INTELLECTUAL PROPERTY
MANAGEMENT
ONGOING RECORDS
SCHEDULE

BRITISH
COLUMBIA

GOVERNMENT RECORDS SERVICE

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.

INTELLECTUAL PROPERTY MANAGEMENT

ONGOING RECORDS SCHEDULE

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Key to *ARCS/ORCS* Codes and Acronyms

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Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year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

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Schedule No: 201302
Amendment No: NA

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an ongoing records schedule.
Title: **Intellectual Property Management Ongoing Records Schedule**

Ministry of Technology, Innovation and Citizens' Services

Office of the Chief Information Officer
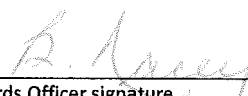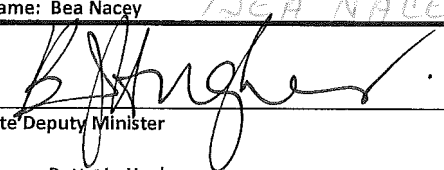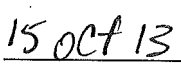
Intellectual Property Program

Description and Purpose:

The Intellectual Property Management Ongoing Records Schedule establishes a classification system and retention and disposition schedule for the operational records created by the Intellectual Property Program. The schedule covers records relating to identifying government owned works which may have commercial potential and to licensing the rights to these works to the private sector as authorized by the *Procurement Services Act* (SBC 2003, c. 22, s. 2(1)(f)). According to the *Core Policy and Procedures Manual,* the Intellectual Property Program is responsible for providing information to ministries regarding Crown copyright policies, including the provisions of the federal *Copyright Act* (RSC 1985, c. 42). Records cover copyright requests, license agreements, intellectual property policy development and project files, intellectual property acquisition requests, and the naming privileges policy. For more information, see the attached schedule.
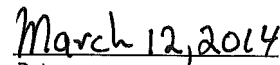
Start Date: 1991 - ongoing

Recommended retention and disposition: scheduled in accord with attached records schedule.
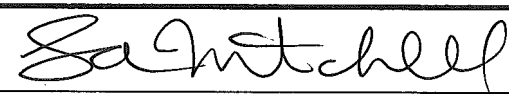
THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:		THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:
Records Officer signature	*Sept 26/13* Date	
Print Name: Bea Nacey		
Associate Deputy Minister	*15 OCt 13.* Date	*March 12, 2014* Date
Print Name: Bette-Jo Hughes		
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:		APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:
Chair, PDC signature	*31 Jan 2014* Date	
Print Name: Gary Mitchell		*April 10, 2014* Date

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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 *Procurement Services Act* (SBC 2003, c. 22, s. 2(1)(f)).

The retention and final disposition guidelines specified in the attached Ongoing Records Schedule 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.
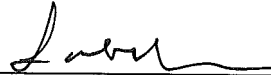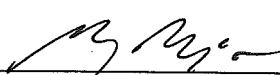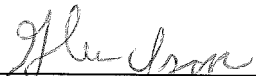
ARCHIVAL APPRAISAL:

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 Ongoing Records Schedule.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

The definition of full retention provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

Archivist signature	2013-07-25
Print Name: Sarah Jensen	Date
Senior Archivist signature	2013-07-25
Print Name: Mary McIntosh	Date
The undersigned endorses the appraisal recommendations:	
Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Print Name: Glen Isaac	2013-09-23 Date

ONGOING RECORDS SCHEDULE

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

SECTION 1

INTELLECTUAL PROPERTY MANAGEMENT

PRIMARY NUMBERS

12000 – 12600

Section 1 covers records relating to the management of the Province's intellectual property. This includes records relating to: copyright requests, license agreements, intellectual property policy development and project files, intellectual property acquisition requests, and the naming privileges policy.

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.

SECTION 1 TABLE OF CONTENTS
INTELLECTUAL PROPERTY MANAGEMENT

12000 - 12600

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.

