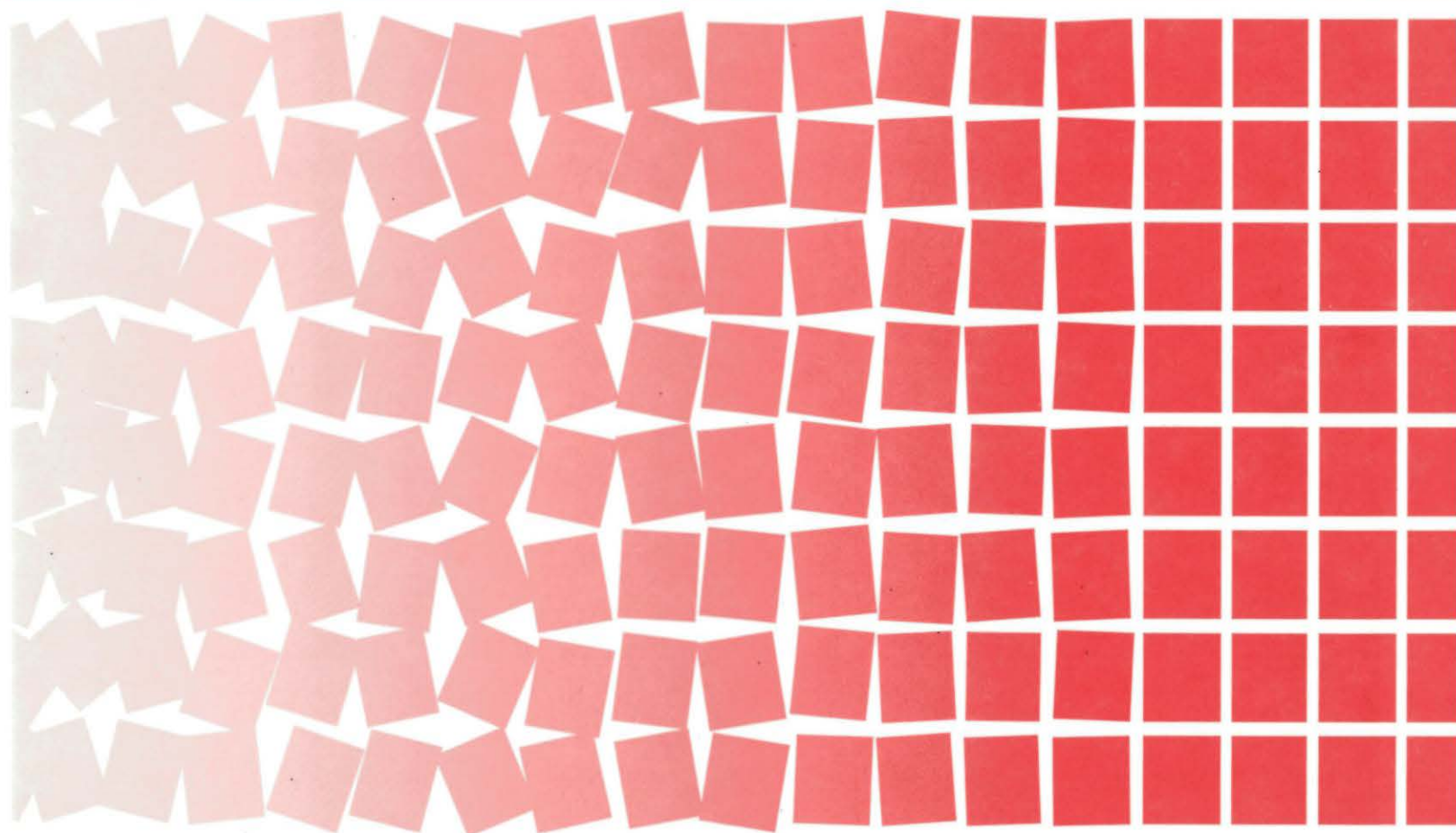


LIBRARY SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**LIBRARY
SERVICES
OPERATIONAL
RECORDS
CLASSIFICATION
SYSTEM**



Province of
British Columbia

Information and Data
Management Branch

Canadian Cataloguing in Publication Data

Main entry under title:

Library Services operational records classification
system

ISBN 0-7726-3994-9

1. British Columbia. Library Services Branch -
Public records - Handbooks, manuals, etc. 2.
Libraries and state - British Columbia - Handbooks,
manuals, etc. 3. Classification - Public records -
Handbooks, manuals, etc. 4. Records retention -
British Columbia - Handbooks, manuals, etc.
I. British Columbia. Information, Science and
Technology Agency. Information and Data Management
Branch.

