RECORDS MANAGEMENT SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM

BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	***ARCS*** = *Administrative Records Classification System* ***ORCS*** = *Operational Records Classification System*
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Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year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.

- Government Records Officer contact information.

BRITISH COLUMBIA The Best Place on Earth | Shared ServicesBC

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an operational records classification system.
Title: Records Management Services Operational Records Classification System

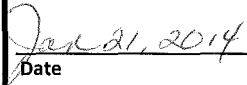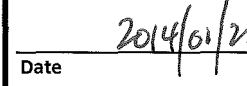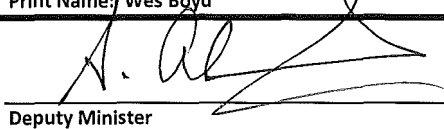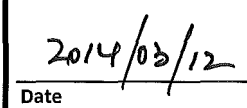| Ministry of Technology, Innovation and Citizens' Services
Information Access Operations, Shared Services BC
Government Records Service |
|---|

Description and Purpose:

This *Operational Records Classification System (ORCS)* covers the operational records of BC Government's central records services agency. For this agency, it supersedes the *Archives and Records Services ORCS, 2003 Edition* (schedule 881148).

These records document the functions of the central records services agency that supports the management of BC Government's records. This agency works with records creators and managers throughout government (including ministries and the broader public sector) to manage electronic and physical government records throughout their life cycle. This entails the following activities: developing and maintaining government-wide records management policy and records schedules; managing the records schedule authorization process; determining the long-term value of government records (i.e., conducting archival appraisal to determine whether categories of records will be destroyed, alienated, or preserved in the government archives, once they become inactive); managing active and semi-active records using records schedules, electronic records management systems and offsite records storage facilities; managing the disposition of inactive records; and providing advisory, training, and liaison services.
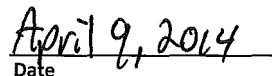
Start Date: 1935

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:		
Records Officer signature Print Name: Bea Nacey	Date	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:
Assistant Deputy Minister signature Print Name: Wes Boyd	Date 2014/01/22	Date April 9, 2014
Deputy Minister Print Name: ~~John Jacobson~~ Sarf Ahmed	Date 2014/03/12	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:		
Chair, PDC signature Print Name: Gary Mitchell	Date 3 APR 14	Date April 10, 2014
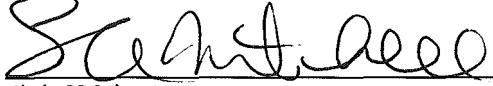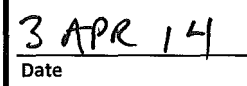
Shared
ServicesBC

RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of the *Document Disposal Act* (RSBC 1996, c. 99), the *Core Policy and Procedures Manual* (c. 12), and subsequent legislation, regulations and policy governing the operational responsibilities and functions of the creating agency.

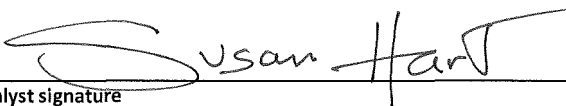The retention and final disposition guidelines specified in the attached Operational Records Classification System meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's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

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

Records Analyst signature	Date: November 7th, 2013

Print Name: Susan Hart

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.
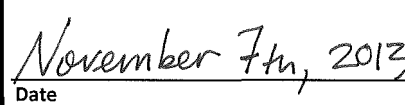
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary. Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.
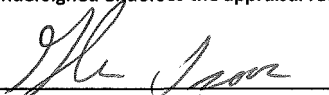
The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

Archivist signature	Date: November 7th, 2013
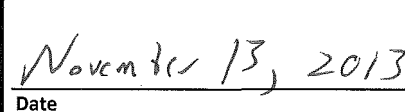
Print Name: Susan Hart

The undersigned endorses the appraisal recommendations:

Manager, Infrastructure and Strategy signature	Date: November 13, 2013

Government Records Service, Information Access Operations

Print Name: Glen Isaac

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

RECORDS MANAGEMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

Key to *ARCS/ORCS* Codes and Acronyms

S E C T I O N 1

R E C O R D M A N A G E M E N T S E R V I C E S

P R I M A R Y N U M B E R S

1 1 0 0 0 – 1 4 9 9 9

Section 1 covers the functions of the central records services agency that provides records management support throughout the BC Government. The agency works with records creators and managers throughout government (including ministries and the broader public sector) to manage electronic and physical government records throughout their life cycle (i.e., through their active, semi-active, and inactive phases). This entails the following activities: developing and maintaining government-wide records management policy and records schedules (both program specific and government-wide); managing the records schedule authorization process; determining the long-term value of government records (i.e., conducting archival appraisal to determine whether categories of records will be destroyed, alienated, or preserved in the government archives, once they become inactive); managing active and semi-active records using electronic records management systems; managing the disposition of inactive records; and providing advisory, training, and liaison services.

This *ORCS* does not cover records relating to the long-term preservation of and provision of access to the records that have been transferred to the government archives. These records belong to the Royal British Columbia Museum (RBCM) and are covered by the *Archives and Records Services ORCS* (schedule 881148), which in the past was shared by the central records services agency.

Key to *ARCS/ORCS* Codes and Acronyms

SECTION 1 TABLE OF CONTENTS
RECORD MANAGEMENT SERVICES

11000 - 14999

Key to *ARCS/ORCS* Codes and Acronyms

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

11000   RECORDS MANAGEMENT SERVICES - GENERAL

Records not shown elsewhere in the *Records Management Services Operational Records Classification System (ORCS)* that relate generally to the administration, control, classification, and scheduling of BC Government recorded information management assets by the central records services agency.

NOTE: Most routine systems reports that are run for reference purposes or sent to clients are either transitory records or redundant copies and can be routinely discarded when no longer needed. File any reports needed to document decisions or actions under the appropriate secondary.

NOTE: The cross-references provided below include references to records with operational significance that are classified under secondaries within the *Administrative Records Classification System* (*ARCS*).

For 60-day notices of final disposition, see secondary 12410-20 (for relevant case file) or 12430-03 (for batch file).

For a description of the Archives and Records Information System (ARIS), see the Systems Section.

For a description of the Enterprise Documents and Records Management System (EDRMS TRIM), see the Systems Section.

For a description of the Records Management web site, see the Systems Section.

For agreements, see *ARCS primary 146*.

For audits and compliance, see *ARCS primary 975*.

For records management services in other jurisdictions, see primary 11860 (advisory services) or secondary 11370-07 (policy research).

For legal opinions regarding applicability of the *Document Disposal Act*, see *ARCS secondary 350-20*.

For lists, registers, and spreadsheets, see *ARCS secondary 100-05*.

For master copies of *ORCS*, *ARCS*, special schedules, and other ongoing records schedules, see primary 12760.

For organizational structure and history information (appearing on web pages and elsewhere), see *ARCS secondary 105-20*.

For policies, procedures, standards, and guidelines, see secondary 11370-00.

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

For vital records disaster recovery plans, see *ARCS secondary 275-30.*

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

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

11000	RECORDS MANAGEMENT SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	A	SA	FD
-01	**General**	CY+1y	nil	DE

Key to *ARCS/ORCS* Codes and Acronyms

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

11000	RECORDS MANAGEMENT SERVICES - GENERAL	A	SA	FD

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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.

		A	SA	FD
-05	**Records management services reports - final**	SO+10y	nil	SR

(arrange by report name)
(covers both formal and informal reports, including periodic and ad-hoc reports and studies on specific programs and projects, such as electronic information management reports, records management systems reports, microfilm vault project reports legacy imaging project files)

RETENTION STATEMENT
The government archives will retain final versions of records management services reports that best document decisions, actions, structure, and history of records management in the BC Government. All other reports will be destroyed.

SO: upon distribution or publication of report

10y: required for reference purposes.

NOTE: This secondary covers cumulative reports containing key ARIS data from the following two secondaries:
- 12400-15 ARIS records control data that relates to records creators (i.e., the name authority) and accessories (i.e., management units)
- 12830-15 ARIS schedule tracking data.

NOTE: These reports will provide an essential post-ARIS search tool for case files that are fully retained (secondaries 12410-20 and 12830-20).

		A	SA	FD
-20	**Records management services projects and plans**	SO+5y	nil	SR

(arrange by name of project/plan, and then if warranted, subdivide into "key documents" and "main" case files)
(covers operational projects and plans in which the central agency responsible for records management has a role, e.g., appraisal and selection projects, EDRMS TRIM configuration, implementation, and maintenance projects, *ORCS* development plans, ministry and cross-government records management plans and projects, microfilm vault projects, records schedule implementation projects, as well as

Key to *ARCS/ORCS* Codes and Acronyms

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

11000	RECORDS MANAGEMENT SERVICES - GENERAL	A	SA	FD

national/international projects such as the International Standards Organization [ISO] and InterPARES)

(includes correspondence, draft reports, project charters and other project documentation, and working materials)

(supersedes and merges secondaries 11000-30 National and international projects, 11860-02 Client records management plans, 11860-03 Client records management projects, 11860-10 Cross-government records management projects, and 12800-10 Appraisal and selection projects)

RETENTION STATEMENT
The government archives will retain those case files that document significant projects and plans, and the central agency responsible for records management's role in them, not adequately documented elsewhere (e.g., in final reports or executive records). All other records management project and plan case files will be destroyed.

SO: when project/plan is completed, replaced, or abandoned (e.g., when no new documentation has been added to the file for 5 years)

NOTE: File final reports resulting from projects and plans under secondary 11000-05.

-25	**Records management web site pages**	SO	nil	DE

(covers web pages maintained by the central records services agency)

RETENTION STATEMENT
Destroy when the web site is updated, redesigned or closed, and when any web pages that contain unique descriptive information about organizational history have been filed under *ARCS* secondary 105-02 Organization charts and organization histories.

DE: This web site and its pages can be destroyed when no longer needed because all the information they contain is documented in records classified elsewhere. While this means that the searchable version of *ARCS Online* will be destroyed, static (pdf) versions of its component parts will be fully retained under secondary 12760-10.

NOTE: Only post documents on the web site that have already been classified under appropriate secondaries within this *ORCS* or in *ARCS*.

Key to *ARCS/ORCS* Codes and Acronyms

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

END OF PRIMARY

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

11370   RECORDS MANAGEMENT SERVICES - POLICY DEVELOPMENT

Records relating to the development of records management policies, procedures, standards, guidelines, recommended practices and directives. These include internal policy tools governing all operational activities of the central records services agency, and corporate tools governing records management activities for all government ministries and agencies subject to the *Document Disposal Act*.

For a description of Archives and Records Information System (ARIS), see the Systems Section.

For a description of EDRMS TRIM (an Enterprise Document and Records Management System, see the Systems Section).

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

For records management projects and plans, see secondary 11000-20.

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

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

		11370 RECORDS MANAGEMENT SERVICES - POLICY DEVELOPMENT	A	SA	FD
		All non-OPR offices will retain these records for:	SO	nil	DE
VR	-00	**Policy - final**	SO+5y	nil	SR

(arrange by policy type [internal/corporate] and then by registration number)

(covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this *ORCS*, including ARIS policy documentation, *Core Policy and Procedures Manual* [*CPPM*] contributions, EDRMS/TRIM policy documentation, the *Recorded Information Management [RIM] Manual*, the *Standard ORCS Kit*, records processing procedures and guidelines, and other corporate and internal policy documentation)

(supersedes and merges secondary 11370-03 Corporate policy and the -00 Policy and procedures secondaries that formerly appeared under every primary)

RETENTION STATEMENT
The government archives will selectively retain final policies by retaining a complete set of these policies for every year ending in 0 or 5, as well as any significant interim new or revised policies. These records provide significant evidence of the governance of the functions and programs covered by this *ORCS*. Staff of the central records services agency are responsible for compiling the required copies and preparing them for transfer to the archives.

Key to *ARCS/ORCS* Codes and Acronyms

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

11370	RECORDS MANAGEMENT SERVICES - POLICY DEVELOPMENT	A	SA	FD
	SO: when the policy is replaced or cancelled, and when no longer needed for accountability purposes			

			A	SA	FD
-01	**General**		CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

			A	SA	FD
-05	**Policy registers**		SO	nil	SR

(covers lists used to index policies and track their development)

RETENTION STATEMENT
The government archives will selectively retain policy registers by retaining a copy of each register at the time that relevant policies are selected. These registers serve as an index to records management policy documentation retained by the archives.

			A	SA	FD
-07	**Policy research files**		CY+5y	nil	DE

(arrange by subject)
(includes reference materials and working notes)
(supersedes secondary 12000-07 Electronic IM research files)

RETENTION STATEMENT
Destroy at the end of the sixth calendar year.

NOTE: Research documentation that is used as reference for a policy, or to respond to a client enquiry, should be copied or transferred to the relevant case file, i.e., classified under primary 11370 or 11860.

			A	SA	FD
-09	**Routine procedures, checklists, and tools**		SO	nil	DE

(arrange by name/number)
(covers records processing tools such as the ARS 617 processing "cheat sheets", the "do not process" list, notifications of records removed from boxes, forms for second stream containers indicating where records were selected from, and other routine procedures and checklists)

RETENTION STATEMENT
Destroy when replaced or no longer needed.

SO: when replaced or no longer needed

			A	SA	FD
-20	**Policy development case files**		SO+5y	nil	DE

(when replaced or no longer needed)

Key to *ARCS/ORCS* Codes and Acronyms

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

11370	**RECORDS MANAGEMENT SERVICES - POLICY DEVELOPMENT**	**A**	**SA**	**FD**

(covers research and development of internal and corporate policies, procedures, standards and guidelines)

(includes briefing notes, correspondence, drafts, and working materials)

(supersedes secondaries 11370-30 Internal policy development case files and 11370-40 Documentation standards development files)

RETENTION STATEMENT
Destroy at the end of the fifth calendar year.

SO: when the policy has been approved or abandoned, and when no longer needed for reference purposes

DE: Policy development files may be destroyed because final policies are selectively retained under secondary -00.

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

This is an approved information schedule, as defined by the _Information Management Act_ (SBC 2015, c. 27). For more information consult your Government Records Officer.

11860   RECORDS MANAGEMENT SERVICES – LIAISON AND ADVICE

Records relating to records management advisory services provided by the central records services agency to all its clients, including ministries, the broader public sector, agencies with particular interest and involvement in records management (e.g., Office of the Chief Information Officer), and internal clients (i.e., management and other work teams).

This primary covers both routine advisory services and the resolution of important issues or problems affecting clients. These investigations may result in policies, guidelines, and information bulletins that apply to more than the ministry/agency that made the initial inquiry.

For inquiries relating to specific accession files, see primary 12410.
For lists of records officers and portfolio assignments, see _ARCS secondary 100-05_.
For schedule development, review and appraisal, see primary 12760.
For policies, procedures, standards, and guidelines, see secondary 11370-00.
For records management consultants list, see _ARCS secondary 1070-03_.
For reference material/topical files, see _ARCS secondary 358-20_.

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

11860	**RECORDS MANAGEMENT SERVICES – LIAISON AND ADVICE**	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

-05	**Enterprise system liaison - routine communications files** (arrange by system and topic) (covers EDRMS/CRMS helpdesk correspondence and routine user bulletins/advisory messages regarding such topics as TRIM bulk changes, TRIM location updates/requests, CRMS & RM Help general, CRMS Rollover process, outage notifications)	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of second calendar year.

