to be carbon neutral.

Information Content

SMARTTEC contains emissions data for government travel collected by SMARTTEC, including: reason for travel, traveler name, traveler IDIR, date of travel, travel mode, to and from location for each travel mode, fuel type, distance travelled, accommodation type, accommodation supplier, date of use of accommodation, and the number of nights of use of accommodation.

SMARTTEC also contains emissions data from all PSO buildings (includes lighting, powering of machinery and equipment, heating and cooling of facilities), supplies (includes paper grade, quantity by weight, size and post consumer recycled content), and fleet vehicles (includes vehicle classes and fuel types) collected by SMARTTool.

In addition to the emissions data, the database contains emission factors, which express the mass of GHGs resulting from a specific kind of activity (e.g. how many kilograms of carbon dioxide are produced by burning one liter of gasoline in a car). These factors are used in the calculation and reporting of emissions.

Lastly, the database contains user information, such as IDIRs and BCEIDs, for security identification, tracking, auditing, access, and auditing purposes.

Inputs, Processes, and Outputs

Inputs

Database inputs consist of:

- emissions sources data files loaded by the PSOs (uploaded via SMARTTool's Interface);
- emissions sources data files from Consolidated Revenue Fund entities loaded by the Climate Action Secretariat;
- data files used for calculating emissions (e.g. distance data, procurement data, etc.) CHIPS data, BCEID data, IDIR data;

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

- travel data entered manually by government staff and ministers' offices via SMARTTEC's interface;
- emissions factors, as quantified by policy analysts in the Methodology Working Group, are entered manually by database analysts.

Processes

The database uses emissions sources data combined with emission factors and user information to calculate, attribute, and report on emissions.

Outputs

SMARTTEC outputs consisted of travel itineraries and travel confirmation reports. The confirmation reports are used by the traveler in preparation of their travel expense claims, retained with other related travel documentation, and classified under ARCS secondary 1240-20.

SMARTTool outputs consist of a variety of self-serve, predefined reports accessible to the user as well as ad-hoc reports prepared by and accessible to branch staff.

Historical Note

SMARTTEC and SMARTTool are web-based applications, developed in-house, and were implemented in 2008. Both applications share the same data repository (Oracle database) but have different front-end applications, with different functionality and different views of the shared data. SMARTTEC was retired in 2016 and SMARTTool is scheduled to be replaced by a newer system.

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
Inputs					
169594	70100-50	Emission inventory systems account creation	SO	nil	DE
169594	70400-02	Greenhouse gas emissions data	SO	nil	DE
169594	70400-03	Greenhouse gas emissions data cleaning	CY	2y	DE
Outputs					
169594	70000-20	Climate change strategy analysis and report development	SO	5y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902	Special Schedule for Transitory Electronic Data Processing (EDP) Records		SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

Climate Change

WEB SITE OVERVIEW

Web Site URL

<https://www2.gov.bc.ca/gov/content/environment/climate-change>

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat

Purpose

The climate change web site disseminates information to a variety of stakeholders and the public on government climate programs, and cross-ministry themes, such as climate adaptation, climate data and inventories, and industry innovation. The web site exists in order to provide transparency and support to stakeholders as they fulfill their climate change commitments.

Information Content

This website provides access to reports and inventories on provincial, industrial and local government greenhouse gas (GHG) emissions. These include reports and inventories which are required by legislation to be publicly available as part of Carbon Neutral Government and Industrial GHG reporting.

It also provides information on how BC is being impacted by climate change and how it is involved in climate adaptation. In addition, the web site also contains templates, reference material (e.g., copies of legislation, policies, plans, news releases and articles), and information about the Climate Solutions and Clean Growth Advisory Council (e.g., members, terms of reference and recommendations to government). It also offers direction on how to apply for GHG offset projects.

The website connects to climate related promotional and research materials such as publications, webinars, and toolkits.

Web Site Features

The website does not currently connect to any tools (e.g., calculators) or electronic forms (i.e., for direct database entry). Numerous links connect the website to other government and non-government climate change agencies and current climate change and climate action news.

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Climate Change

Classifications of Records that Relate to the Web Site

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Web Pages					
ARCS	340-30	Simple web site pages	SO	nil	DE
Records on the Web Site					
ARCS	200-20	Committee files	SO	7y	SR
ARCS	400-10	Final internal strategic and business plans	SO	nil	FR
102902		Templates and blank forms	SO	nil	DE
169594	70000-02	Climate change strategy final reports	SO	5y	FR
169594	70100-02	Climate change strategy final awareness products	SO	5y	FR
169594	70300-00	Climate change strategy policy – final	SO	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Climate Leadership

WEB SITE OVERVIEW

Web Site URL

<https://climate.gov.bc.ca/>

Creating Agency

Ministry of Environment and Climate Change Strategy
Climate Action Secretariat

Purpose

The purpose of the climate leadership web site is to promote the climate leadership plan and program.

Information Content

The web site contains the climate leadership plan and promotional articles about climate change actions and adaptations in British Columbia.

Web Site Features

The climate leadership web site has no special features such as calculators, tools or direct database connections. It provides links to organizations such as BC Hydro for energy conservation tips, kits, assistance and rebate offers and Fraser Basin Council (www.retooling.ca) for climate change adaptation information, tools and calculators.

Historical Note

The climate leadership web site was implemented in 2016.