JL429.5.P37L52 1999 353.7'32387'09711 C99-960296-9

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to amend the above-noted records schedule.

Title: Library Services Operational Records Classification System – amendment 1

Ministry of Community, Aboriginal and Women's Services
Local Government Department
Public Library Services Branch

Description and Purpose:

The purpose of this amendment is to revise the final disposition of library program and service case files (21820-20) from SR to FR, so that the government archives will retain records relating to public library operating grants. The amendment also includes a new secondary for the public library services internet web site.

This amendment also includes the following administrative updates:

- modified selection criteria for library-related organization case files;
- changes to the format of the schedule for the OutLook Online database (from being scheduled under a secondary classification to being scheduled in the the Information System Overview) and;
- revised scope notes, secondary titles and qualifiers, and OPR designations.

For an indication of all the changes and for further descriptive information about the records, please refer to the attached schedule.

Date range: 1926 ongoing

Physical format of records: see attached schedule

Annual accumulation: 4.8 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

B. Nacey

Records Officer

Sept 30/04

Date

[Signature]

Executive Director/ADM

Oct 4/04

Date

[Signature]

Deputy Minister/Corporate Executive

Oct 12/04

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

S. Mitchell

Chair, PDC

2 Nov 2004

Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

Jan 31, 2005

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Feb 21, 2005

Date

OTHER STATUTORY APPROVALS:

Signature
Title:

Date

Signature
Title:

Date

CONTACT: Bea Nacey, Ministry Records Officer

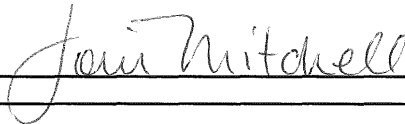
RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of the *Library Act* (RSBC 1996, c.264) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment 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.

Records Analyst

2004-09-21
Date**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

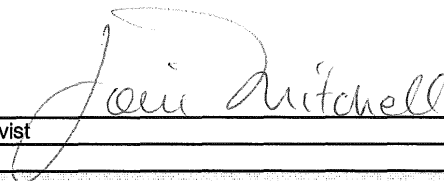
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

"Full Retention" indicates record series or groups of records that will be retained in their entirety.

"Selective Retention" indicates record series or groups of records that will be retained in part. 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

2004-09-21
Date**The undersigned endorses the appraisal recommendations:**
Director, Corporate Records Management Branch2004-09-22
Date

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *Library Services Operational Records Classification System*

Ministry of Municipal Affairs
Local Government Department
Library Services Branch

Description and Purpose:

The *Library Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Victoria and Lower Mainland offices of Library Services Branch.

These records document consultation and cooperation with library-related organizations; leadership, support and the provision of consulting services to public libraries; the funding of library services; and the development and delivery of programs and services to public libraries, as well as individual members of the public.

For further descriptive information about these records, please refer to the attached executive summary.

Date range: 1926 ongoing

Physical format of records: see attached schedule

Annual accumulation: .48 cubic meters

Recommended retention and disposition: scheduled in accord with attached ORCS.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

[Signature]
Records Officer

June 8, 1999
Date

[Signature]
Executive Director/ADM

June 8, 1999
Date

[Signature]
Deputy Minister/Corporate Executive

June 8/99
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

[Signature]
Chair, PDC

1999/06/24
Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

JUL 13 1999

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

JUL 15 1999

Date

OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title:

Title:

CONTACT: Lynda Clark, Ministry Records Officer, (250) 287-9174

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 *Library Act* (RSBC 1996, c. 265) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

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

1999 June 7
Date**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

1999/06/07
Date

The undersigned endorses the appraisal recommendations:

Director, Information and Data Management Branch

June 7 1999
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

LIBRARY SERVICES

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by Library Services Branch under the *Library Act* (RSBC 1996, c. 265.).

These records document consultation and cooperation with library-related organizations; leadership, support and the provision of consulting services to public libraries; the funding of library services and the development and delivery of programs and services to public libraries, as well as individual members of the public.

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

This ORCS is retroactive to 1926. Previous records relating to the functions documented in this ORCS have been appraised and scheduled under one-time records schedules and destroyed or transferred to the BC Archives as appropriate.