NOTE: Classify follow-up action on relevant significant

Key to _ARCS/ORCS_ Codes and Acronyms

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

11860	RECORDS MANAGEMENT SERVICES – LIAISON AND ADVICE	A	SA	FD
	issues case file if appropriate.			

	-08	**Ministry support services requests and responses**	CY+1y	nil	DE

(arrange by ministry/office name, then chronologically)

(covers helpdesk correspondence and other types of requests relating to records management services provided to clients throughout government)

(does not cover requests relating to accessions; classify those on the relevant accession case file under primary 12410)

RETENTION STATEMENT
Destroy at the end of the second calendar year.

NOTE: Classify follow-up action on relevant significant issues case file if appropriate.

	-12	**Preservation/conservation advisory reference files**	SO	nil	DE

(arrange by issue/topic)

(covers reference materials used for providing advice, copies of research notes, and draft responses that can be reused)

(supersedes secondary 14000-20 Preservation/conservation advisory case files)

RETENTION STATEMENT
Destroy when information is outdated or irrelevant.

SO: when information is outdated or irrelevant

	-14	**Records management program reviews**	CY+10y	nil	DE

(arrange by client name)

(covers review of specific ministry programs to assess effectiveness and efficiency, and to recommend improvements)

(includes correspondence, plans, and recommendations)

RETENTION STATEMENT
Destroy at the end of the eleventh calendar year.

11y: allows time to assess the progress of each ministry's records management program.

DE: These records can be destroyed because final reports are classified under secondary 11000-05, where they are selectively retained.

	-20	**Scheduling, policy, and BPS routine advice case files**	CY+2Y	nil	DE

(arrange by organizational name/code/topic)

Key to *ARCS/ORCS* Codes and Acronyms

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

11860	**RECORDS MANAGEMENT SERVICES – LIAISON AND ADVICE**	**A**	**SA**	**FD**

(covers advice and assistance provided to records officers as well as the broader public sector [BPS], management, the Office of the Chief Information Officer, and other internal and external clients that relates to scheduling, appraisal, policy, and strategies)

(includes correspondence and working notes)

RETENTION STATEMENT
Destroy at the end of the third calendar year.

NOTE: Classify follow-up action under -30 or other relevant case file if appropriate.

NOTE: Because this is a high-volume series created by several work units, naming conventions are essential. Each file requires a title comprised of two or three parts: first, a code for the advisory team; second, if relevant include client name/code; and if necessary additional title information.

-30	**Significant advisory issues case files**	SO+5y	nil	SR

(arrange by ministry/agency name or by issue, as appropriate)

(covers issues that escalate beyond the liaison and advice normally provided, and other issues warranting a special file; issues may relate to specific clients, enterprise systems, policy, damaged records, or any other matters relating to providing centralized records management services to government)

(includes correspondence and working materials)

RETENTION STATEMENT
The government archives will retain those significant advisory issues case files that document major records management events and activities, and that provide strong evidence of the advisory role of the central agency responsible for records management. All other files covered by this secondary will be destroyed.

SO: when the issue is resolved or closed, and when no longer required for reference purposes

NOTE: Issues may be client-specific or may apply across government. Resolution may involve developing a policy (secondary 11370-20) or conducting a program review (secondary 11860-14).

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

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

12400   RECORDS CONTROL - GENERAL

Records relating to the role of the central records services agency in managing and controlling government records throughout their life cycle.

Controlling records in offsite storage involves managing:
- the accessioning, transfer, custody, retrieval, and disposition of records
- standard name headings for offices with legal responsibility for records in storage (the ARIS Indented Org Chart Name Authority)
- the archival selection of records for transfer to the government archives
- master security microforms and other microfilm vault documentation
- contracts with storage facilities

For physical records transferred to offsite storage, records control is facilitated by the Archives and Records Information System (ARIS), an in-house database.

For digital and physical records throughout their life cycle, records control is facilitated by EDRMS TRIM (an Enterprise Document and Records Management System); the government-wide application for managing both electronic and physical records in accordance with approved records schedules and associated classifications. EDRMS TRIM is managed in partnership with government offices responsible for information technology. EDRMS TRIM is the government standard for managing digital records, however, many offices have not yet implemented this application.

CRMS (the Corporate Records Management System) is a legacy governmentwide application for managing physical records, and like EDRMS TRIM is managed in partnership with government offices responsible for information technology.

For accession files, see primary 12410.

For ARIS schedule tracking data, see secondary 12830-15.

For ARIS system specifications, see *ARCS secondary 6450-80*.

For committees (including EDRMS Governance Committee, User Groups, and EDRMS Leads Committee), see *ARCS secondary 200-20*.

For corporate application management records relating to CRMS and EDRMS TRIM, see records created and used by the central information technology services agency (schedule 143282 *Information Technology Services ORCS*, and in particular primary 91600).

For damaged records issues, see secondary 11860-30.

For descriptions of ARIS, CRMS and EDRMS TRIM, see the Systems Section.

For file lists and file retrieval indexes relating to active records, see ministry/agency records classified under *ARCS primary 423*.

For file lists relating to records in offsite storage, see secondary 12410-20.

For microfilm reel reproduction orders, see *ARCS secondary 390-02*.

For policies, procedures, standards, and guidelines, see secondary 11370-00.

For presentations not classified as key documents, see *ARCS secondary 324-40.*

For records schedules that govern retention, selection and disposition, see primary 12830.

For records schedules, see primary 12830.

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

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

NOTE: Most routine systems reports that are run for reference purposes or sent to clients are either transitory records or redundant copies and can be routinely discarded when no longer needed. File any reports needed to document decisions or actions under the appropriate secondary (e.g., file destruction notices sent to clients on the appropriate accession file).

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

			A	SA	FD
12400		**RECORDS CONTROL - GENERAL**			
		All non-OPR offices will retain these records for:	SO	nil	DE
	-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

			A	SA	FD
	-04	**Chargeback of records centre services** (arrange by ministry/agency) (includes ARS 495 Storage Chargeback reports)	CY+1y	6y	DE

RETENTION STATEMENT
Destroy at the end of the eighth calendar year.

8y: allows time for any operational accountability issues to emerge and be addressed.

			A	SA	FD
VR	**-06**	**Enterprise system metadata** (covers electronic metadata on EDRMS TRIM and CRMS that relates to records schedules, files, and documents) (arrange by recordkeeping system ["TRIM instance"])	SO	30y	SR

RETENTION STATEMENT
The government archives will retain the enterprise systems metadata for records identified for transfer to the archives (i.e., FR records and SR records that have been selected by an archivist). This metadata is needed as a search tool, as well as to provide contextual information about those records.

SO: when metadata records have been removed from the system (for destruction or transfer to archives) and

Key to *ARCS/ORCS* Codes and Acronyms

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

12400	**RECORDS CONTROL - GENERAL**	**A**	**SA**	**FD**

		when no longer needed for reference and accountability purposes			
		30y: allows time for program area accountability issues to emerge and be addressed.			
VR	**-15**	**ARIS records control data** (covers some of the electronic data on the Archives and Records Information System [ARIS]; see secondary 12830-15 for ARIS scheduling data) (supersedes and merges secondaries 11000-20 ARIS data and 13150-03 ARIS name authority table)	SO	nil	DE

RETENTION STATEMENT
Destroy when the functions ARIS supports are no longer performed by the provincial government, and when reports that capture the information about records creators (i.e., the name authority table) and accessions (i.e., the maintain existing management units table) have been created and filed under secondary 11000-05.

DE: These records can be destroyed when no longer needed because the key information is captured in reports to be retained under the SR criteria of secondary 11000-05.

	-25	**ARIS name authority update documentation** (arrange by name authority and then by name) (covers documentation of changes reflecting reorganizations) (includes correspondence and ARIS name reports [ARS 472]) (supersedes and merges secondaries 13150-20 Name authority requests and 13150-50 Name authority worksheets)	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

	-40	**Legacy micrographic and imaging project files (closed secondary)** (arrange by project name) (includes correspondence, service requests, specifications, copies of contracts, rejected microforms, and reports) (supersedes and merges secondaries 13770-20 Micrographic project files and 13770-30 Electronic imaging project files, as well as Ongoing Records Schedule 103465 Rejected microforms)	SO	nil	SR

RETENTION STATEMENT
The government archives will retain those legacy micrographic

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

12400	**RECORDS CONTROL - GENERAL**	**A**	**SA**	**FD**

project files that contain information needed to maintain microfilmed records in the government archives. All other files covered by this secondary can be destroyed because the records they relate to are adequately documented elsewhere (in approved schedules, accession files, and disposition documentation).

SO: when imaged records have become inactive, and when it is determined whether the file contains information relevant to microfilm/microfiche in government archives

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

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

12410   RECORDS CONTROL - ACCESSIONING

Records relating to the accessioning and transfer of government records into offsite storage, the application of approved retention and disposition schedules to those records, and associated selection decisions (i.e., decisions about whether specific records will be transferred to the government archives or destroyed).

Accessioning is the process of registering records transferred to storage by linking them to an "accession" number that is used to track the records. The register used to track accessions, as well as records ownership and access authorizations, is the Archives and Records Information System (ARIS). While most accessions relate to a single records transfer, one "ongoing accession number" (OAN) may be used to cover multiple transfers of related records.

The central records services agency manages contracted records storage and retrieval services for active and semi-active records on behalf of ministries and agencies. In addition, the agency applies final disposition (destruction or transfer to the custody of the government archives) to the records in each accession in accordance with the approved retention schedule.

For 60-day notices of final disposition (batch files), see secondary 12430-03.
For a description of ARIS, see the Systems Section.
For ARIS data relating to accessions, see secondary 12400-15.
For authorization of schedules, see primary 12830.
For authorization of signing authority delegation (for ARS 617s and related
    forms) and access to records in storage facilities (i.e., ARS 618 forms) not
    documented under secondary 12410-44, see ARCS secondary 265-20.
For disposition control, see primary 12430.
For metadata in TRIM and CRMS that relates to accessions, see secondary
    12400-06.
For non-government accessions, see records held by the Royal BC Museum.
For the OAN assignment log/register, see ARCS secondary 100-05.
For policies, procedures, standards, and guidelines, see secondary 11370-00.
For reference material/topical files, see ARCS secondary 358-20.
For retrieval of accessioned records from offsite storage, see primary 12450.

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

12410	RECORDS CONTROL - ACCESSIONING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

NOTE: Throughout this section, this secondary covers

Key to *ARCS/ORCS* Codes and Acronyms

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

12410	RECORDS CONTROL - ACCESSIONING	A	SA	FD
	miscellaneous records that relate to the primary but do not document decisions and actions, and do not related to topics that warrant specific classifications.			

	-03	**Access authorizaion update documentation** (arrange by year) (covers ARIS reports, correspondence, and access authorization confirmation/amendment [ARS 194] forms) RETENTION STATEMENT Destroy at the end of the second calendar year. NOTE: These records document the process of updating ARIS data regarding who is authorized to access records in storage.	CY+1y	nil	DE
	-04	**Legacy Records Centre Services accession registers (closed secondary)** (covers black-and-red-bound volumes used to assign and track accession numbers before ARIS was implemented in 1991) RETENTION STATEMENT The government archives will fully retain legacy documentation of accessioning and transfer of government records into offsite storage. These records provide valuable information about government records appraised for transfer to the government archives, and the history of their management. SO: when no longer needed to verify information about accessions closed pre- ARIS	SO	nil	SR
	-08	**Records transfer reports** (covers ARS 380 [transfers by courier] and ARS 381 [transfers by a records storage facility], both ARIS reports run daily to facilitate pickups) RETENTION STATEMENT Destroy at the end of two calendar years. 2y: allows sufficient time to confirm the date on which specified records were transferred.	CY+1y	nil	DE
VR	-20	**Master accession case files** (arrange by accession number) (covers authorities to transfer records and apply approved schedules [ARS 617], authorities to apply schedules [ARS	SO	nil	SR

Key to *ARCS/ORCS* Codes and Acronyms

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

12410	**RECORDS CONTROL - ACCESSIONING**	**A**	**SA**	**FD**

130], and other forms; for additional information, see Appendix E)

(includes file lists, forms, correspondence, and archival selection documentation)

(supersedes secondary 12410-02 Accession files)

RETENTION STATEMENT

The government archives will selectively retain master accession case files because they provide contextual information about records transferred to the government archives. They also provide evidence about how semi-active and inactive records have been managed over time; in particular, how physical records have been managed in contracted offsite storage facilities.

The government archives will retain all master accession files that document retained records (i.e., records identified as valuable during archival appraisal and selection in accordance with approved records schedules). Upon authorization of the records officer, all other master accession files will be destroyed. As many accession files cover DE and FR records, this selection also results in the retention of some evidence about the management of DE records.

When master accession files become inactive, the creating office will identify those eligible for destruction; for physical files, this requires boxing those files separately

NOTE: Accession files that relate to records transferred to the government archives will remain active as long as those records remain in offsite storage, as they are still required to manage those records. Only if/when the government archives removes the records from storage and an additional 30 years have passed will these files become inactive. The 30 year retention of accession files as active records allows sufficient time for program area accountability issues to emerge and be addressed.

SO: until 30 years after all transfers have been completed (i.e., the accession has been "closed"; this is mainly an issue for OANs) and

- the accession has been cancelled,
- all records have been removed from the accession, or
- all records have been destroyed

-44	**Ministry support accession case files**	SO	nil	DE

(arrange by accession number)

(covers documentation maintained by client sector records

Key to *ARCS/ORCS* Codes and Acronyms

12410	**RECORDS CONTROL - ACCESSIONING**	**A**	**SA**	**FD**

services staff)

(includes correspondence, file lists, and copies of forms)

RETENTION STATEMENT
Destroy when no longer needed for reference purposes (e.g., when the file has had no activity for over two years).

DE: These records can be destroyed upon authorization of the Records Officer because key information about accessions is retained under secondary 12410-20 Master accession case files.

NOTE: Files that have previously been opened under ARCS secondary 432-20 do not need to be reclassified to this secondary. However, new accession files opened by client sector records services staff should be classified here from now on.

END OF PRIMARY

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

12430   RECORDS CONTROL - DISPOSITION

Records relating to controlling the disposition of records eligible for destruction under approved records schedules.

The central records services agency manages the disposition process for records in offsite storage facilities as well as in ministry offices ("onsite"), and is responsible for establishing government-wide policy and standards relating to the disposition of records. Disposition of records includes destruction, selective or full retention by the government archives, or permanent alienation from the BC Government (also referred to as "other disposition").

The Archives and Records Information System (ARIS) is used to track the scheduling status of each container kept in offsite storage, and to identify records eligible for final disposition.

For a description of ARIS, see the Systems Section.
For approved records schedules, see primary 12830.
For ARIS data relating to disposition control, see secondary 12400-15.
For onsite destruction of records within agencies, boards, and commissions (the broader public sector), see files classified by each relevant agency under *ARCS* secondary 432-30.
For policies, procedures, standards, and guidelines, see secondary 11370-00.
For reference material/topical files, see *ARCS* secondary 358-20.

The ministry OPR is Government Records Services unless otherwise noted below. See specific secondaries for OPR retention schedules.