12000   INTELLECTUAL PROPERTY MANAGEMENT - GENERAL

Records that relate generally to the management of the Province's intellectual property arising from the creation and development by employees or contractors of a wide range of products, such as training manuals, publications, map products, moving images, and computer software not shown elsewhere in the schedule.

According to the *Core Policy and Procedures Manual*, the Intellectual Property Program is responsible for providing information to ministries regarding Crown copyright policies, including the provisions of the federal *Copyright Act* (RSC 1985, c. 42). Intellectual property disposals, which involve the sale, transfer or licensing of intellectual property rights to third parties, may only take place under the following authorities: the Intellectual Property Program operating under the *Procurement Services Act* (SBC 2003, c. 22, s. 2(1)(f)); specific legislation granting such authority; or Treasury Board directive(s) under the *Financial Administration Act* (RSBC 1996, c. 138, s. 46). When disposal takes place under specific legislation or Treasury Board directives, the Intellectual Property Program must be notified in order to ensure there are no potential issues such as pre-existing intellectual property licensing agreements.

This primary also includes third party permission acquisition requests made on behalf of ministries, including Open School BC, as well as naming privileges policy files not covered elsewhere in the *ORS*.

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

For annual reports, see *ARCS secondary 400-02*.
For Intellectual Property Program Committee members materials, see *ARCS primary 200*.
For reference material/topical files, see *ARCS secondary 358-20*.
For spreadsheets for tracking operational work, see *ARCS secondary 100-05*.
For system descriptions, see the Systems Section.

The ministry OPR is the Intellectual Property Program unless otherwise noted below. See specific secondaries for OPR retention schedules.

12000 INTELLECTUAL PROPERTY MANAGEMENT - GENERAL	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this *ORS*)	SO	5y	FR
RETENTION STATEMENT Transfer to the government archives five years after the policy is replaced or becomes irrelevant.			
(cont'd)			

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.

12000	INTELLECTUAL PROPERTY MANAGEMENT - GENERAL	A	SA	FD

SO: when the policy is replaced or becomes irrelevant

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

NOTE: For intellectual property policy development files, see secondary 12400-20.

NOTE: For naming privileges policy development files, see secondary 12600-25.

NOTE: For project files that support or contribute to cross-government policy development, see secondary 12400-20.

		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 relate to topics that warrant specific classifications.

		A	SA	FD
-02	**Frequently Asked Questions (FAQs)** (covers FAQs documented on the program area's website pertaining to the management of intellectual property and the naming privileges policy)	SO+2y	nil	DE

RETENTION STATEMENT
Destroy two years after the FAQs are updated and no longer required for reference purposes.

SO: when updated and no longer required for reference purposes

		A	SA	FD
-20	**Intellectual Property Program development files** (covers legacy records documenting the development of the Intellectual Property Program)	SO	5y	FR

RETENTION STATEMENT
Transfer to the government archives five years after program development is complete.

(cont'd)

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.

12000	INTELLECTUAL PROPERTY MANAGEMENT - GENERAL	A	SA	FD

SO: when program development is complete

FR: The government archives will fully retain program development files because they significantly document the government's decision to create the Province's Intellectual Property Program.

		A	SA	FD
-25	**Open School BC agreements**	SO	7y	DE

(covers records created when Open School BC acquires rights to intellectual property from a third party)
(includes copyright permission request forms, license agreements, correspondence, and documentation relating to permission acquisitions)
(arrange by course title acronym)

RETENTION STATEMENT
Destroy seven years after expiration of the term for which permission is granted to Open School BC.

SO: upon expiration of the term for which permission is granted to Open School BC

7y: The seven-year semi-active retention period is consistent with other permission requests and agreement files in this *ORS* and ensures reference value has expired.

		A	SA	FD
-30	**Third party permission acquisition data**	SO	nil	DE

RETENTION STATEMENT
Destroy when data in the OSBC database is no longer required to support operational tracking.

SO: when data in the OSBC database is no longer required to support operational tracking

NOTE: Open School BC: Third Party Permission Database (OSBC) input source records are considered transitory records and can be destroyed according to special schedule 102901 (Transitory Information).