The summary which follows describes the basic types of records and identifies their retention periods and final dispositions. In this summary, record types are linked to the ORCS by primary and secondary numbers. Please consult the ORCS manual for further information.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/ Privacy
OPR = Office of Primary Responsibility		VR = Vital Records
R:\executive summary.wpd:1999/07/15	Schedule 134320	ORCS/LS EXEC SUMMARY - 3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

- | | <u>A</u> | <u>SA</u> | <u>FD</u> |
|--|----------|-----------|-----------|
| 1) <u>Policy and Procedures</u>
(secondary -00 throughout ORCS) | SO | 5y | FR |

Throughout this ORCS, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.

- | | | | |
|---|----|-----|----|
| 2) <u>Community Issues/Standards Case Files</u>
(secondary 21800-20) | SO | nil | FR |
|---|----|-----|----|

These records document community standards and issues that affect public libraries. Examples include censorship and book banning, film and video classification and the use of public library meeting rooms by special interest groups.

SO = when no longer required for reference purposes

FR = The government archives will fully retain community issues/standards case files because they document government handling of significant library services issues, related to societal concerns.

- | | | | |
|---|----|-----|----|
| 3) <u>Annual Public Library and Interlibrary Loan Statistical Reports</u>
(secondaries 21820-02 and -03) | SO | nil | FR |
|---|----|-----|----|

These records document annual interlibrary loan activity, as well as other programs and services provided each year by public libraries.

SO = when no longer required for reference purposes

FR = The government archives will fully retain *British Columbia Public Libraries Statistics* because this provides a summary report of library programs and services in the province.

When each report is published or made available electronically, ministry staff will box a paper copy of it for transfer to the government archives. All other paper copies can be destroyed.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/ Privacy
OPR = Office of Primary Responsibility		VR = Vital Records
R:\executive summary.wpd:1999/07/15	Schedule 134320	ORCS/LS EXEC SUMMARY - 4

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Library Program and Service Case Files</u> (secondary 21820-20)	SO	8y	SR

These records document the provision of library programs and services to public libraries, as well as individual members of the public.

SO = when program or service is no longer offered, or when no longer required for reference purpose

8y = After a lapse of eight years the records are of no use in the development of similar programs or services.

SR = The government archives will selectively retain library program and service case files because they document the development of government programs.

All files covered by this secondary will be retained, except for operating grant files, which will be destroyed. Operating grants are adequately documented in policy and procedure files. At the time of transfer to semi-active storage, files to be retained will be boxed separately from those to be destroyed.

5) <u>Library-Related Organization Case Files</u> (secondary 21850-20)	SO	8y	SR
---	----	----	----

These records document involvement with, and, in some cases, the provision of funding to library-related organizations.

SO = when no longer required for reference purposes

8y = The eight-year semi-active retention period ensures that the financial statements and annual reports received from funded agencies are retained for the seven years required for income tax records.

SR = The government archives will selectively retain library-related organization case files because they document government participation in the library community at the provincial, national, and international levels.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/ Privacy
OPR = Office of Primary Responsibility		VR = Vital Records
R:\executive summary.wpd:1999/07/15	Schedule 134320	ORCS/LS EXEC SUMMARY - 5

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

At the time of transfer to semi-active storage, the records officer and ministry staff, in consultation with an archivist, will identify significant files, that is, those which reflect significant participation by government in library-related organizations. Files not considered significant will be boxed separately and destroyed.

6) Public Library Case Files

(secondaries 21900-20, -30, -40 and -50)

SO 8y SR

These records document leadership, support and the provision of consulting services to public libraries. This includes records relating to: the distribution of library grants to library boards; participation in board meetings; establishment of reading centres; negotiation of service agreements with public libraries; and assistance with the planning and coordination of public library services to communities.

SO = in the case of core documents, when the public library closes; and in the case of supporting documents, when no longer required for reference purposes

8y = The eight-year semi-active retention period ensures that board membership lists are retained for the maximum eight-year consecutive term board members may serve under the *Library Act*. It also ensures that the financial statements are retained for the seven years required for income tax records.

SR = The government archives will selectively retain public library case files. These records document the history of community libraries in British Columbia, and their relationship with government.

The records officer and ministry staff, in consultation with an archivist, will identify representative files. These files will represent different types of public libraries serving a variety of communities. All documentation created throughout the life-span of the designated libraries will be retained. All other files covered by this secondary will be boxed separately and destroyed at the end of the semi-active period.

(Continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/ Privacy
OPR = Office of Primary Responsibility		VR = Vital Records
R:\executive summary.wpd:1999/07/15	Schedule 134320	ORCS/LS EXEC SUMMARY - 6

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
7) <u>Electronic Records</u> (secondary 21820-05)	SO	nil	DE

The following electronic database is covered by this ORCS: OutLook OnLine(OLOL) the automated interlibrary loan network. The Information System Overview section provides information about inputs and outputs and routine back-ups. Notes under the ORCS secondary listed above provide information about the classification and scheduling of the records. These records have no residual values to government at the end of their scheduled retention periods as the information they contain is documented elsewhere.

8) <u>All Other Records</u>	DE
-----------------------------	----

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed three years. These records have no residual values to government at the end of their scheduled retention periods.

A = Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/ Privacy
VR = Vital Records

LIBRARY SERVICES
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

INTRODUCTION

HOW TO USE

SECTION 1 21800 - 21900 LIBRARY SERVICES

ISO OLOL OUTLOOK ONLINE

GLOSSARY

INDEX

INTRODUCTION

For further information, call your Records Officer,
Lynda Clark, 387-9174

Information and Data Management Branch

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: *The Operational Records Classification System (ORCS)*

- 1.1 Introduction
- 1.2 Purpose
- 1.3 Records and Recorded Information

PART 2: An Effective Records Management System

- 2.1 Introduction
- 2.2 The Classification System
 - 2.2.1 Staff Responsibilities and Procedures
 - 2.2.2 Classifying Records
 - a) Alphabetic Subject Index
 - b) Broad Subject Approach
 - c) Policy and Procedures Files
 - d) General Files
- 2.3 The File List
- 2.4 Other Finding Aids
- 2.5 Filing and Maintenance Procedures
 - 2.5.1 File Maintenance
 - 2.5.2 File Circulation
- 2.6 Boxing and Transfer Instructions
 - 2.6.1 Accession Numbers
 - a) One-time Accession Numbers
 - b) Ongoing Accession Numbers
 - 2.6.2 Transfer of Semi-active Records to Off-site Storage
 - 2.6.3 Transfer of Inactive Records to Off-site Storage
- 2.7 Freedom of Information and Protection of Privacy
- 2.8 Information System Overview

PART 1 THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 Introduction

An *Operational Records Classification System (ORCS)* is a tool to facilitate the organization, retrieval, storage, and disposition of operational records throughout their life cycle, from creation to final disposition. Operational records relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. That function is the provision of services to public libraries under the *Library Act* (RSBC 1996, c. 265). It involves: consultation and cooperation with library-related organizations; leadership, support and the provision of consulting services to public libraries; and the development and delivery of programs and services to public libraries, as well as individual members of the public.

Administrative records are common to all units of government and are usually distinct from operational records. Administrative records support housekeeping functions such as the management of facilities, property, materiel, finances, personnel, and information systems. Administrative records also relate to common management processes, including committees, agreements, contracts, information services, legal opinions, and other similar functions. Although these records are considered administrative, they may have considerable operational impact.

The Information and Data Management Branch has developed a standard government-wide classification system for all administrative records of the Government of British Columbia. It is known as the *Administrative Records Classification System (ARCS)*. ARCS provides common headings for classification of common records across government.

Each ORCS is tailored to fit the specific operational records of a unit of government. This ORCS covers all operational record series created or received by your branch since 1926.

Each ministry, government agency and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call the Information and Data Management Branch at 387-1321.

1.2 Purpose of ORCS

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, magnetic tape, diskettes, etc.). It helps you find the information you need, when you need it, at the least possible cost. ORCS also provides a framework to manage the retention and disposition of records. With ORCS you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your branch's operational records. ORCS is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of the government archives, or removal from the control of the Government of British Columbia.

The records schedules incorporated into *ORCS* identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

The structure and organization of *ORCS* is described in detail in the "How To Use *ORCS*" section. All technical terms used here and elsewhere are defined for your convenience in the glossary which is located at the back of the "How To Use *ORCS*" section.

The primary purposes of *ORCS*:

- *ORCS* is a tool for executive control of recorded information.
- *ORCS* provides a legal basis on which the integrity, authenticity, impartiality, and completeness of operational records may be established.
- *ORCS* is a key element of an agency's vital records program.
- *ORCS* is a retrieval device to aid effective management of resources.
- *ORCS* is a filing and records classification system for information resources.
- *ORCS* is a management plan for the retention and disposition of records.
- *ORCS* is a framework for the audit and review of operational functions.