12430	RECORDS CONTROL - DISPOSITION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

		A	SA	FD
-03	**60-day notices of final disposition - batch files** (arrange by year, month, and service team name) (covers ARS 196 disposition notices produced from ARIS in batches and sent to records officers, ministry contacts, and to legal counsel [if required] 60 days before they become eligible for disposition)	CY+30y	nil	DE

RETENTION STATEMENT

Key to *ARCS/ORCS* Codes and Acronyms

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

12430	RECORDS CONTROL - DISPOSITION	A	SA	FD

Destroy at the end of the end of the thirty-first calendar year.

31y: allows time for program area accountability issues to emerge and be addressed.

DE: 60-day notices can be destroyed when they become inactive because the existence of the records they identify is adequately documented in approved records schedules, and the disposition process is adequately documented in policy.

NOTE: These files can be searched using the Disposition Notice Date field in the ARIS Management Unit table.

NOTE: Evidence that 60-day notices of final disposition have been sent to clients is sometimes required for legal or audit purposes. Until 2010, this evidence was the notices sent to ROs. Since ministry ROs were centralized, this evidence resides in the notices sent by them to the ministries. For those notices relating to the broader public sector, evidential value continues to reside in the copies sent to the corporate ROs.

-06	**Legacy Records Centre Services disposition register (closed secondary)**	SO	nil	FR

RETENTION STATEMENT
The government archives will fully retain these records when no longer needed to verify information about accessions closed pre-ARIS, and when at least 30 years have elapsed since register closure.

FR: The government archives will fully retain the legacy Records Centre Services disposition register because these records provide valuable information about government records appraised for transfer to the government archives, and the history of their management.

NOTE: These black and red bound volumes were used to log the disposition of accessioned records until 1991 when ARIS was implemented.

-08	**Rcords destruction project tracking logs** (arrange by year) (covers logs maintained to number and track both offsite and onsite records destruction projects covered by secondary -25)	CY+30	nil	DE

Key to *ARCS/ORCS* Codes and Acronyms

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

12430	RECORDS CONTROL - DISPOSITION	A	SA	FD

RETENTION STATEMENT
Destroy at the end of the end of the thirty-first calendar year.

31y: allows time for program area accountability issues to emerge and be addressed.

-10	**Records of undetermined origin - disposition documentation**	CY+30y	nil	SR

(covers correspondence and reports documenting the disposition of records not accessioned in ARIS, including the Irretrievable Information Register [form ARS 474])

RETENTION STATEMENT
The government archives will retain the disposition documentation for any records of undetermined origin that are transferred to the government archives, because they document archival holdings. All other files classified under this secondary will be destroyed.

31y: allows time for program area accountability issues to emerge and be addressed.

NOTE: Pre-2003 ARS 474 forms are filed under secondary 12410-20 Master accession case files.

NOTE: The primary staff member responsible for disposing of records of undetermined origin must open a file under this secondary and file the documentation here.

-20	**Unauthorized destruction or alienation case files**	CY+30y	nil	FR

(arrange by ministry/agency name)
(includes correspondence, working notes, and reports)

RETENTION STATEMENT
The government archives will fully retain records of unauthorized destruction or alienation of records because these records document the disposition of government records outside of the usual records scheduling process, and the government response to contraventions of the *Document Disposal Act*.

31y: allows time for program area accountability issues to emerge and be addressed.

NOTE: Cross-reference as appropriate to relevant 12410-20

Key to *ARCS/ORCS* Codes and Acronyms

12430	**RECORDS CONTROL - DISPOSITION**	**A**	**SA**	**FD**

Master accession case files.

NOTE: The primary staff member made aware of the unauthorized destruction or alienation of records must file the documentation under this secondary.

-25	**Records destruction authorization case files**	CY+30y	nil	DE

(arrange by ministry acronym, then by sequential number)

(covers onsite destructions authorized by Records Officers and offsite destructions authorized by Records Centre Services)

(includes correspondence, file lists, forms, and supporting documentation)

(supersedes secondary 12430-07 Records destruction authorizations and also covers records formerly classified under *ARCS secondary 432-30 Destruction case files*)

RETENTION STATEMENT
Destroy at the end of the end of the thirty-first calendar year.

DE: Records that document destroyed records can be destroyed when they become inactive because the existence of these records is adequately documented in approved records schedules, and the disposition process is adequately documented in policy.

31y: allows time for program area accountability issues to emerge and be addressed.

NOTE: Onsite destruction authorization case files cover destruction of inactive scheduled files in creating offices, and contain the following forms:
- Records Destruction Authorization (RDA) (ARS 518)
- Tobacco Form for Destruction Applications (Form D)
- Offsite destruction authorization case files cover records destruction projects that take place at offsite storage facilities when batches of records from a variety of accessions become eligible for destruction.

These case files contain the following documentation:
- notice of removal for destruction (ARS 189), i.e., signed documentation of specific boxes destroyed
- cover letter to records storage facility (ARS 503)
- cover letter to destruction company (ARS 506)

Key to *ARCS/ORCS* Codes and Acronyms

12430	RECORDS CONTROL - DISPOSITION	A	SA	FD

- signed discrepancies listing (ARS 521), showing boxes out on retrieval at time of destruction
- correspondence with ROs and litigation authorities
- other supporting documentation

NOTE: File copies of RDA forms that relate to ongoing destruction authorizations under -35 Ongoing disposition authorization case files.

			A	SA	FD
-35	**Ongoing disposition authorization case files**		SO+30y	nil	FR

(arrange by relevant records schedule number)

(covers authorizations and appraisals relating to the Redundant Source Records Schedule, as well as any other ongoing disposition authorizations not documented on accession case files or records destruction case files, such as authorizations relating to routine disposition of electronic data)
(includes correspondence and forms)

RETENTION STATEMENT
The government archives will fully retain ongoing records disposition authorization case files because these case files document the authorized destruction of special series and categories of records not documented elsewhere.

SO: when relevant records schedule is cancelled

31y: allows time for program area accountability issues to emerge and be addressed.

NOTE: File ARS 518 Records Destruction Authorization (RDA) forms that relate to ongoing dispositions under this secondary. All other RDA forms are classified under - 25 Records destruction authorization case files.

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

12450   RECORDS CONTROL - STORAGE AND RETRIEVAL

Records relating to records storage and retrieval services for government records kept in contracted storage facilities. This work is facilitated by the corporate database, the Archives and Records Information System (ARIS).

This primary also covers records relating to storage and retrieval of master security microforms held in the microfilm vault. Unlike other storage facilities, the microfilm vault is directly administered by Records Centre Services (RCS), which is part of the central records services agency.

For a description of ARIS, see the Systems Section.
For accession control, including documentation of box movement and retrieval requests, see primary 12410.
For the Archival Documentation Inventory (ADI), see *ARCS* secondary 358-20.
For archival microfilming project documentation and conversion lists, see the operational records of the government archives (Royal BC Museum).
For ARIS data relating to storage and retrieval, see secondary 12400-15.
For contracts with destruction companies, see *ARCS secondary 1070-20*.
For disposition control, see primary 12430.
For policies, procedures, standards, and guidelines, see secondary 11370-00.
For projects and reports relating to the microfilm vault, see primary 11000.
For reference material/topical files, see *ARCS secondary 358-20*.

The ministry OPR is Government Records Service unless otherwise noted below. See specific secondaries for OPR retention schedules.

12450	RECORDS CONTROL - STORAGE AND RETRIEVAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

		A	SA	FD
-08	**Legacy microfilm registers and lists (closed secondary)** (covers listings of microfilm numbers and related accessions and call numbers that are no longer being added to) (supersedes secondary 14435-30 Legacy microfilm registers and lists)	SO	nil	DE

RETENTION STATEMENT
Destroy when all information is documented elsewhere and when no longer needed for reference purposes.

Key to *ARCS/ORCS* Codes and Acronyms

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

12450	RECORDS CONTROL - STORAGE AND RETRIEVAL	A	SA	FD

> NOTE: These registers and lists are fully described in the Archival Documentation Inventory (ADI) held by the BC Archives (Royal British Columbia Museum).

		A	SA	FD
-10	**Microfilm vault indexes**	SO+1y	nil	DE

(includes card indexes and log books, log books for land title records and legislative library newspapers, and the microfilm conversion list)

(supersedes and merges secondaries 12630-02 Microfilm vault indexes and 14435-05 Microfilm conversion list)

RETENTION STATEMENT
Destroy when the information has been converted to another format, and/or is no longer needed for reference purposes.

> NOTE: The microfilm conversion list converts the microfilm number used in the archives reference room to the microfilm number and location in the microfilm vault. It is the only existing link between the vault location and the reference room copy. This list is periodically updated as the BC Archives produces new microfilm copies of archival holdings.

		A	SA	FD
-12	**Retrieval reports and logs**	CY+5y	nil	DE

(covers microfilm vault retrieval log, the Out on Retrieval Report produced annually by RCS for records officers [identifying all boxes that have been retrieved from storage facilities but not yet returned], and any other documentation of records retrieval from storage)

RETENTION STATEMENT
Destroy at the end of the sixth calendar year.

> NOTE: The forms and correspondence used to update the Out on Retrieval Log are transitory records.

		A	SA	FD
-20	**Records storage facility case files**	SO	7y	SR

(arrange by storage facility, and then by topic)
(covers such topics as annual inspections, contract negotiations, invoicing correspondence, and issues, as well as general correspondence files)
(includes copies of contracts and invoices, contract award records, contract amendments, issues logs, and related correspondence)
(supersedes secondary 12400-20 Records storage facility contract files)

Key to *ARCS/ORCS* Codes and Acronyms

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

12450	**RECORDS CONTROL - STORAGE AND RETRIEVAL**		**A**	**SA**	**FD**

RETENTION STATEMENT
The government archives will retain those records storage facility case files that best document management of the records storage facility function (e.g., sub-files containing signed contracts, significant contract monitoring and inspection records, and significant issues documentation). All other files covered by this secondary will be destroyed.

SO: upon removal of all records from the storage facility

7y: allows time for any operational accountability issues to emerge and be addressed.

NOTE: Pre-2012 issues are mainly documented on relevant files classified under 12410-20 Master accession case files rather than here.

NOTE: Original contracts, contract award documentation, and financial records relating to the records storage facilities are maintained in files classified under the appropriate *ARCS* secondaries by the office currently responsible for Government Records Service's (GRS) financial matters. The copies maintained in the 12450-20 Records storage facility case files provide contextual information helpful for informing the ongoing business relationship between GRS and the storage facilities.

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

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

12760   SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL

Records relating to the development, review, appraisal, and amendment of ongoing records schedules (ORSs) that can be used continuously over time. There are three types of ORSs:

- The integrated records classification and scheduling system known as *ARCS* and *ORCS* (the *Administrative Records Classification System* used government-wide and the function/program-specific *Operational Records Classification Systems*). This integrated system combines classification (to enable retrieval) and scheduling (to provide a timetable for the life span of records) to facilitate the efficient and systematic organization, retrieval, storage, and disposition of government's records.
- Special Schedules, the government-wide ORSs covering special categories of records that cross the usual scheduling boundaries.
- Function/program-specific ORSs.

This primary also covers records relating to archival appraisal. Archival appraisal is the process of identifying records with sufficient evidential and historical values to warrant transfer to and preservation in the government archives. In the BC Government, archival appraisal is mainly conducted during the review of records classification systems and other ORSs, but special appraisal projects are sometimes required for records that require additional attention, such as those covered by one-time records schedules.

Most BC Government records schedules are developed by the central records services agency; however agencies, boards and commissions are responsible for developing their own *ORCS* and ORS.

For advice and interpretation concerning records schedules, see primary 11860.
For appraisal and selection projects, see secondary 11000-20.
For *ARCS* Online maintenance files, see *ARCS* secondary 340-40.
For documentation of retained systems, see *ARCS* secondary 6450-80.
For records schedule implementation projects, see secondary 11000-20.
For lists of approved *ORCS*, *ORCS* acronyms, and *ARCS* amendment requests, see *ARCS* secondary 100-05.
For one-time records schedules, see primary 12830.
For policies, procedures, standards, and guidelines, including the *Standard ORCS Kit*, see secondary 11370-00.
For reference material/topical files, see *ARCS* secondary 358-20.
For schedule authorizations, see primary 12830.

The ministry OPR is Government Records Services unless otherwise noted below. See specific secondaries for OPR retention schedules.

12760	SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE

Key to *ARCS/ORCS* Codes and Acronyms

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

12760		SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL	A	SA	FD
	-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

	-02	***ARCS* Review Committee recommendation records (closed secondary)**	CY+5y	nil	DE

(includes agendas, records of decisions/recommendations, and supporting documentation)
(supersedes secondary 12720-02 *ARCS* Review Committee decision records)

RETENTION STATEMENT
Destroy at the end of the sixth calendar year.

DE: These records can be destroyed when no longer needed because the history of *ARCS* is adequately documented under approved *ORCS* and ORS master copies (secondary -10), which are fully retained.

NOTE: If an *ARCS* Review Committee is reconvened, classify its files under *ARCS* 200-20. The main documentation of *ARCS* amendments is classified under secondary -10.

VR	**-10**	**ORCS and ORS master copies (published versions)**	SO	nil	FR

(covers published versions of *ORCS* and other ORSs, including *ARCS*, special schedules, and program-specific ORS)
(supersedes secondary 12720-20 *ARCS* amendment packages)

RETENTION STATEMENT
The government archives will fully retain *ORCS*, *ARCS*, and ORS master copies because these are the published official versions of records schedules that have been approved by the Legislature for classifying and scheduling government's records. They have significant informational value because they document operational and government-wide functions.

SO: when the *ORCS* is superseded by a complete amended version, or replaced by a new schedule; or

Key to *ARCS/ORCS* Codes and Acronyms

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

12760	SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL	A	SA	FD

when all the records it covers have been destroyed or transferred (as indicated in ARIS)

FR: Note that for *ARCS* Online, pdf versions of the documents that comprise the published version of this schedule will be retained (including amendment summaries and cumulative summaries) rather than the version that requires a search tool (i.e., the documents provided on the "About *ARCS*" page). These document the development over time of an integrated records classification and scheduling system used throughout government.

NOTE: Since 2010, *ORCS* master copies have been retained in electronic form. Pre-2010 paper master copies are stored offsite.

-20	***ORCS*/ORS development case files**		SO+5y	nil	DE

(arrange by schedule acronym/name, and then by sub-file topic [e.g., section/primary number or Public Documents Committee preparation, archival appraisal notes])

(covers development and review of *ORCS*, program-specific ORS, as well as *ARCS* and other government-wide ORS [also known as Special Schedules])

(includes agendas, amendment packages, archival appraisal documentation, correspondence, drafts, presentation notes, review documentation, signed project charters, and working notes)

(supersedes secondaries 12720-30 *ARCS* development and amendment files, 12790-20 Special schedule development files, and also covers files formerly classified under *ARCS* 430-30 Operational records schedule development/amendment)

RETENTION STATEMENT
Destroy five years after a comprehensive amendment has been completed, or when the schedule is no longer in use, or when the development project has been abandoned, and when no longer needed for reference purposes.