		A	SA	FD
-35	**Third party permission acquisition requests**	SO	7y	DE

(covers records created when the province acquires rights to intellectual property from a third party for use by the province)
(includes copyright permission request forms, correspondence, copies of permission letter/agreement)
(arrange by 3PP number)

(cont'd)

Key to *ARCS/ORCS* Codes and Acronyms

ONGOING RECORDS SCHEDULE

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.

12000   INTELLECTUAL PROPERTY MANAGEMENT - GENERAL   A   SA   FD

RETENTION STATEMENT
Destroy seven years after expiration of the term for which permission is granted to the province.

SO: upon expiration of the term for which permission is granted to the province

7y: The seven-year semi-active retention period is consistent with other permission requests and agreement files in this ongoing schedule and ensures reference value has expired.

NOTE: These requests are generally for a fixed use and have a fixed term.

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.

12200   INTELLECTUAL PROPERTY DISPOSAL

Records relating to the disposal of intellectual property such as third party requests for permission to use provincially owned intellectual property and the sale, transfer or licensing of provincially owned intellectual property to a third party.

All disposal requests are directed to the Intellectual Property Program who then consults the ministry responsible for the work to confirm there are no objections to the proposed disposition of the work. The vehicle to effect such disposition may be a straightforward permission letter or a more formal and complex license agreement, depending on the work in question and the circumstances relating to the specific disposal.

For copyright application files, see secondary 32100-50 in the *Legal Services Branch ORCS (schedule 105050)*.
For legal opinions, see *ARCS primary 350*.
For system descriptions, see the Systems Section.

The ministry OPR is the Intellectual Property Program unless otherwise noted below. See specific secondaries for OPR retention schedules.

12200	INTELLECTUAL PROPERTY DISPOSAL	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.

		A	SA	FD
-20	**Copyright permission requests** (includes copyright permission request forms, correspondence, invoices, permission agreements/letters) (arrange by database generated file number)	SO	7y	DE

RETENTION STATEMENT
Destroy seven years after copyright permission is granted.

SO: when copyright permission is granted

7y: The seven-year semi-active retention period is based on reference requirements, ensures the records are available for fiscal accountability, and also provides a reasonable period of time for the legal value of the records to be extinguished.

(cont'd)

Key to *ARCS/ORCS* Codes and Acronyms

ONGOING RECORDS SCHEDULE

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.

12200	INTELLECTUAL PROPERTY DISPOSAL	A	SA	FD

FOI: Providing access to information under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) does not include the transfer of intellectual property rights, such as the right to copy and redistribute for commercial purposes.

NOTE: Permission to use copyrighted material, which is handled by a straightforward permission letter, is normally granted for a one-time, time limited period. Applicants must reapply for permission for any subsequent usage.

				A	SA	FD
-25	**License agreements**			SO	7y	DE

(covers correspondence pertaining to the negotiation and administration of a license agreement throughout its term, the agreement itself, and financial records documenting royalties earned on BC Government Intellectual Property)

(includes correspondence, license agreements, financial records, assignments, bills of sale, royalty reports)

(arrange by IPP number)

RETENTION STATEMENT
Destroy seven years after expiration or termination of contract and conclusion of all extensions to contract.

SO: upon expiration or termination of contract and conclusion of all extensions to contract

7y: The seven-year semi-active retention period is based on the need to research the previous contract's activities during contract re-negotiation, ensures the records are available for fiscal accountability, and also provides a reasonable period of time for the legal value of the records to be extinguished. It is also consistent with the *ARCS* secondary 146-20 retention period for intellectual property license agreements.

FOI: Providing access to information under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) does not include the transfer of intellectual property rights, such as the right to copy and redistribute for commercial purposes.

NOTE: Generally these files, which may include trademarks, have a 5 year term with the option of renewal.

(cont'd)

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.

12200	**INTELLECTUAL PROPERTY DISPOSAL**	**A**	**SA**	**FD**

NOTE: Legal Services and the client receive a courtesy copy. License agreements are also retained in primary 32060 *Legal Services Branch ORCS (schedule 105050)*; however, the background material contained in this secondary is not.