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

Classifications of Records that Relate to the Web Site

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Web Pages					
ARCS	340-30	Simple web site pages	SO	nil	DE
Records on the Web Site					
ARCS	400-10	Final internal strategic and business plans	SO	nil	FR
169594	70000-02	Climate change strategy final reports	SO	5y	FR
169594	70100-02	Climate change strategy awareness final products	SO	5y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

APPENDIX A: Summary of Amendments to the *Climate Change Strategy ORCS*

This table is a guide for the transition between the Carbon Measurement and Reporting ongoing records schedule (CMRE ORS) and the *Climate Change Strategy ORCS (CLIM ORCS)*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage. When converting old files to the new *ORCS*, check file contents to ensure that the recommended replacement secondary is appropriate for that file.

NOTE: Superseded and closed secondaries have been deleted from section 1 of the *ORCS*. Closed secondaries remain active for existing material but cannot be used for newly created files. Superseded/defunct systems have also been deleted from the Systems Overview Section. Details are provided below.

Primary Secondary	Primary Title Secondary Title	Classification Change	Retention & Disposition (Change)
20000	Carbon Measurement and Reporting	Primary is closed	
20000-00	Policy and procedures	Superseded by 70300-00 Climate change strategy policy – final	SO/5y/FR (No change)
20000-01	General	Superseded by 70000-01	CY+1y/nil/DE (Now CY/1y/DE)
20000-04	Reports	Superseded by 70000-20 Climate change strategy analysis and report development	SO/nil/DE (Now SO/5y/DE)
20000-06	Research and reference materials	Superseded by <i>ARCS</i> 358-20	SO/nil/DE (No change)
20000-07	Self-certification checklists and supporting documents	Superseded by 70300-00 Climate change strategy policy – final	SO/nil/FR (Now SO/5y/FR)
20000-08	SMARTTEC corrected itinerary data	Superseded by 70400-03 Greenhouse gas emissions data cleaning	CY+6y/nil/DE (Now CY/2y/DE)
20000-09	SMARTTEC travel confirmation reports	CLOSED. Function is no longer performed.	CY+1y/nil/DE (Now NA)
20000-11	Emission sources data	Superseded by 70400-02 Greenhouse gas emissions data	SO/nil/DE (Now SO/nil/DE)
20000-12	SMARTTool emission sources data input files	Superseded by 70400-02 Greenhouse gas emissions data	CY+6y/nil/DE (Now SO/nil/DE)
20000-20	Client data configuration documents	Superseded by 70100-50 Emission inventory systems account creation data	SO/nil/DE (No change)
70000	Climate Change Strategy – General	New Primary	
70000-01	General	New Secondary (Supersedes 20000-01)	CY/1y/DE (Was CY+1y/nil/DE)
70000-02	Climate change strategy final reports	New Secondary	CY/nil/FR
70000-20	Climate change strategy analysis and report development	New Secondary (Supersedes 20000-04)	SO/5y/DE (Was SO/nil/DE)
70000-30	Climate change strategy issue management	New Secondary	SO/5y/DE

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

APPENDIX A: Summary of Amendments to the *Climate Change Strategy ORCS*

Primary Secondary	Primary Title Secondary Title	Classification Change	Retention & Disposition (Change)
70000-40	Environmental assessment referral case files	New Secondary	SO/2y/DE
70100	Climate Change Strategy – Awareness and Liaison	New Primary	
70100-02	Climate change strategy awareness final products	New Secondary	CY/nil/FR
70100-20	Climate change strategy awareness development	New Secondary	SO/5y/DE
70100-30	Climate change strategy liaison case files	New Secondary	CY/7y/DE
70100-40	Climate change strategy programs and funds	New Secondary	SO/7y/DE
70100-50	Emission inventory systems account creation	New Secondary (Supersedes 20000-20)	SO/nil/DE (No change)
70200	Climate Change Strategy – Offset Management	New Primary	
70200-02	Offset data	New Secondary	SO/nil/SR
70200-03	Offset portfolio management and retirement	New Secondary	SO/7y/DE
70200-20	Offset project approval	New Secondary	SO/7y/DE
70200-30	Offset purchases and transfers	New Secondary	SO/7y/DE
70300	Climate Change Strategy - Policy Development	New Primary	
70300-00	Climate change strategy policy – final	New Secondary (Supersedes 20000-00 and 20000-07)	SO/5y/FR (Was SO/5y/FR and SO/nil/FR)
70300-20	Climate change strategy policy development	New Secondary	SO/5y/DE
70400	Climate Change Strategy – Reporting and Compliance	New Primary	
70400-02	Greenhouse gas emissions data	New Secondary (Supersedes 20000-11 and 20000-12)	SO/nil/DE (Was SO/nil/DE and CY+6y/nil/DE)
70400-03	Greenhouse gas emissions data cleaning	New Secondary (Supersedes 20000-08)	CY/2y/DE (Was CY+6y/nil/DE)
70400-20	Industry compliance case files	New Secondary	SO/15y/DE
70400-30	Public sector organization verification	New Secondary	CY/25/DE
70500	Climate Risk Management	New Primary	
70500-20	Climate risk monitoring and reporting	New Secondary	SO/5y/DE
70500-30	Stakeholder's climate risk initiative support	New Secondary	SO/5y/DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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CLIMATE CHANGE STRATEGY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index contains an alphabetical listing of:

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

Use this index in the following ways:

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

Cross-references:

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

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

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