SO: when a comprehensive amendment has been completed, or when the schedule is no longer in use, or when the development project has been abandoned, and when no longer needed for reference purposes

DE: These records can be destroyed when no longer needed because records schedules and the

Key to *ARCS/ORCS* Codes and Acronyms

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

12760	SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL	A	SA	FD

associated archival appraisal decisions are adequately documented in approved *ORCS* and ORS master copies (secondary -10), which are fully retained.

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

12830   SCHEDULE AUTHORIZATION

Records relating to the authorization process for all types of records schedules, including *ARCS* (the Administrative Records Classification System), *ORCS* (Operational Records Classification Systems), special schedules, and other ongoing records schedules, as well as one-time records schedules. The review and approval process for records schedules is managed by the central records services agency in accordance with approval requirements established under the *Document Disposal Act* (RSBC 1996, c. 99).

Most schedule authorizations involve endorsement of the draft schedule by representatives of the following: the central agency responsible for records management, the ministry/agency responsible for the records, the Public Documents Committee (PDC), the Select Standing Committee on Public Accounts (also known as the Public Accounts Committee or PAC), and finally the Legislative Assembly. After receiving legislative approval, the schedule becomes a legal document and is published.

For a description of the Archives and Records Information System (ARIS), see the Systems Section.
For a list of approved *ORCS*, see ARCS secondary 100-05.
For application of schedules to records, see secondary 12410-20.
For development, and amendment of records schedules, see primary 12760.
For policies, procedures, standards, and guidelines, see secondary 11370-00.
For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Government Records Services unless otherwise noted below. See specific secondaries for OPR retention schedules.

12830		SCHEDULE AUTHORIZATION	A	SA	FD
		All non-OPR offices will retain these records for:	SO	nil	DE
	-01	**General**	CY+1y	nil	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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

VR	-07	**Public Documents Committee Secretary Files**	SO+7y	nil	FR

(arrange by committee name [PDC/PAC] and then by meeting/decision date)
(covers agendas, change documentation, correspondence, lists of eligible schedules, minutes, records of decision, orders in council for one-time schedules, presentation notes, and PAC submission documentation [executive summaries, Hansard excerpts, resolutions, and related documentation])

Key to *ARCS/ORCS* Codes and Acronyms

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

12830	SCHEDULE AUTHORIZATION	A	SA	FD

(supersedes secondary 12830-06 Orders in council for one-time schedules)

RETENTION STATEMENT
The government archives will fully retain the Public Documents Committee Secretary files because they document the workings of a statutory committee and its submissions to a legislative committee, as well as the approval process for government records disposition schedules.

SO: when meeting is concluded/record of decision is signed off, follow-up actions are completed, and when no longer needed for reference or accountability purposes

7y: when meeting is concluded/record of decision is signed off, follow-up actions are completed, and when no longer needed for reference or accountability purposes.

-09	**Register of Administrative Amendments**	SO	nil	DE

(arrange by schedule number, then by date)
(covers copies of ARS 636 [administrative amendment approval] forms and associated documentation)

RETENTION STATEMENT
Destroy when the function of making administrative amendments to approved schedules is discontinued, and when no longer needed for reference purposes.

SO: when the function of making administrative amendments to approved schedules is discontinued, and when no longer needed for reference purposes

NOTE: Administrative amendments are amendments to approved schedules that do not require formal approval, but do require endorsement under an approved policy. The original documentation of these amendments is filed on the relevant 12830-20 Schedule authorization case file.

-15	**ARIS schedule tracking data**	SO	nil	DE

(covers schedule tracking data on the Archives and Records Information System [ARIS] that documents the review/approval status of records schedule)
(partially supersedes secondary 11000-20 ARIS data)

RETENTION STATEMENT

Key to *ARCS/ORCS* Codes and Acronyms

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

12830	SCHEDULE AUTHORIZATION	A	SA	FD

Destroy when ARIS is no longer needed to track records schedules, and when reports that capture the accumulated information about records schedules have been created and filed under secondary 11000-05.

SO: when ARIS is no longer needed to track records schedules, and when reports that capture the accumulated information about records schedules have been created and filed under secondary 11000-05

DE: These records can be destroyed when no longer needed because the key information is captured in reports to be retained under the SR criteria of secondary 11000-05.

	-19	**Legacy schedule tracking registers (closed secondary)**	SO	nil	FR

(covers the black and red bound volumes known as the Document Disposal Application Register and the Register for Establishment of Retention and Disposal Schedules for Operational Records; see Appendix E for further information)

RETENTION STATEMENT
The government archives will fully retain legacy schedule tracking registers because they document the records scheduling process, whereby decisions were made about the retention and disposition of government records, in the early days of the BC Government's formal records management program (1984-1991).

SO: when no longer needed to verify information about preARIS records schedules

VR	**-20**	**Schedule authorization files**	SO+5y	nil	FR

(arrange by schedule number)
(covers the Records Retention and Disposition Authority [ARS 008] forms and attachments)
(includes correspondence, forms, draft schedules, and draft integrated classification and scheduling systems)
(supersedes secondaries 12830-03 Schedule application files and 12830-05 Superseded government-wide records schedules)

RETENTION STATEMENT
The government archives will fully retain schedule authorization case files because they document decisions made about the retention and disposition of government records, and the reasoning behind these decisions. For one-

Key to *ARCS/ORCS* Codes and Acronyms

			A	SA	FD
12830	**SCHEDULE AUTHORIZATION**				

time schedules covering records appraised for archival retention, these records also provide valuable information about archival holdings.

SO: upon cancellation of a schedule and when no longer needed for reference to records that have not reached final disposition

NOTE: See Appendix E: Records History for notes on the history and contents of this file series, as well as its relationship with current secondary 12410-20 and historic secondaries 12830-03 and 12410-02.

END OF PRIMARY

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

RECORDS MANAGEMENT SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

SYSTEMS SECTION TABLE OF CONTENTS

Key to *ARCS/ORCS* Codes and Acronyms

SYSTEM SECTION

ARCHIVES AND RECORDS INFORMATION SYSTEM (ARIS)

SYSTEM OVERVIEW

Creating Agency
Ministry of Technology, Innovation and Citizens' Services
Information Access Operations
Government Records Service (GRS)

Date of System Description
2014/04/10

Purpose
ARIS is a database that helps manage government's semi-active records and archival holdings, as well as the records scheduling process. It is used to do the following specific tasks:

- register and track location and status of records in off-site storage (registered records are known as "accessions")
- register and track the application of records retention schedules to accessioned records (known as the "ARS 617 process"; completion of the process involves generating the ARS 130 report)
- track records custody and control (i.e., offices that are "current legal custodians" and people authorized to retrieve records from an accession – "access authorizations")
- maintain a comprehensive organization chart of government over time (the ARIS Indented Org Chart Name Authority)
- perform archival appraisal and selection of records (converting "SR" records to "DE" or "FR" status)
- track the development and approval of records schedules
- issue notifications to clients of records disposition and destruction processing (60-day notices)
- track transfer of records to the government archives
- index accession and schedule case files
- provide reports to track, measure, and plan operational work
- respond to reference requests about holdings of the government archives

Information Content
ARIS maintains information about the context in which records are created, used, and transferred to the government archives or otherwise disposed of. Specifically, ARIS contains information relating to the accessioning, archival appraisal and selection, acquisition, storage, final disposition, and description of records. ARIS also documents the government offices that have legal custody of records and access rights to them, and contains a detailed history of government organizational changes since 1 April 1991, with ministry level changes documented from 1871.1 The ARIS name authority preserves information about the context in which records were created, used, and disposed of.

RECORDS

Key to *ARCS/ORCS* Codes and Acronyms

The central records services agency enters data about records into ARIS based on documentation supplied by records officers and their teams at the time of transfer to storage. Each records transfer is linked to an "accession" number that is used to register and track the records. Using ARIS, the central agency arranges for the records to be picked up and delivered to off-site storage, and manages the accession throughout its time there. Managing off-site records involves updating access authorizations and documenting changes to the ownership (i.e., legal custodian changes) or to the content of the accession.

While records are active or semi-active, they remain in the legal custody and control of the ministry or agency designated as the "current legal custodian" (the creator of the records and its successors). The legal custodian retains responsibility for the records, including authorizations for access, until records are transferred to the custody of the government archives or destroyed. The ARIS Indented Org Chart Name Authority (among other functions) tracks the creators and legal custodians of these records. Name headings are established on ARIS for records creators, transferring agents, current legal custodians, and prior legal custodians, based on information provided by Records Officers and ministry/agency staff.

SCHEDULES AND SCHEDULE APPLICATION

ARIS is used to index and track the status of each retention and disposition schedule as it is developed, reviewed, endorsed, and approved, based on information from schedule authorization case files (secondary 12830-20). ARIS is used to index, track, and apply approved schedules to specific records accessions and management units, based on information on forms and attachments submitted by records officers (ARS 617 forms). ARIS issues client authority to apply schedule reports (ARS 130), and when the records are ready for disposition, also issues a 60-day notice (ARS 196). (Original ARS 617 forms and ARS 130 reports are filed on the master accession case files [secondary 12410-20], and the ARS 196 forms are filed separately [secondary 12430-03].)

OTHER REPORTS

ARIS is used to produce regular and ad-hoc reports for purposes of measuring productivity, planning projects, and assisting with a wide range of work, including reports that provide statistical and detailed information about the following for specified records creators, time ranges, etc.: accessions, applications/schedules, processing backlogs, location of records, transfer of boxes to and from storage facilities, storage chargebacks, disposition status, indented org chart name authorities.

Historical Note
ARIS was developed in 1991 as an in-house system for the former BC Archives and Records Service. Originally a Wang system, ARIS was moved to Oracle in 1999. In 2003 the organization was divided; since that time ARIS has been managed by the central records services agency, although the BC Archives (now part of the Royal British Columbia Museum [RBCM]) has continued to have access to information about archival holdings, and has retained authorization to document certain functions on ARIS. The ARIS information relevant to BC Archives was copied into RBCM's Mammoth System in 2009, however the BC Archives still uses ARIS.

Key to *ARCS/ORCS* Codes and Acronyms

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

ARIS SYSTEM OVERVIEW

DATA RETENTION PLAN

Data Description	Data Retention Period
ARIS records control data Classification 12400-15	Destroy when the functions ARIS supports are no longer performed by the provincial government, and when reports that capture the information about records creators (i.e., the name authority table) and accessions (i.e., the maintain existing management units table) have been created and filed under secondary 11000-05.
ARIS schedule tracking data Classification 12830-15	Destroy when ARIS is no longer needed to track records schedules, and when reports that capture the accumulated information about records schedules have been created and filed under secondary 11000-05.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

CORPORATE RECORDS MANAGEMENT SYSTEM (CRMS)

SYSTEM OVERVIEW

Creating Agency
Ministry of Technology, Innovation and Citizens' Services
Information Access Operations
Government Records Service (GRS)

Date of System Description
2014/04/10

Purpose
This system is designed to assist government records officers in managing physical records throughout their lifecycle; that is, it is used to manage the inventory, classification, search, labeling, retention and disposition of physical files.

Information Content
CRMS maintains inventory, classification, and scheduling information about physical (i.e., paper) files records created and used by the offices that use it. It documents and manages records at the folder/file level, that is to say, it does not contain metadata about individual paper documents.

Inputs, Processes, and Outputs
CRMS is used to:

- Create and classify folders; volumes
- Add volumes to indicate additional physical folders
- Print file labels
- Print reports – for example, file lists, disposition pick lists, and lists of records subject to retention changes resulting from amendments
- Search for records – basic and advanced searches
- Charge records out and in
- Process records – including bulk updates ("rollover" processing), disposition processing (to prepare for transfer to storage or onsite destruction)

Historical Note
CRMS was designed for use within ministries, and originally was not the responsibility of a central agency; rather, it was managed by a user group with representatives from each participating ministry. When the records officer teams were centralized in 2009, CRMS business support became the responsibility of the central records services agency.

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

CRMS SYSTEM OVERVIEW

DATA RETENTION PLAN

Data Description	Data Retention Period
Enterprise system metadata Classification 12400-06	The government archives will retain the enterprise systems metadata for records identified for transfer to the archives (i.e., FR records and SR records that have been selected by an archivist). This metadata is needed as a search tool, as well as to provide contextual information about those records.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

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

ENTERPRISE DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS TRIM)

SYSTEM OVERVIEW

Creating Agency
Ministry of Technology, Innovation and Citizens' Services
Information Access Operations
Government Records Service (GRS)

Date of System Description
2014/04/10

Purpose
EDRMS TRIM is the BC Government standard system for storing and managing electronic and paper files throughout their life cycle, from creation to disposition. TRIM (Total Records and Information Management) is an integrated Enterprise Document and Records Management System (EDRMS) that provides a secure repository for access, retrieval and management of electronic documents in many file formats and also tracks and manages metadata about physical records.

The central records services agency is responsible for the business processes associated with TRIM including security, and partners with government information technology program staff to ensure the system is maintained and updated according to user needs.

Information Content
EDRMS TRIM contains electronic files and documents and maintains metadata that is used to classify, schedule, and inventory both physical and electronic government records (i.e., records management metadata). It manages a broad range of data relating to the records e.g., classifications, retention schedules, titles, opened and closed dates, records creators, system users, locations, access and security restrictions and final disposition.

Inputs, Processes, and Outputs
Government employees in offices that have implemented EDRMS TRIM use it to file and retrieve electronic records and manages metadata about both electronic and physical files. Physical records may be managed at the file and/or item level.

Depending on user authorizations, documents and files can be viewed, revised, declared final, moved, printed, sent as email attachments and disposition processes applied. A variety of reports are generated to assist with managing the records, including file lists identifying records ready for disposition. TRIM also generates file labels for paper files.

The central records services agency is responsible for managing implementation projects throughout government, providing Helpdesk support, maintaining the standard TRIM configuration for each office and maintaining ARCS/ORCS information in the classification table.

Historical Note
In June 2003 the Government Chief Information Officer designated HP TRIM (Total Records and Information Management) software as the government standard and established a goal to implement TRIM across government. TRIM supports paper file management functions previously provided by the

Key to *ARCS/ORCS* Codes and Acronyms

legacy physical records management systems, Quartech Records Management System (QRMS) and Corporate Records Management System (CRMS).

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

EDRMS TRIM SYSTEM OVERVIEW

DATA RETENTION PLAN

Data Description	Data Retention Period
Enterprise system metadata Classification 12400-06	The government archives will retain the enterprise systems metadata for records identified for transfer to the archives (i.e., FR records and SR records that have been selected by an archivist). This metadata is needed as a search tool, as well as to provide contextual information about those records.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

RECORDS MANAGEMENT WEB SITE

WEB SITE OVERVIEW

Web Site URL
http://www.gov.bc.ca/citz/iao/records_mgmt/index.html

Name of Creating Agency
Ministry of Technology, Innovation and Citizens' Services
Information Access Operations
Government Records Service (GRS)

Purpose
The purpose of this internet web site is to provide internet access to government records management resources. The main intended audience is the BC Government records management community, but the site is also designed to provide information to all government staff and the records management community outside government.

Information Content
The web site contains government records management policy, procedures, guidelines, and standards, approved records schedules, training resources, and other records management resource material.