-30	**Permission and license agreement data**	SO	nil	DE

(covers permission and license agreement data extracted from source systems)

RETENTION STATEMENT
Destroy when the data is no longer required to support operational tracking.

SO: when data no longer required to support operational tracking

NOTE: Copyright Permission Database (CPD) and Permission/Licensing Database (PLD) input source records are considered transitory records and can be destroyed according to special schedule 102901 (Transitory Information).

NOTE: PLD will replace the CPD.

 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   INTELLECTUAL PROPERTY PROJECTS

Records relating to the Intellectual Property Program's role as an advisor on intellectual property policy, as a negotiator of license agreements, and as a contributor of intellectual property policy expertise to government wide projects and initiatives.

The program area responds to general intellectual property related inquiries from the government and private sector, some of which develop into large, ongoing projects. These projects, such as the open data initiative and the social media policy project often involve collaboration and consultation with external groups on policy, and on legal matters such as litigation between the Province and Access Copyright, the Canadian Copyright Licensing Agency.

For inter-ministerial committees, see _ARCS secondary 200-20_.
For reference material/topical files, see _ARCS secondary 358-20_.

The ministry OPR is the Intellectual Property Program unless otherwise noted below. See specific secondaries for OPR retention schedules.

12400	**INTELLECTUAL PROPERTY PROJECTS**	**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.

-02	**General inquiry files**	SO	2y	DE

(covers questions or inquiries received from government employees and the broader public sector and general public, as well as policy related, contract review or licensing documents that have not yet been assigned a project number)
(includes request and response files, file notes, and correspondence)
(arrange alphabetically by ministry and then by issue or project)

RETENTION STATEMENT
Destroy two years after there has been no activity on the file.

SO: when there has been no activity on the file for two
              years

NOTE: Some general inquiry files are reclassified as Project
              files upon issuance of a project (PR) number.

(cont'd)

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.

			A	SA	FD
12400		**INTELLECTUAL PROPERTY PROJECTS**			

	NOTE:	Inquires that do not initially become projects are often revisited many times in the following years. By retaining this information for four years, staff are able to quickly respond to future inquiries on these same subjects and provide relevant background information.			

	-20	**Project files**	SO	7y	DE

(covers intellectual property policy development files, open data initiative and social media policy files, and the negotiation phase of potential licensing agreements that are not finalized)

(includes correspondence, copies and drafts of internal and external policies, briefing notes, directives, draft Cabinet submissions, communication plans, proposal guidelines for prospective licensees, research materials, and meeting materials)

(arrange numerically by PR number)

RETENTION STATEMENT
Destroy seven years after project completion or cancellation.

SO: upon project completion or cancellation

7y: The seven-year semi-active retention period meets the creating agency's information requirements, ensures fiscal and audit controls, protects government's legal rights and liabilities and provides for the effective management of the agency's operational functions.

NOTE: Policy development files may be destroyed because final policies are fully retained under secondary 12000-00.

NOTE: If licensing negotiation files result in a license, the contents of the file are transferred to an IPP folder. The PR folder is retained and includes a cross-reference to the IPP folder.

PIB	**-25**	**Access Copyright litigation files**	SO	7y	DE

(covers documentation relating to the ongoing litigation between the Province and Access Copyright, the Canadian Copyright Licensing Agency over the legality of paying tariffs for copyrighted materials used primarily for research and learning purposes to Access Copyright)

(includes correspondence, interrogatories, pleadings, issues, copyright compliance notices, surveys, confidentiality agreements, licenses, permissions requests, judgments, and working materials)

(cont'd)

Key to *ARCS/ORCS* Codes and Acronyms

12400	**INTELLECTUAL PROPERTY PROJECTS**	**A**	**SA**	**FD**

(arrange under PR#207 and then by general correspondence or specific issue)

RETENTION STATEMENT
Destroy seven years after litigation is complete and appeals are exhausted.