Web Site Features
This web site is maintained and updated by staff with the relevant expertise as and when appropriate. Features include:

- HTML version of the *Administrative Records Classification System* (*ARCS*), known as *ARCS Online*: the standard classification system and records retention and disposition schedule for administrative records of the BC Government
- PDF versions of *Operational Records Classification Systems* (*ORCS*; these classify, schedule and describe records reflecting BC Government's operational functions and programs), Special Schedules (covering broad categories of records used government-wide), and other ongoing records schedules
- Recorded Information Management (RIM) Manual: policies and associated guides governing records management in the BC Government, as well as the RIM Glossary, which provides definitions of BC Government records management terms searchable alphabetically
- Web pages describing records management programs and systems (including EDRMS TRIM), providing contact information, forms, links, training materials, and other relevant documentation

Historical Note
This web site was established in 2000, as a subsidiary web site under the site for the branch responsible for central records management in the BC Government. As a result, the url is subject to change as reorganizations occur. Some related information is provided on the branch intranet site (e.g., e-forms) and SharePoint sites (e.g, internal procedures), but these are not available to all clients.

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

RECORDS MANAGEMENT WEB SITE OVERVIEW

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering the official file copies of 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 Site					
REMS	11000-25	Records Management web site	SO	nil	DE
Records on the Web Site					
ARCS	100-05	Lists, registers and spreadsheets *(covers Approved ORCS list, Records Officer listing,and portfolio assignments)*	SO	nil	DE
ARCS	1735-05	Training packages	SO	2y	SR
REMS	11370-00	Policy – final	SO+5y	nil	SR
REMS	12760-10	*ORCS* and ORS master copies (published versions)	SO	nil	FR
REMS	12830-07	Public Documents Committee Secretary files	SO+7y	nil	FR
REMS	12830-20	Schedule authorization case files	SO+5y	nil	FR
Other Related Records					
ARCS	340-40	Web site maintenance files	SO	nil	DE
ARCS	6820-05	Backup data	SO	nil	DE
ARCS Section 6	*see appropriate secondaries*	INFORMATION TECHNOLOGY			

Schedule Code Key: *ARCS = Administrative Records Classification System,* schedule 100000
                         REMS = Records Management Services ORCS, schedule 881148

END OF WEB SITE OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

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

RECORDS MANAGEMENT WEB SITE OVERVIEW

DATA RETENTION PLAN

Data Description	Data Retention Period
11000-25 Classification Records Management web site	Destroy when the web site is updated, redesigned or closed, and when any web pages that contain unique descriptive information about organizational history have been filed under *ARCS* secondary 105-02 Organization charts and organization histories.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

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

This concordance table is intended as a general guide for transition between this *ORCS* and the superseded *Archives and Records (ARCH) ORCS* (schedule 881148; note that this schedule is still used by the Royal BC Museum [RBCM])*.* The new classifications and retentions will be applied to all relevant digital and physical operational records, both in the office and in storage. See other appendices for further information and guidance.

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
Title	RECORDS MANAGEMENT SERVICES (REMS) ORCS	Title changed to reflect changed functions; formerly ARCHIVES AND RECORDS SERVICES (ARCH) ORCS, which was split between BC Archives (Royal BC Museum) and Government Records Service (Information Access Operations). See *Archives and Records Services ORCS*.	n/a
OPRs throughout	Government Records Service (GRS)	GRS appears as the OPR for every primary, and no exceptions have been made for specific secondaries. The central records management services agency uses central filing for both physical and digital records (EDRMS TRIM).	n/a
Descriptive wording throughout	Titles, scope notes, cross references, qualifiers, and explanatory notes throughout	Updated to reflect changed functions, activities, and records. In the interests of efficiency, the changes listed below reflect only the structural and retention changes.	n/a
-00 throughout	Policy and procedures	Removed except in primary 11370 (policy development primary) – one default location instead of reserved secondaries	n/a
-01	General	Retention changed to be consistent with new standards (see approved formats) and because this is an adequate retention.	CY+1y nil DE (was CY+2y nil DE)

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

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
Many secondaries	Secondaries with semi-active (SA) retentions that were not nil	In most cases, the semi-active retention period has been changed to nil and the time records would have been stored offsite has been transferred to the active period, in acknowledgement of the fact that they are maintained with active records in EDRMS TRIM.	
11000	RECORDS MANAGEMENT SERVICES – GENERAL	Title changed from ARCHIVES AND RECORDS – GENERAL. Scope note updated to reflect current functions. Note that the previous version mentions responsibility for policy governing security and accessibility, but these have been removed as they are really the responsibility of other agencies. Because there are no primaries focused on EDRMS or RO team work, a NOTE about routine system reports and several cross references have been added to help people working with these records.	
11000-02	Archives and records – other jurisdictions	Removed. Use instead primary 11860 (if advisory) or secondary 11370-07 (if related to policy research).	
11000-03	Archival documentation inventory (ADI)	Removed. Relates to BC Archives functions. See *Archives and Records Services ORCS*. For a reference copy, see ARCS 358-20.	
11000-05	Records management services reports - final	Revised title (formerly Archives and records reports and studies). Longer retention schedule to accommodate reference needs. Revised SR note.	SO+10y nil SR (was SO+5y 5y SR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
11000-20 (old)	Archives and Records Information System (ARIS)	Superseded. ARIS is scheduled in the Systems Section; ARIS data is scheduled under 12400-15 and 12830-15.	
11000-20 (new)	Records management services projects and plans	New secondary. Supersedes and merges the following: • 11000-30 National and international projects (SO nil SR) • 11860-02 Ministry/agency RM plans and projects (CY+2y nil FR) • 11860-10 Cross-govt RM projects Also covers records formerly filed under the following: • *ARCS* 400-20 and -40 • *ARCS* 420-35 RM plans (SO 2y DE) • *ARCS* 420-40 RM projects (SO 2y DE) • *ARCS* 430-50 Records schedule implementation files (SO 2y DE) Allows for preservation of significant files from all categories.	SO+5y nil SR
11000-23	Grant applications submitted by BC Archives	Removed. Relates to BC Archives functions. See *Archives and Records Services ORCS*.	
11000-25	Records management web site	Revised title to better reflect function: was Corporate Records Management web site. Retention schedule changed. Determined that all web pages are now classified and scheduled elsewhere. Added notes here and elsewhere as appropriate to ensure this – see revised SO note and explanatory NOTE, as well as the new DE note.	SO nil DE (was SO nil SR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
11000-30	National/International project case files	Removed. Superseded by 11000-20. Was SO nil SR.	
11370	RECORDS MANAGEMENT SERVICES – POLICY DEVELOPMENT	Title changed from ARCHIVES AND RECORDS MANAGEMENT POLICY DEVELOPMENT.	
11370-00	Policy – final	This is now the only -00 in the entire *ORCS*; formerly every primary had one. It encompasses all internal and corporate policy, so also covers formerly secondary 11370-03. Retention schedule changed. New SR criteria ensure that a comprehensive version will be periodically retained rather than a piecemeal version exhaustively retained. New SO trigger ensures that the SO will allow files to be active as long as needed.	SO+5y nil SR (was SO+5y nil FR)
11370-03	Corporate policy	Superseded: merged into 11370-00. Retention changed to be consistent with other approved policies.	
11370-05	Policy registers	Final disposition has changed because registers are a necessary index to policies, when transferred to government archives.	SO nil SR (was SO nil DE)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
11370-07	Policy research files	New: moved from 12000-07 – primary discontinued. New title; formerly called IM research files. New retention as former SO was hard to define, and after 6y the information is too out of date to be useful. Note that it is not practical to classify these with other reference material/topical files as they are specialized and difficult to differentiate in TRIM.	CY+5y nil DE (was SO nil DE)
11370-09	Routine procedures, checklists, and tools	New secondary. Initial draft appeared in TRIM as 12410-09 Records processing tools. More inclusive under this primary.	SO nil DE
11370-20	Policy development case files	Title changed from Corporate policy development files to reflect the fact that internal policy was merged into this (formerly 11370-30). Disposition changed to be consistent with new standards and because it is adequate to retain final versions of policies.	SO+5y nil DE (was SO+5y nil SR)
11370-30	Internal policy development case files	Superseded: merged into 11370-20 to be consistent with new standards.	
11370-40	Documentation standards development files	Superseded: merged into 11370-20. Note that this secondary was little used, and final standards are fully retained under 11370-00 Policy – final.	
11860	RECORDS MANAGEMENT SERVICES – LIAISON AND ADVICE	Primary title and several secondary titles changed; formerly called Client Advisory Services. Scope note updated.	
11860-02	Client records management plans	Superseded: merged into new secondary 11000-20. Final disposition changed as many of these projects may be repetitive and routine.	

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
11860-03	Client records management projects	Superseded: merged into new secondary 11000-20.	
11860-04	Records officer listing	Removed. Use new *ARCS* secondary 100-05 Lists, registers and spreadsheets instead.	
11860-05	Enterprise systems liaison – routine communications files	New secondary. EDRMS TRIM helpdesk team formerly used *ARCS* 195-45 BC central agency circulars/directives/manuals and ARCS 420-06 Records management service requests (both SO nil DE). Note that this is a high-volume secondary and the arrangement may change if a ticketing system is introduced.	CY+1y nil DE
11860-08	Ministry support service requests and responses	New secondary. Covers records formerly classified under *ARCS* 420-06 Records management service requests (SO nil DE).	CY+1y nil DE
11860-10	Cross-government records management projects	Superseded: merged into 11000-20 (although some files may more appropriately be reclassified to the new 11860-12). Was SO nil SR.	
11860-12	Preservation/conservation advisory reference files	New secondary. Supersedes 14000-20 Preservation/conservation advisory case files (part of Section 4). Giving advice about such matters is now the default responsibility of the central government agency responsible for records management. Retention was SO nil SR but this represented professional conservator advice.	SO nil DE

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
11860-14	Records management program reviews	New secondary. Note that RO Teams were using ARCS 400-50 Management review/evaluation of internal programs (SO 2y DE) for these records.	CY+10y nil DE
11860-20	Scheduling, policy, and BPS routine advice case files	Title changed to reflect broader usage: formerly was Client routine liaison case files. Retention lengthened to reflect staff needs.	CY+2y nil DE (was CY+1y nil DE)
11860-30	Significant advisory issues case files	Title changed to reflect broader usage: formerly was Client significant issues case files. Retention lengthened to reflect staff needs.	SO+5y nil SR (was SO nil SR)
11860-40	Records management program reports	Superseded: merged into 11000-20. Was SO+5y 5y FR. Note that this also relates to new secondary 11860-14.	
11900, 11920, 11950	Community Archives primary block	Deleted. These primaries relate to the defunct community grants program, a BC Archives function. See *Archives and Records Services ORCS*.	
12000	ELECTRONIC INFORMATION MANAGEMENT (IM) RESEARCH	Primary deleted: superseded by primary 11000. The three secondaries have been moved elsewhere, as noted below.	
12000-03	Electronic IM reports and studies	Superseded: merged into 11000-05 Records management services reports - final.	

Key to *ARCS/ORCS* Codes and Acronyms

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12000-05	Electronic IM report development files	Superseded: merged into 11000-20 Records management services projects and plans.	
12000-07	Electronic IM research files	Superseded: moved to 11370-07 and renamed Policy research files.	
Section 2	RECORDS CONTROL	Merged section with Section 1. However there is a Records Control primary block so the general primary remains.	n/a
12400	RECORDS CONTROL - GENERAL	Scope note and cross-references updated.	
12400-04	Chargeback of records centre services	Includes ARS 495 Storage Chargeback reports, NOT invoices as previously stated. Active period changed from FY to CY to be consistent with other records in this ORCS. 7y note updated to reflect operational nature of this secondary.	CY+1y 6y DE (same)
12400-05	Storage chargeback summary report (ARS 508)	Removed. Use appropriate special schedule (Transitory Records Schedule or Redundant Source Records Schedule) instead. (Covered ARIS reports printed for records officers.	SO nil DE (same)
12400-06	Enterprise systems metadata	New. Previously unscheduled (reflects EDRMS program instituted since previous amendment).	SO 30y SR
12400-15	ARIS records control data	New. Moved from 11000-20 ARIS (SO nil SR) and merged with 13150-03 ARIS name authority table (SO nil FR). FD changed but info retained under 11000-05 instead (see revised SO note). Note existence of 12830-15 to cover ARIS schedule tracking data.	SO nil DE

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12400-20	Records storage facility contract files	Superseded: moved to become 12450-20 as this primary is a more logical fit – concerns records storage. Schedule unchanged.	
12400-25	ARIS name authority update documentation	New. Supersedes and merges former 13150-20 (Name authority reports) and -50 (Name authority worksheets). New retention reflects office needs.	CY+1y nil DE (both were SO nil DE)
12400-40	Legacy micrographic and imaging project files (closed secondary)	New. Supersedes and merges former secondaries 13770-20 Micrographic project files and -30 Electronic imaging project files. New title reflects both and designates the series as closed. This secondary also covers rejected microforms previously scheduled as SO nil DE under ongoing records schedule 103465.	SO+1y nil SR (both were SO+1y nil DE)
12410	RECORDS CONTROL – ACCESSIONING	Previous title: Accession Control (not part of a primary block). Scope note updated.	
12410-02	Accession files	Superseded: reclassified to 12410-20 as it is a case file series.	
12410-03	Access authorization update documentation	Title changed from "Access authorizations" to reflect actual records.	CY+1y nil DE (same)
12410-04	Legacy Records Centre Services accession registers (closed secondary)	Title changed to add "(closed secondary)" wording. SO note updated.	SO nil FR (same)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12410-06	Ongoing accession number (OAN) assignment log	Removed; use instead new *ARCS* 100-05 (was CY+1y nil DE, now SO nil DE). Different retention is preferable as CY+1y active period was proving problematic, this being a cumulative log. All the information is also available on ARIS, this is simply a work aid.	
12410-07	Legacy photograph register	Removed. Secondary removed as records belong to BC Archives. See *Archives and Records Services ORCS*.	n/a
12410-08	Records transfer reports	Retention changed to reflect actual practice and to be more cost-effective.	CY+1y nil DE (was SO 6m DE)
12410-09	Records processing tools	Moved: this draft secondary was entered in TRIM but has moved to 11370-09 and renamed Routine procedures, checklists and tools.	
12410-10	Records of undetermined origin: disposition	Moved: this draft secondary was entered in TRIM but has moved to 12430-10.	
12410-20	Master accession case files	Moved: secondary formerly classified as 12410-02 but moved because it is a case file series. Name updated (to add the word "Master"). Also expanded to include documentation of the application of approved schedules to the records covered by the accessions; prior to 2008, this documentation was filed under 12830-03, to reflect actual work processes and file functions. FD changed as accountability is adequately managed with the revised SO note, now covers a 30y retention after transfers complete to allow for accountability. SR note replaces former FR note.	SO nil SR (was SO nil FR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12410-30	Legacy accession files – all media	Removed. The records belong to BC Archives and are covered by the *Archives and Records Services ORCS*.	
12410-44	Ministry support accession case files	New. Covers function formerly classified under ARCS 432-20. New SO trigger note. Unusual secondary number provided to help avoid misfiles.	SO nil DE (same)
12430	RECORDS CONTROL – DISPOSITION	Previous title was DISPOSITION CONTROL (not part of a primary block). Scope note revised.	
12430-02	Disposition status reports	Removed: use Transitory Records Schedule instead – these are transitory ARIS reports. Was SO nil DE but not routinely filed once initially run. See NOTE under 12400 scope note.	
12430-03	60-day notices of final disposition – batch files	New: required to reflect new filing practices. These are maintained for reference purposes to track the fact that the notices have been issued.	CY+30y nil DE
12430-06	Legacy Records Centre Services disposition register (closed secondary)	Title changed to add "(closed secondary)" wording. SO note updated.	SO nil FR (same)
12430-07	Records destruction authorizations	Moved to -25 and name changed to reflect the fact that these records are case files. Retention schedule also updated.	CY+30y nil DE (was FY+1y 5y DE)
12430-08	Records destruction project tracking logs	New. Retention matches authorization documentation.	CY+30y nil DE

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12430-10	Records of undetermined origin – disposition documentation	New: covers documentation of decisions about government records not accessioned in ARIS. Draft secondary was originally classified as 12410-10 and draft retention was originally CY+1y 4y FR but changed to be consistent with other destruction records.	CY+30y nil SR
12430-20	Unauthorized destruction or alienation case files	Title changed from Unauthorized shredding, destruction or alienation. Retention schedule changed to be consistent with other secondaries in the primary.	CY+30y nil FR (was CY+1y 4y FR)
12430-25	Records destruction authorization case files	New: supersedes former secondary 12430-07 Records destruction authorizations and also covers records formerly classified under *ARCS* secondary 432-30 Destruction case files. Retention schedule aligns with other secondaries relating to disposition (entire primary).	CY+30y nil DE (was FY+1y 5y DE / SO+1y 5y FR)
12430-35	Ongoing disposition authorization case files	New secondary requested by the MROs. Reflects new records authorizations that result from approval of the Redundant Source Records Special Schedule and logical disposition practices for electronic data.	SO+30y nil FR
12450	RECORDS CONTROL – STORAGE AND RETRIEVAL	New primary that encompasses functions previously covered by superseded primaries 12570, 12630, and 12670, as well as 14435.	
12450-08	Legacy microfilm registers and lists (closed secondary)	New: moved from former 14435-30, but that primary has been removed from the *ORCS*. . Title updated to add "closed secondary" phrase. Final disposition changed as the new SO note ensures that records are retained as long as needed.	SO nil DE (was SO nil SR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12450-10	Microfilm vault indexes	New: moved and merged. Combines former 12630-02 (same title and schedule) and 14435-05 (Microfilm conversion list, formerly SO nil FR), but those primaries have been deleted. Final disposition changed because the information in them is recorded elsewhere.	SO+1y nil DE (was SO+1y nil FR)
12450-12	Retrieval reports and logs	New. Encompasses Out on Retrieval report managed by RCS on K drive, as well as the microfilm vault retrieval log (formerly covered by 12630-05). Contains routine information useful for short-term accountability purposes. Needed for reference at least 3y, is 5y to be consistent with other secondaries.	CY+5y nil DE
12450-20	Records storage facility case files	New: moved from 12400-20 as this is a more logical location. Note that some relevant documentation has been filed elsewhere over time and, if discovered, should be reclassified or cross-referenced to this secondary. For example, *ARCS* 470-08 Security incident and loss reporting has been used sometimes. Title changed from Records storage facility contract files to better reflect the records. Note that original contracts are classified in *ARCS* and held by the relevant finance office, which varies over time.	SO 7y SR (same)
12490	FACILITIES AND SERVICES	Primary deleted. All secondaries cover reference materials and transitory records; use instead *ARCS* 358-20 Library/reference materials (for -03 BC Buildings Corporation recycling services and -04 Destruction and storage facilities and services), or Transitory Records Schedule (for -05 Location reports [ARS 450], -06 Proposed pick-up reports [ARS 453], and -07 Storage location reports [ARS 456]).	

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12520	LOCATION CONTROL	Primary deleted. Covers a BC Archives function. See *Archives and Records Services ORCS*.	
12570	RETRIEVAL CONTROL – GENERAL	Primary deleted. Merged into 12450.	
12600	RETRIEVAL CONTROL – ELECTRONIC ARCHIVES STORAGE	Primary deleted. Covers a BC Archives function. See *Archives and Records Services ORCS*.	
12630	RETRIEVAL CONTROL	Primary deleted. Merged mainly into 12450. See notes below.	
12630-02	Microfilm vault indexes	Superseded: moved to 12450-10. Final disposition changed because the information is in the indexes is recorded elsewhere (see SO note).	
12630-05	Microfilm vault retrieval form	Removed. Use Transitory Records Schedule instead. Also see new secondary 12450-12 Retrieval reports and logs for the microfilm vault retrieval log, which tracks this info.	
12630-06	Microfilm vault projects and plans	Removed. Superseded by 11000-20. Note qualifier wording that explicitly includes these.	
12670	RETRIEVAL CONTROL – STORAGE FACILITY	Primary deleted: merged into 12450.	
12670-06	Retrieval and return request forms	Removed. These forms are now filed on the appropriate accession files under primary 12410.	

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12670-07	Way bills for box retrieval and return	Removed: use *ARCS* 432-02 instead (also for the retrieval log). Retention changed because 2y allows sufficient time to reconcile documentation with annual Out on Retrieval Report, and determine whether any "missing" boxes were actually retrieved and returned.	CY+1y nil DE (was CY+1y 8y DE)
12700	CLASSIFICATION AND SCHEDULE DESIGN – GENERAL	Primary deleted. Merged into 12760.	
12720	SCHEDULE DEVELOPMENT AND REVIEW – *ARCS*	Primary deleted. Merged into 12760. See notes below re. specific secondaries.	
12720-02	*ARCS* Review Committee decision records	Superseded: moved to become 12760-02 ARCS Review Committee recommendation records (closed). Decisions are adequately documented in the approved *ARCS* (see DE statement).	SO 10y DE (was SO 7y FR)
12720-03	*ARCS* amendment request tracking list	Deleted. Use new *ARCS* 100-05 instead – covers all SO nil DE lists. Cross reference has been added.	SO nil DE (same)
12720-05	*ARCS Online* maintenance files	Deleted. Use *ARCS* 340-40 Web site maintenance files instead.	SO nil DE (same)
12720-20	*ARCS* amendment packages	Superseded: merged into 12760-20 *ORCS*/ORS development case files. Amendments are adequately documented in amendment summary documentation and in the published version of ARCS, both of which are retained under 12760-10 ORCS and ORS master copies (published versions).	SO+5y nil DE (was SO 5y FR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12720-30	*ARCS* development and amendment files	Superseded: merged into new secondary 12760-20 ORCS/ORS development case files when primary was merged.	SO+5y nil DE (was SO 5y DE)
12760	SCHEDULE DEVELOPMENT, REVIEW, AND APPRAISAL	Title changed to better reflect the function and current terminology, as well as the fact that the entire primary block has been merged into this primary. Formerly CLASSIFICATION AND SCHEDULE DESIGN – *ORCS*. Scope note updated.	
12760-02	*ARCS* Review Committee recommendation records (closed secondary)	New: moved from 12720-02 as the primaries were merged. Title changed from *ARCS* Review Committee decision records to better reflect the function, and the fact that future *ARCS* review committee records should be filed in *ARCS* as committee files. Final disposition changed as it has been determined that retaining the final schedules is adequate (see DE statement).	CY+5y nil DE (was SO+5y nil FR)
12760-10	*ORCS* and ORS master copies (published versions)	New: supersedes use of secondary *ARCS* 312-20 Ministry/agency publication development files (was SR prior to 2011, now DE) and also covers published versions of *ARCS* and ARCS amendment summaries (previously unclassified), as well as final versions of special schedules (previously covered by primary 12790). Note that a draft version of this secondary was previously classified under 12830-10.	SO nil FR (was SO+1y 5y DE / SO 5y FR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12760-20	*ORCS*/ORS development case files	Title changed from "*ORCS* development, review and amendment files", however *ORCS* development process was actually classified under *ARCS* 430-30 and this covered only the review process; also, this now encompasses development of *ARCS* and special schedules (merging 12720-30 and 12790-20 here as well). Reflects centralization and altered work processes. Final disposition changed because schedules are adequately documented elsewhere (see DE statement).	SO+5y nil DE (was SO 5y FR)
12760-30	Documentation of retained system files	Deleted: use *ARCS* 6450-80 "IT application/system documentation – final versions" instead. Classify any copies of such documentation acquired for reference purposes in the process of transferring records under *ARCS* 358-20 (transfer to BC Archives if appropriate when no longer needed, like other library materials). Note that *ARCS* amendment going forward at same time as this *ORCS* provides SR criteria to ensure these records can be captured there.	SO 2y SR (was SO nil FR)
12790	CLASSIFICATION AND SCHEDULE DESIGN – SPECIAL SCHEDULES	Deleted primary: merged into primary 12760. See note below re. only secondary (-20).	
12790-20	Special schedule development files	Removed: merged into 12760-20 *ORCS*/ORS development case files. New final disposition reflects the fact that schedules are adequately documented elsewhere (see DE note).	
12800	APPRAISAL AND ACQUISITION – GENERAL	Deleted primary: merged into primary 12760. See notes below re. secondaries.	

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12800-02	Unprocessed records status reports	Removed: use Transitory Records Schedule instead.	SO nil DE (same)
12800-10	Appraisal and selection projects	Removed: merged into 11000-20 Records management services projects and plans. Selection criteria allow for retention of significant project files.	
12830	SCHEDULE AUTHORIZATION	New title that more accurately reflects the functions of the records covered. Previously APPRAISAL AND ACQUISITION – SCHEDULE AUTHORIZATION. Primary now covers entire former primary block.	
12830-02	ARIS schedule and application reports	Removed: use Transitory Records Schedule instead.	SO nil DE (same)
12830-03	Schedule application files	Removed: classify records as appropriate under the following secondaries: 1. 12830-20 Schedule authorization case files – file here documentation relating to authorization of one-time and ongoing records schedules, including *ORCS*, *ARCS*, and special schedules 2. 12410-20 Master accession case files – file here applications to apply approved schedules to specific records that have been accessioned and transferred to offsite storage 3. *Archives and Records Services ORCS* 12830-03 – schedules relating to acquisition of non-government records are held by the BC Archives (Royal BC Museum). See *Archives and Records Services ORCS* (schedule 201300).	
12830-04	Permanent transfer requests	Removed: covers a BC Archives function. See *Archives and Records Services ORCS*.	

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12830-05	Superseded government-wide records schedules	Removed: merged into 12830-20 Schedule authorization case files. No physical or electronic records are listed in TRIM. If located elsewhere, they should be reclassified to 12830-20 and differentiated from active schedules with the term "Superseded" in the title.	
12830-06	Orders in council (OIC) for one-time schedules	Removed: merged into 12830-07 Public Documents Committee Secretary files to reflect actual recordkeeping practices.	
12830-07	Public Documents Committee Secretary files	New title, notes, and retention schedule to better reflect the records (was Public Documents Committee records). 12830-06 was also merged into this secondary (reflected in qualifier).	SO+7y nil FR (was SO 7y FR)
12830-08	Legacy deaccessioned records documentation	Removed: covers a BC Archives function. See *Archives and Records Services ORCS*.	
12830-09	Register of Administrative Amendments	New. Reflects new policy. *ARCS* 100-05 does not apply because special SO trigger applies.	SO nil DE
12830-14	Legacy donor files	Removed: covers a BC Archives function. See *Archives and Records Services ORCS*.	
12830-15	ARIS schedule tracking data	New: became necessary when main ARIS data secondary moved from 11000-20 Archives and Records Information System (ARIS) to 12400-15 ARIS records control data. Final disposition reflects criteria for 11000-05.	SO nil DE (was SO nil SR)
12830-17	Offers of archival donations	Removed: covers a BC Archives function. See *Archives and Records Services ORCS*.	

Key to *ARCS/ORCS* Codes and Acronyms

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
12830-19	Legacy schedule tracking registers (closed secondary)	Title updated to add "(closed secondary)" phrase.	SO nil FR (same)
12830-20	Schedule authorization case files	New: moved from 12830-03 Schedule application files and merged with 12830-05 Superseded government-wide records schedules. Longer retention is required to allow follow-up consultation for reference purposes.	SO+5y nil FR (was SO nil FR)
12900	APPRAISAL AND ACQUISITION – MONETARY EVALUATION	Deleted primary. Covers a BC Archives function. See *Archives and Records Services ORCS*.	
12950	ARCHIVAL HOLDINGS	Deleted primary. Covers a BC Archives function. See *Archives and Records Services ORCS*.	
13000 13010 13150 13200	ARRANGEMENT AND DESCRIPTION	Deleted primary block. Covers mainly BC Archives functions (see *Archives and Records Services ORCS*). ARIS name authority functions formerly covered by 13150 are now covered by 12400-15 (ARIS records control data) and 12400-25 (merges former -20 and -40 name authority update documentation); scope note wording has been moved to ARIS System Overview. ARIS name authority reports formerly covered by 12450-40 (ARS 472) are now considered transitory (see NOTE in 12400 scope note).	
13770	IMAGING PROJECTS	Deleted primary as the function is defunct.	
13770-20	Micrographic project files	Removed: merged into new 12400-40 Legacy micrographic and imaging project files (closed secondary).	SO+1y nil DE (same)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
13770-30	Electronic imaging project files	Removed: merged into new 12400-40 Legacy micrographic and imaging project files (closed secondary).	SO nil SR (was SO+1y nil DE)
13770-35	Imaging issues and projects files	Removed: merged into 11000-20 Records management services projects and plans. Note qualifier wording that explicitly includes these.	SO+5y nil SR (was CY+4y nil SR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
Section 3	PRESERVATION AND CONSERVATION	Section deleted. Mainly covers functions of BC Archives. See *Archives and Records Services ORCS*.	
14435-04	Microfilm output report	Removed: use instead secondary 11000-05 Records management services reports - final.	
14435-05	Microfilm conversion list	Removed: merged into 12450-10 Microfilm vault indexes. Final disposition reflects SO note that requires information to be documented elsewhere.	
14435-20	Filming projects	Removed: merged into 12400-40 Legacy micrographic and imaging project files (closed secondary).	
14435-30	Legacy microfilm registers and lists	Removed: moved to become 12450-08 Legacy microfilm registers and lists (closed secondary).	
14440	MICROGRAPHIC SERVICES – PROCESSING AND INSPECTION	Removed as this function is no longer carried out by the central government agency responsible for records management. All records covered by this primary should already have been destroyed in accordance with *ARCH ORCS*, but if any survive, they can be disposed of using *ARCS* secondary 390-02 Office support services, which among other things covers duplication and reproduction services.	CY+2y nil DE (were all nil DE, various active retentions but all these have expired)
14600-45	Microfilm reel reproduction orders	Removed – use instead *ARCS* 390-02 Office support services – this covers duplication and reproduction services, among other things.	CY+2y nil DE (was CY+3y nil DE)

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

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX A: Concordance Table for *REMS ORCS* and Superseded *ARCH ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
Section 4	PUBLIC PROGRAMS	Section deleted. Mainly covers functions of BC Archives. See *Archives and Records Services ORCS*.	
Systems Section		Complete revision of old Information Systems Overview (ISO) section, complete with a new paginated table of contents, reflecting updated standards. Note that although the new standard requires a simple systems section, there are no simple systems associated with this ORCS.	
	Archives and Records Information System (ARIS) System Overview	Updated description. System and data are now DE on understanding that key data can be retained via reports classified under 11000-05.	SO nil DE (was SO nil SR)
	EDRMS TRIM	New system.	SO nil DE
	CRMS	Legacy system that was not previously the responsibility of the central agency for records management.	SO nil DE
	Records Management Web Site	Updated description. Key documentation is retained under other secondaries. *ARCS Online* is explicitly retained in pdf form under secondary 12760-10.	SO nil DE (was SO nil SR)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD

This table is intended to serve the reference needs of Sector Records Management Services (also known as Records Officer teams) regarding current and past filing locations, as well as where related records held by ministries and agencies may be classified. Please note that the *ARCS* primary/secondary codes relate to the version of ARCS in use before the 2014 amendment merged the Records Management primary block into one primary.