SO: when litigation is complete and appeals are exhausted

7y: The seven-year semi-active retention period meets the creating agency's information requirements, ensures fiscal and audit controls, protects government's legal rights and liabilities and provides for the effective management of the program area's operational functions.

NOTE: With the Records Officer's approval, paper records that have been scanned and verified may be destroyed under special schedule 206175(*Redundant Source Records*).

NOTE: Access Copyright, a licensing copyright collective, collects revenues from Canadian governments, schools, libraries, and other copyright users for the reproduction of copyright protected works in order to distribute royalties to copyright holders.

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.

12600   NAMING PRIVILEGES POLICY ADMINISTRATION

Records relating to the development and implementation of the naming privileges policy, including procedures, standards, and guidelines for use by internal staff, the Naming Committee, and the broader public sector. Also includes records documenting the request process for the naming of physical assets in recognition of financial or in-kind contributions from individuals, businesses, organizations, and others.

Naming recognition may be granted for the naming of buildings and other physical assets including wings, rooms, laboratories, roads, and other transportation infrastructure, recreational areas and other public spaces, collections of books or art, and equipment of significant value. This policy ensures naming privileges are granted to benefactors in a fair and equitable manner. It applies to all government ministries and government bodies, such as hospitals and health authorities, Crown corporations, colleges, university colleges, universities and institutions, as defined in the *Financial Administration Act* (RSBC 1996, c. 138).

Also includes records relating to the development of the draft sponsorship policy which provides guidance in managing sponsorship relationships between the Province and organizations such as companies and financial institutions. According to the draft policy, sponsorship agreements would be submitted under the naming privileges policy when naming a public asset is offered in recognition of a financial contribution.

For briefing notes, see *ARCS secondary 280-20*.
For Cabinet Committee records, see *Office of the Premier and Executive Council ORCS* (schedule 881099).
For Cabinet submissions, see *ARCS secondary 201-40*.
For committee materials, see *ARCS primary 200*.
For freedom of information issues and requests, see *ARCS primary 292*.
For reference material/topical files, see *ARCS secondary 358-20*.
For statistics, see *ARCS primary 440*.

The ministry OPR is the Intellectual Property Program unless otherwise noted below. See specific secondaries for OPR retention schedules.

12600	NAMING PRIVILEGES POLICY ADMINISTRATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General**	SO	nil	DE

RETENTION STATEMENT
Destroy when record is replaced or becomes irrelevant.

SO: when record is replaced or becomes irrelevant.

(cont'd)

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.

		12600 NAMING PRIVILEGES POLICY ADMINISTRATION	A	SA	FD
PIB	**-20**	**Naming opportunity request files**	SO	7y	DE

(covers all documentation pertaining to the naming opportunity request process)

(includes communications templates, agreement requests, copies of Naming Opportunity Request Forms, correspondence, letters of support, naming recognition agreements, and memos)

(arrange by NP number or by requesting organization)

RETENTION STATEMENT
Destroy seven years after policy is no longer in effect.

SO: when the policy is no longer in effect

7y: The seven-year semi-active retention period meets the creating agency's information requirements, ensures fiscal and audit controls, protects government's legal rights and liabilities and provides for the effective management of the program area's operational functions.

NOTE: With the Records Officer's approval, paper records that have been scanned and verified may be destroyed under *special schedule 206175* (*Redundant Source Records*).

NOTE: The Intellectual Property Program liaises with the Naming Committee, creating all documentation related to the naming opportunity request process including the preparation of materials for the Naming Committee and Cabinet Committee. The Naming Committee exercises decision-making authority for opportunities for naming recognition unless, in the opinion of the Naming Committee, one or more of the criteria identified in section 4.5 of the naming privileges policy applies. In these cases, Cabinet exercises decision-making authority.

			A	SA	FD
	-25	**Naming privileges policy development files**	SO	7y	DE

(covers the policy development process)

(includes correspondence, communication plans, flowcharts, request forms, memos, copies of the policy, research and supporting materials, draft materials, and meeting notes)

(arrange by year and version/revision number)

RETENTION STATEMENT
Destroy seven years after the policy is no longer in effect.