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
420-00	RECORDS MANAGEMENT – GENERAL - Policy and procedures	11370-00 Policy – final	SO+5y nil SR (was SO nil DE)
-01	General *(under all primaries)*	-01 General *(under all primaries)*	CY+1y nil DE (was CY+2y nil DE)
420-06	Records management service requests	11860-08 Ministry support service requests and responses	CY+1y nil DE (was SO nil DE)
420-25	Records management issues	11860-30 Significant advisory issues case files	SO+5y nil SR (was SO 2y DE)
420-35	Records management plans	11000-20 Records management services projects and plans (also covers 420-40, 423-30 and 430-50)	SO+5y nil SR (was SO 2y DE)
420-40	Records management projects	11000-20 Records management services projects and plans (also covers 420-35, 423-30 and 430-50)	SO+5y nil SR (was SO 2y DE)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
423-00	RECORDS MANAGEMENT – FILE SYSTEMS - Policy and procedures	11370-00 Policy – final	SO+5y nil FR (was SO nil DE)
423-03	Current file lists	continue to use *ARCS* 423-03 Current file lists When *ARCS* Amendment 2013 is approved, use: NEW *ARCS* 432-10 File lists and indexes (SO nil DE) File lists and file retrieval indexes are required in order for a ministry to meet legal evidence requirements. Ensure that final versions of file lists are fully retained by placing each one on the appropriate FR case file: • *REMS ORCS* 12410-20 Master accession case files (for records transferred to storage) • *REMS ORCS* 12430-25 Records destruction authorization case files • File retrieval indexes that are needed for retrieval of FR/SR records must also be fully retained, ideally under the relevant *ORCS*.	SO nil DE (same)
423-05	File retrieval indexes	continue to use *ARCS* 423-05 File retrieval indexes When *ARCS* Amendment 2013 is approved, use: NEW *ARCS* 432-10 File lists and indexes (SO nil DE)	SO nil DE (same)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
423-20	Custody management files	RO teams are not responsible for this function. Any advice they provide for ministries should be classified under *REMS ORCS* primary 11860 Liaison and Advice. If party to an agreement, RO teams can use *ARCS* primary 146 Agreement Negotiation and Management. Ministry staff with records management responsibilities should continue to use ARCS 423-20. When *ARCS* Amendment 2013 is approved, they should use: NEW *ARCS* 432-25 Custody management case files	SO nil DE (same)
423-30	Records inventories and retention studies	11000-20 Records management services projects and plans (also covers 420-35, 420-40, and 430-50)	SO+5y nil SR (was SO 2y DE)
430-00	RECORDS MANAGEMENT – SCHEDULE MANAGEMENT – Policy and procedures	11370-00 Policy – final	SO+5y nil FR (was SO nil DE)
430-05	Application/schedule status tracking	When *ARCS* Amendment 2013 is approved, use: NEW *ARCS* 100-05 Lists, spreadsheets and registers	SO nil DE (same)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
430-20	Other schedule consultation files	12760-20 *ORCS*/ORS development case files Note that the *ORCS* Development Team takes responsibility for filing records of consultations in the OPR file. The formal schedule review process is documented under 12830-20.	SO+5y nil DE (was SO+1y nil DE)
430-30	Operational records schedule development/amendment	12760-20 *ORCS*/ORS development case files	SO+5y nil DE (was SO+1y 5y DE)
430-40	Approved records schedules	12760-10 *ORCS* and ORS master copies (published versions)	SO nil FR (was SO+1y nil DE)
430-45	OPR designations/matrices	continue to use *ARCS* 430-45 OPR designations/matrices These are created within offices if needed, not by RO teams. When *ARCS* Amendment 2013 is approved, use: NEW *ARCS* 432-12 OPR designations/matrices	SO nil DE (same)
430-50	Records schedule implementation files	11000-20 Records management services projects and plans (also covers 420-35 and 420-40, and 423-30)	SO+5y nil SR (was SO 2y DE)

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
432-00	RECORDS MANAGEMENT – STORAGE AND FINAL DISPOSITION – Policy and Procedures	11370-00 Policy – final	SO+5y nil FR (was SO nil DE)
432-02	Records storage, retrieval, disposition records	Use Transitory Records Special Schedule 102901 if appropriate, or classify under an advisory file (see primary 11860) or other appropriate secondary in the *ORCS*.	(was SO+2y nil DE)
432-09	Accession register	When *ARCS* Amendment 2013 is approved, use: NEW *ARCS* 100-05 Lists, spreadsheets and registers	SO nil DE (same)
432-20	Accession case files	12410-44 Ministry support accession case files Note: Many of these are organized by program/office name, not accession number. Files date back to 1965. See SO note.	SO nil DE (same)
432-30	Destruction case files	12430-25 Records destruction authorization case files This secondary is used for both onsite destructions (like the old ARCS 432-30) and offsite destructions (managed by RCS). Use 12430-08 for Records destruction project tracking logs.	CY+30y nil DE (was SO+1y 5y FR)

Key to *ARCS/ORCS* Codes and Acronyms

APPENDIX B: Concordance Table for *REMS ORCS* and *ARCS* Records Management Primary Block

Old *ARCS* Primary/ Secondary	Title	Recommended filing locations for equivalent records created and used by Records Officer Teams	New retention A/SA/FD
Other *ARCS/ORCS* files commonly used by RO Teams			
400-50	Management review/ evaluation of internal programs	11860-14 Records management program reviews Needed for RO reviews and evaluations of specific ministry programs – new function (required to perform 3 per year). Longer retention required to allow time for review cycle to be completed (i.e., subsequent review)	CY+10y nil DE (was SO 2y DE)
11860-40	Records management program reports	Use instead, as appropriate: 11000-05 Records management services reports - final 11860-14 Records management program reviews	11000-05: SO+10y nil SR 11860-14: CY+10y nil DE
12430-35	Ongoing disposition authorization case files	File a copy of each ongoing disposition authorization here to avoid the need to sign off ARS 518 forms each time the Redundant Source Records Schedule is applied. Also use this for any other ongoing disposition authorizations. (May also file this documentation as an appendix to the relevant *ORCS*.)	SO+30y nil FR

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX C: EDRMS Team Classifications

Primary/ Secondary	Title (and notes)	Equivalent classification in *ARCH ORCS* or in *ARCS* that may previously have been used	A/SA/FD
11000-05	Records management services reports - final	In future, please file a copy of each final report here.	SO+10y nil SR
11000-20	Records management services projects and plans **It is crucial to use file codes and naming conventions <u>consistently</u> to distinguish records of different teams within Government Records Service (GRS) from one another.**	Use this for files previously classified as follows: 11860-10 Cross-government RM projects (deleted) *ARCS* 420-35 Records management plans *ARCS* 420-40 Records management projects *ARCS* 6450-20 IT projects (*continue to use as appropriate*) For EDRMS TRIM projects, it is also recommended to establish separate files for key documents and main case files. The key documents files can be retained for 5 years after the final project phase is complete, under the SO criteria for this secondary. Main case files can be closed when the project is completed, and disposed of after 2 years.	SO+5y nil SR
11370-00	Policy – final	Use this for all final versions of enterprise systems policy documentation. (Use *ARCS* 6450-80 for system documentation.)	SO+5y nil SR
11370-05	Policy registers	Register any policies you develop here. Note that policies are currently divided between registers for CORP (cross-government / external) and INT (internal) policy documentation.	SO nil SR
11370-09	Routine procedures, checklists and tools	Use for routine procedures; especially applicable to ministry-specific documentation.	SO nil DE

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX C: EDRMS Team Classifications

Primary/ Secondary	Title (and notes)	Equivalent classification in *ARCH ORCS* or in *ARCS* that may previously have been used	A/SA/FD
11370-20	Policy development case files	Use this for development of policies to be classified under 11000-00. (Use *ARCS* 6450-20 for system documentation development.)	SO+5y nil DE
11860-05	Enterprise systems liaison - routine communications files	*ARCS* 195-45 BC central agency circulars/directives/ manuals *ARCS* 420-06 Records Management service requests The records are needed for reference for a limited time, and relate to a central agency function, so belong in the *ORCS*.	CY+1y nil DE (was SO nil DE under both *ARCS* 2ndaries)
11860-30	Significant advisory issues case files	11860-10 Cross-government RM projects (SO nil SR) *ARCS* 420-25 Records management issues (SO 2y DE) *ARCS* 6820-25 Reported incidents and user help and support (SO 2y DE) It is crucial to consistently use file codes and naming conventions to distinguish records of different teams within GRS from one another.	SO+5y nil SR
12400-06	Enterprise systems metadata	Previously unscheduled.	SO 30y SR
n/a – use *ARCS*	Enterprise systems user administration files	*ARCS* 420-06 Records management service requests *ARCS* 470-40 User IDs and access authority files	CY+2y nil DE
n/a – use *ARCS*	Enterprise systems documentation	*ARCS* 6450-20 IT projects *ARCS* 6450-80 IT application/system documentation - final versions	SO 2y DE (*ARCS*) SO 2y SR (*ARCS*)

Key to *ARCS/ORCS* Codes and Acronyms

APPENDIX D: Broader Public Sector (BPS) Program Classifications

Primary/ Secondary	Title	Notes	A/SA/FD

This table is intended to serve as a filing guide when creating and using records under this *ORCS* that relate to the broader public sector (BPS), also known as agencies, boards, and commissions (i.e., those agencies not served by records officers within Government Records Service [GRS]). It also provides filing guidance for related records held by ministries and agencies. Note that all references relate to the *REMS ORCS* or to *ARCS*.

Primary/ Secondary	Title	Notes	A/SA/FD
11000-05	Records management services reports	File all final reports here.	SO+10y nil SR
11000-20	Records management services projects and plans	Use this for any operational projects and plans.	SO+5y nil SR
11370-00	Policy – final	File all operational policy documentation in the *REMS ORCS*. This includes procedures, standards, and guidelines.	SO+5y nil SR
11370-05	Policy registers	Register policies here (note that policies are currently divided between registers for CORP [cross-government/external] and INT [internal] policy documentation.	SO nil SR
11370-20	Policy development case files	File development of policy documentation records here. Note that former internal development (-30) and corporate development (-20) case files 2ndaries have been merged	SO+5y nil DE
11860-12	Preservation/conservation advisory reference files	Use these to find and file conservation and preservation information gathered for clients.	SO nil DE

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX D: Broader Public Sector (BPS) Program Classifications

Primary/ Secondary	Title	Notes	A/SA/FD
11860-20	Scheduling, policy and BPS routine advice case files	Use this rather than *ARCS* 420-06 Records management service requests, for routine correspondence.	CY+2y nil DE
11860-30	Significant advisory issues case files	Use this rather than *ARCS* 420-25 Records management issues, for routine correspondence	SO+5y nil SR
12410-20	Master accession files	Refer to these when needed for advisory purposes. Note that these now contain schedule application forms (ARS 617s) previously filed under secondary 12410-02, and copies of the 60-day notices of final disposition sent to clients (filed here by RCS).	SO nil SR
12430-20	Unauthorized destruction or alienation case files	Open a file here if a case of unauthorized destruction or alienation of government records is brought to your attention. (Also ensure that management is alerted.)	CY+30y nil FR
12430-35	Ongoing disposition authorization case files	File a copy of each ongoing disposition authorization that is created as an ORCS appendix to avoid the need to sign off ARS 518 forms each time the Redundant Source Records Schedule is applied. Also use this for any other ongoing disposition authorizations.	SO+30y nil FR

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX D: Broader Public Sector (BPS) Program Classifications

Primary/ Secondary	Title	Notes	A/SA/FD
12760-10	*ORCS* and ORS master copies (published versions)	The official version of each *ORCS* is classified here. Pre-2012 paper originals are stored off-site under OAN 90-7491; most are available in digital form.	SO nil FR
12760-20	*ORCS*/ORS development case files	File your *ORCS* review records here.	SO+5y nil DE
12830-09	Register of Administrative Amendments	File any ARS 636 forms and associated documentation of administrative amendments to *ORCS* from the BPS here (see policy and procedure).	SO nil DE
12830-20	Schedule authorization case files – *list of ABCs Authorized to Use ORCS*	This register of approved *ARCS* users is maintained on 12830-20/135311.	SO+5y nil FR

Key to *ARCS/ORCS* Codes and Acronyms

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX E: Records History

This appendix contains historical notes that provide contextual information for complex FR/SR file series covered by this *ORCS.*

RECORDS MANAGEMENT SERVICES (REMS) ORCS

1994   *British Columbia Archives and Records Services ORCS* first approved (schedule 881148)

2003   *ORCS* amended under the title *Archives and Records Services (ARCH) ORCS*

2012 & 2013   New *ORCS* developed and reviewed (schedule 201294). This reflects substantial changes to BC Government's records management program and the altered functions of the central records services agency (currently Government Records Service [GRS], Information Access Operations, Shared Services, Ministry of Technology, Innovation and Citizens' Services). It also reflects the fact that archival preservation and access services are now provided at the Royal BC Museum; this program is referred to as BC Archives but does not currently appear as an organization unit there. RBCM continues to use the *ARCH ORCS* until such time as the *Museum (MUSE) ORCS* is updated.

2014   *REMS ORCS* approved

12410   RECORDS CONTROL - ACCESSIONING

Additional information about the accessioning process and accession files (originally included in scope note):

While the records are in active or semi-active off-site storage, they remain in the legal custody and control of the ministry/agency that created and transferred them to the storage facility. The ministry/agency is termed the "legal custodian" and retains responsibility for the records, including authorizations for access, until legal responsibility for the records is transferred to another ministry/agency (i.e., responsibility for the function of the records has been transferred) or until the records have become inactive and are destroyed or selected by an archivist for transfer to the government archives.

Accession files also document the application of approved schedules to specific records. For each records accession transferred to storage, the ministry/agency sends a form requesting the application of an approved schedule (ARS 517a/b or ARS 617) or one requesting that a draft schedule be applied once approved (ARS 118 or ARS 645). GRS enters this information into ARIS, completes any selection required (an archivist must do this for any records scheduled as "SR" [selective retention]), and produces a client authority to apply schedule report (ARS 130). A copy of this report is sent to the ministry/agency.