(cont'd)

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.

12600	NAMING PRIVILEGES POLICY ADMINISTRATION	A	SA	FD

SO: when the policy is no longer in effect

7y: The seven-year semi-active retention period meets the creating agency's information requirements, ensures fiscal and audit controls, protects government's legal rights and liabilities and provides for the effective management of the program area's operational functions.

DE: Policy development files may be destroyed as final policies are fully retained under secondary 12000-00.

		A	SA	FD
-30	**Sponsorship policy development files**	SO	7y	DE

(covers the policy development process)

(includes research materials, stakeholder meeting materials, request forms, sponsorship agreements, draft outlines of approval process, communication plans, timelines, draft briefing notes, draft sponsorship policy and guidelines, and draft cabinet submissions)

(arrange alphabetically)

RETENTION STATEMENT
Destroy seven years after naming privileges policy is no longer in effect.

SO: when naming privileges policy is no longer in effect

7y: The seven-year semi-active retention period is consistent with the retention period of other policy development files in this *ORS*.

NOTE: Sponsorship arrangements are two-way transactions providing benefits to both parties; for example, a sponsor may offer goods, services, or a financial contribution in exchange for advertising and promotional opportunities.

END OF PRIMARY

Key to *ARCS/ORCS* Codes and Acronyms

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INTELLECTUAL PROPERTY MANAGEMENT

ONGOING RECORDS SCHEDULE (*ORS*)

SYSTEMS SECTION TABLE OF CONTENTS

Key to *ARCS/ORCS* Codes and Acronyms

ONGOING RECORDS SCHEDULE

Copyright Permission Database (CPD)

SYSTEM OVERVIEW

Creating Agency
Ministry of Citizens' Services
Procurement and Supply Division
Intellectual Property Program

Date of System Description
2014-04-10

Purpose
This system is a tracking database for approved copyright permission requests.

Inputs, Processes, and Outputs
Requestors send a completed online request form or hard copy request letter to the Copyright Officer who inputs relevant information on approved requests into the database. The completed Copyright Permission Request letters reside in the CPD.

Historical Note
The Permission/Licensing Database (PLD) will replace the CPD.

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.

Copyright Permission Database (CPD)

DATA RETENTION PLAN

Data Description	Data Retention Period
Permission and license agreement data Classification 12200-30	Destroy when the data is no longer required to support operational tracking.

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 *Systems Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms

Permission/Licensing Database (PLD)

SYSTEM OVERVIEW

Creating Agency
Ministry of Citizens' Services
Procurement and Supply Division
Intellectual Property Program

Date of System Description
2014-04-10

Purpose
This system is a tracking database for relevant information on approved copyright permission requests and license agreements.

Information Content
The PLD contains the following data elements:

- permission data
- license agreement data

Inputs, Processes, and Outputs
The completed Copyright Permission Request letters reside in the PLD. The system also generates and issues invoices relating to licenses and permission requests.

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.

DATA RETENTION PLAN

Data Description	Data Retention Period
Permission and license agreement data Classification 12200-30	Destroy when the data is no longer required to support operational tracking.

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 *Systems 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.

Open School BC: Third Party Permission Database (OSBC)

SYSTEM OVERVIEW

Creating Agency
Ministry of Citizen's Services
Procurement and Supply Division
Intellectual Property Program

Date of System Description
2014-04-10

Purpose
This system is a tracking database for agreements between Open School BC and third party rights holders.

Information Content
The OSBC contains relevant data on third-party agreements.

Inputs, Processes, and Outputs
The database tracks relevant information such as agreement expiration date and is used for searching purposes.

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.

DATA RETENTION PLAN

Data Description	Data Retention Period
Third party permission acquisition data Classification 12000-30	Destroy when data in the OSBC database is no longer required to support operational tracking.

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 *Systems Section FAQ*.

END OF OVERVIEW

Key to *ARCS/ORCS* Codes and Acronyms