Accession files that cover records transferred to the government archives may also contain documentation of selection/re-appraisal decisions recommended by archives staff and endorsed by archivists.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX E: Records History

12410-20   Master accession files

Accession file contents vary over time; an individual file may contain the following forms and record types, some of which are produced on ARIS:

- ARS 011a/b (records transfer location list)
- ARS 118 (records services application)
- ARS 130 (authority to apply schedule)
- ARS 168 (cancellation)
- ARS 189 (notification of removal for destruction)
- ARS 192 (notice of an OAN)
- ARS 193 (discrepancy report re. boxes)
- ARS 194 (access authorization confirmation/ amendment)
- ARS 196 (60-day notice of final disposition action)
- ARS 199 (notice of storage location change)
- ARS 340b (container movement/removal form)
- ARS 368 (selection decision records)
- ARS 375 (approved ARS 130 memo checklist)
- ARS 389 (removal services – records for retention elsewhere)
- ARS 400 (executive records questionnaire)
- ARS 462a/b (FOI info box content list cover sheet)
- ARS 501 (removal services letter to storage co.)
- ARS 504 (management unit listing with creating agency information)
- ARS 514 (finding aids report – file/vol./item list)
- ARS 517 (request for schedule to be applied)
- ARS 521 (discrepancy list)
- ARS 547 (notice of containers out on retrieval at time of disposition)
- ARS 617 (authority to transfer records and apply approved schedule – replaces ARS 517 and 011a)
- archival appraisal notes
- correspondence
- file lists (note: lengthy paper file lists are stored off-site under ongoing accession 91-4043)
- screen prints showing relevant ARIS schedule tracking table updates

Schedule application numbers are assigned by ARIS using the same numbering system as schedule authorizations (see secondary 12830-20) and non-government records acquisitions (see secondary 12830-03). Prior to September 2007, all schedule application documentation was maintained in application number order under secondary 12830-03. At that time application documentation was merged with the related accession files (for a detailed explanation, see secondary 12830-20 notes).

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX E: Records History

12410-20   Master accession files (continued)

History: this series has evolved over time.

1994   When the *ORCS* was first approved, due to historical precedent this series was classified in the subject file range as secondary -02.

2007   **Schedule application documentation,** previously maintained in application number order under secondary 12830-03, was moved to this file series, as it relates to specific accessions. For a detailed explanation, see notes below relating to secondary 12830-20.

2012   The series was moved to -20 as it is a case file series.

Disposition documentation and holds: GRS notifies ministries and other bodies of the impending disposition of records by sending a 60-day notice of final disposition action report (ARS 196) to the Records Officer and, if appropriate, to legal counsel, who may then contact GRS to request a "hold" to halt destruction (e.g., for litigation or program review). Otherwise, the records are disposed of at the storage facility in accordance with their scheduled final disposition. 60-day notices are routinely filed on the accession files pre-May 2012. Holds are documented on ARIS but not necessarily in the accession case files.

When accession files were maintained as physical files, some **file lists** are not placed on the accession files. Lengthy file lists are kept in off-site storage under ongoing accession 91-4043.

As accession files are vital records scheduled for selective retention, the **possibility of microfilming/ scanning** them has been discussed. If this eventually happens, the intention is to schedule the scanned copy under this secondary rather than separately.

12490   Microfilm vault

The microfilm vault was first established in 1984, and was originally managed onsite by RCS staff. It was moved to a contracted storage facility in 2004, where it continued to be managed by RCS staff rather than storage facility staff.

Microfilms have been inconsistently documented over time. Some of them are documented on ARIS, others in dedicated indexes.

12760-10   *ORCS* and ORS master copies (published versions)

Until this secondary was drafted (and added to TRIM as a draft ca. 2012/07/22), published versions of *ORCS* were classified under *ARCS* 312-20. Now published versions of all records schedules are classified here.

Another change is that many pre-2012 master copies are available only on paper (eventually all will be scanned). Paper versions of most pre-2012 master copies are stored off-site under **ongoing accession number (OAN) 90-7491.**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX E: Records History

12830-07   Public Documents Committee Secretary files

Pre-2006 files were maintained in paper form and are in the PDC Secretary's office.

12830-19   Legacy schedule tracking registers

This secondary covers, among other things, the Retention and Disposition Schedule Register (also known as the DDA registers). This takes the form of 13 black and red bound volumes that RCS used to log and track application numbers in the pre-ARIS era (1984-1991). See the BC Archives' Archival Documentation Inventory entries for ADI0610 – ADI0627 for further information about legacy registers.

12830-20   Schedule authorization case files

Schedule authorization case files may contain the following forms:
- ARS 008: Records retention and disposition authority forms
- ARS 118: Records services applications
- ARS 400: Executive records questionnaire

Schedule numbers are part of one numbering system that is used for files under three classifications, reflecting the three different functions that these files document:

(1) 12830-20: schedule authorization case files, which document records retention and disposition schedule approval decisions

(2) 12410-20: schedule applications previously classified under secondary 12410-02, which document the application of approved schedules to government records

(3) *ARCH ORCS* 12830-03: non-government acquisitions which document decisions by the BC Archives (Royal British Columbia Museum) to acquire non-government records. (Schedule numbers in the 700,000-800,000 number block are used exclusively for these records.)

APPENDIX E: Records History

History: Schedule approval documentation has evolved over time, with some variation in forms, numbering, tracking, and arrangement of files:

1936   The Public Documents Committee, with the Provincial Archivist as Chair, began to approve records schedules under the *Document Disposal Act*. All records disposition applications were documented in PDC Committee files (see secondary -07).

1955   The "PDC A/B form" came into use, and began to be filed (with related correspondence) as one records series, arranged by year. The "A" forms covered applications relating to records that were less than seven years old, and the "B" forms covered applications for older records.

1983   The newly established Records Management Branch developed the ARS 008 form; this has since been revised many times but is still in use as the main tool for records retention and disposition authority.

1984   The (still current) six-digit schedule numbering system was instituted, and applied retroactively to 1980. Initially, the first two digits related to the year in which they were assigned. Thus, the 1980-1983 schedules were given numbers 84-0001 to 84-0423, and the first schedule application of 1984 was assigned number 84-0424. The schedule numbers were registered in the bound volumes known as the DDA registers (see secondary -19).

1990   Starting in this year, the first two numbers of the schedule numbers no longer related to the year in which they were assigned, and the dash between them and the subsequent four numbers was removed.

1991   Schedules began to be registered using ARIS instead of the bound registers. The following ARIS tables track schedule authorizations: "maintain existing schedule trackings", "maintain existing schedule authorities", and "maintain acquisition authorities". These tables are classified under the secondary for ARIS (11000-20).

1994   This *ORCS* was first approved, and all schedule files were assigned the secondary number 12830-03.

2007   It was determined that the schedule files actually serve three different functions, therefore all government records schedules were re-assigned to secondary 12830-20, and all applications to apply approved schedules to records were merged with the related secondary 12410-02 accession files. Only non-government schedules remain under 12830-03.

2014   The new *REMS ORCS* now covers the main accession files, with *ARCH ORCS* retaining secondary 12830-03 (for non-government records acquisitions), and *REMS* covering new secondaries 12830-20 and 12410-20 (12410-02 was moved to become 12410-20, to reflect its status as a case file series).

APPENDIX E: Records History

Archival Documentation Inventory (ADI)

ADI is a descriptive inventory originally developed as part of a 1999 survey of all existing BC Archives accessioning systems and access tools, both active and closed. Most of these are identified as "legacy" systems and tools in secondary titles in Section 2 of this *ORCS*. Each legacy system identified was assigned a number beginning with the code "ADI" and a label with this number was placed on the container for the system. The inventory is classified under secondary 11000-03, and is fully retained. There may be additional legacy systems not yet added to the inventory.

This appendix is based on Appendix A of the *ARCH ORCS*, and contains only the ADI entries that cover records held by GRS (all of which appear in Section 7 of ADI). It is intended to provide a reference tool for GRS and BC Archives staff using legacy systems and tools, and also to provide a concordance between the ADI and the *ORCS*.

ADI No.	ADI Title	*REMS ORCS 2ndary No.*	Schedule	Location
PART 7	**RECORDS CENTRE SERVICES ENTRIES**			
ADI0601	RCS Accession Register, vol. 1	12410-04	SO-nil-FR	RCS
ADI0602	RCS Accession Register, vol. 2	12410-04	SO-nil-FR	RCS
ADI0603	RCS Accession Register, vol. 3	12410-04	SO-nil-FR	RCS
ADI0604	RCS Accession Register, vol. 4	12410-04	SO-nil-FR	RCS
ADI0605	RCS Accession Register, vol. 5	12410-04	SO-nil-FR	RCS
ADI0606	RCS Accession Register, vol. 6	12410-04	SO-nil-FR	RCS
ADI0607	RCS Accession Register, vol. 7	12410-04	SO-nil-FR	RCS
ADI0608	RCS Accession Register, vol. 8	12410-04	SO-nil-FR	RCS
ADI0609	RCS Accession Register, vol. 9	12410-04	SO-nil-FR	RCS
ADI0610	PABC Schedule Appraisal Tracking Register, 1981-1984 (84-0001 – 84-0423)	12830-19	SO-nil-FR	RCS
ADI0611	PABC Schedule Appraisal Tracking Register, 1985-1986 (85-0001 – 86-0853)	12830-19	SO-nil-FR	RCS
ADI0612	PABC Schedule Appraisal Tracking Register, 1987-1988 (87-0001 – 88-1374)	12830-19	SO-nil-FR	RCS
ADI0613	PABC Ongoing Records Schedule Appraisal Tracking Register	12830-19	SO-nil-FR	RCS
ADI0614	Retention and Disposition Schedule Register, vol. 1	12830-19	SO-nil-FR	RCS
ADI0615	Retention and Disposition Schedule Register, vol. 2	12830-19	SO-nil-FR	RCS
ADI0616	Retention and Disposition Schedule Register, vol. 3	12830-19	SO-nil-FR	RCS
ADI0617	Retention and Disposition Schedule Register, vol. 4	12830-19	SO-nil-FR	RCS
ADI0618	Retention and Disposition Schedule Register, vol. 5	12830-19	SO-nil-FR	RCS

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX E: Records History

ADI0619	Retention and Disposition Schedule Register, vol. 6	12830-19	SO-nil-FR	RCS
ADI0620	Retention and Disposition Schedule Register, vol. 7	12830-19	SO-nil-FR	RCS
ADI0621	Retention and Disposition Schedule Register, vol. 8	12830-19	SO-nil-FR	RCS
ADI0622	Retention and Disposition Schedule Register, vol. 9	12830-19	SO-nil-FR	RCS
ADI0623	Retention and Disposition Schedule Register, vol. 10	12830-19	SO-nil-FR	RCS
ADI0624	Retention and Disposition Schedule Register, vol. 11	12830-19	SO-nil-FR	RCS
ADI0625	Retention and Disposition Schedule Register, vol. 12	12830-19	SO-nil-FR	RCS
ADI0626	Retention and Disposition Schedule Register, vol. 13	12830-19	SO-nil-FR	RCS
ADI0627	Retention and Disposition Register for Ongoing Records Schedules, 1984-1986	12830-19	SO-nil-FR	RCS
ADI0628	RCS Disposition Register, vol. 1 (1985-1989)	12430-06	SO-nil-FR	RCS
ADI0629	RCS Disposition Register, vol. 2 (1989-1992)	12430-06	SO-nil-FR	RCS
ADI0630	RCS Disposition Register, vol. 3 (1989-1992)	12430-06	SO-nil-FR	RCS
ADI0631	Records Series Inventory Number (RSIN) Register, vol. 1	12410-04	SO-nil-FR	RCS
ADI0632	RSIN Register, vol. 2	12410-04	SO-nil-FR	RCS
ADI0633	RSIN Register, vol. 3	12410-04	SO-nil-FR	RCS

Acronyms

RCS =   Records Centre Services (a work unit within GRS and also its predecessors)
PABC =   Provincial Archives of British Columbia (pre-1990 government archives agency)

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

APPENDIX F: Vital Records

Primary/ Secondary	Title	Protection Strategy

The *RIM Glossary* defines vital records as follows:

The records of government that contain information essential to:
1. conduct emergency operations during and immediately following a disaster;
2. resume/continue government services or operations;
3. re-establish the legal, financial and functional responsibilities of government; and
4. re-establish the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of British Columbia.

A Ministry may document vital records in its *Operational Records Classification Systems* (ORCS) by adding a "VR" flag next to relevant secondaries.

The Core Policy and Procedures Manual (CPPM) states that vital records must be identified in a business continuity plan, maintained in a manner that meets current environmental and security standards, and must be available quickly after a catastrophic event or crisis ([c.12.3.2(b)](#)).

In the *Records Management Services (REMS) ORCS*, the following eight secondaries have been flagged as vital records. Most are maintained fully or partially in EDRMS TRIM, which involves storage on a secure, remote server that is backed up at a remote geographical location.

11370-00	Policy - final	All current policy documentation is maintained in TRIM, with official versions on the Records Management web site. Outdated policies are maintained partially in TRIM and partially on the LAN (K drive, RCS/) with paper copies available in binders (some held by the Policy Team and some stored off-site).
12400-06	Enterprise systems metadata	This metadata is necessary in order to identify and access documents and files managed using TRIM and CRMS. It is maintained on secure, remote servers.
12400-15	ARIS records control data	This data is needed to access and manage records in contracted off-site storage facilities, including records transferred or awaiting transfer to the government archives. It resides in an Oracle database on a government server.

APPENDIX F: Vital Records

Primary/ Secondary	Title	Protection Strategy
12410-20	Master accession case files	These files provide the most complete documentation of records managed for part of their lifecycle in off-site storage, including disposition notification. Now digital, pre-2013 files exist in paper or hybrid form, mainly stored in Records Centre Services office space at 548 Michigan (with inactive files stored off-site). For the paper files, essential contents could be reconstituted after a crisis using ARIS records control data (see secondary 12400-15 listed above) and the copies of box content file lists stored in records boxes. In addition, much of the information in these files is duplicated in ministry support accession case files (secondary 12410-44) and accession case files created by ministries (*ARCS* secondary 432-20) and held both by ministries and by the central records services agency.
12450-10	Microfilm vault indexes	These indexes are needed to access microfilm held in the microfilm storage vault managed by the central records services agency. While microfilm copies exist of some of these indexes, they are incomplete because the indexes are periodically updated. Some microfilm location information is maintained on ARIS (see secondary 12400-15), and some in a database maintained at the storage facility.
12760-10	*ORCS* and ORS master copies (published versions)	These are the official versions of published records schedules used throughout government to classify, schedule, and dispose of records. While most of these have electronic versions stored in TRIM and available on the RM web site, some exist only on paper (stored off-site under ongoing accession 90-7491).
12830-07	Public Documents Committee Secretary files	These document the workings of the statutory committee that has a key role in the records scheduling approval process, as well as its submissions to a legislative committee (the Public Accounts Committee). Pre-2006 files were maintained in paper form and are stored in the Secretary's office.
12830-20	Schedule authorization case files	These document decisions about the retention and disposition of government records, and the reasoning behind these decisions. Key file contents are available in scanned or digital form (i.e., the ARS008 schedule approval forms and approved ongoing records schedules) for most of these files (and a project to complete this set is well underway as of January 2013).

Key to *ARCS/ORCS* Codes and Acronyms