1.3 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c. 99) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format:

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by the government archives and government ministries. This ORCS was reviewed by the Information Analysis and Services Section of the Information and Data Management Branch, your ministry executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this ORCS as the retention and disposition schedule for the operational records of the Library Services Branch.

Some categories of records or data have special retention and disposition requirements and may be handled by developing special records schedules. These schedules can be standardized for all ministries, and can cover both administrative and operational records. They can be used effectively to dispose of routine records and ephemeral material, can be adjusted to meet the retention problems posed by changing technologies, and can protect the long-term values of executive records.

The following categories of special records schedules are contained in the ARCS manual:

- Transitory Records
- Transitory Electronic Records
- Electronic Mail
- Word Processing Records
- Special Media Records (including photographs, motion pictures, audio-visual materials, videotapes, etc.)
- Executive Records
- Commission of Inquiry Records
- Record Copies of Published Maps
- Computer System Electronic Backup Records
- Unsolicited Records
- Voice Mail Records

See the special schedules section of the ARCS manual for a description of these records and the records retention and disposition schedules covering them.

PART 2 AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

2.1 Introduction

This part outlines the major features of a records management system and describes the tools needed for effective filing operations.

An effective records management system has five essential elements to aid retrieval and maintenance:

- The Classification/Scheduling System
- The File List
- Finding Aids (indexes and cross-reference guides)
- Filing and Maintenance Procedures
- Boxing and Transfer Instructions.

2.2 The Classification System

A standard classification system such as *ORCS* is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of *ORCS* not only indicate standard classification and filing categories, but also aid access and guide retrieval.

For the frequent user, searching for a place to file a commonly used record, *ORCS* verifies classification. For both the experienced and the inexperienced user faced with a new subject or form, *ORCS* indicates the appropriate primary location for the record. For all users, *ORCS* provides a catalogue of general subject headings for retrieval and access.

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* indicates all of the operational records which **might** exist in an office. The file list documents those files which have actually been opened.

2.2.1 Staff Responsibilities and Procedures

The Information and Data Management Branch recommends that each staff member be responsible for classifying documents which he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is typed, photocopied, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

The IDMB also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

2.2.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as the filing and retrieval of the information is dependent upon the classification number assigned to a document.

The IDMB recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced or retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

Use either the alphabetic subject index or the broad subject approach, or a combination of the two, to decide upon a number. Remember that the number reflects the subject of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. If the appropriate classification was difficult to locate, consideration should be given to updating the index. For a discussion of the index, see part 2.4 of this introduction.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant ORCS section, pick one or more primaries which might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the **most appropriate** primary and secondary and classify the document accordingly.

c) Policy and Procedures Files

Within each primary, the standardized secondary -00 is reserved as a policy and procedures file. This secondary is used for records that reflect usages, regulations,

precedents and other material which in some way document management decisions on the subject matter of the primary.

Policy and procedures files contain records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of the creating agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and inquiries regarding policy.

d) General Files

Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The record does not fall within any of the existing secondaries, but does fall within the primary.
- The record deals with two or more subjects in the primary. In this situation, you could be more precise and file the original or a photocopy of the record in each specific file.
- There is no existing classification number for the document. The general number is used until the subject is significant enough to warrant creating a new primary or secondary number and title.

In cases where the retention period for secondary -01 is shorter than that of the specific subject or case file secondary, and/or the records are scheduled for selective or full retention by the government archives, a separate file **must** be opened.

2.3 The File List

The file list is a listing of each file which is currently in use or which has been created within an office. An accurate file list is an essential record, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

The file list is vital to ORCS and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System (ARCS)* specifies that file lists will be maintained and classified under ARCS 423 "Records Management - File Control". ARCS 423-03 classifies current lists. Please note that these file lists cover both operational and administrative files.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

2.4 Other Finding Aids

There are a wide variety of finding aids which may be used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by the government archives.

The index included with this *ORCS* contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For subjects or forms which are commonly used, the index allows rapid access into the classification system in order to determine a primary number.

2.5 Filing and Maintenance Procedures

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic functions or activities of filing and maintenance are:

- Mail Management
- Sorting
- Registration
- Classification
- Indexing and Cross-reference
- Location Control
- Filing
- Charge-out
- Distribution
- Recall and Search
- Refiling
- Physical Maintenance
- Purging
- Retention and Disposition.

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety of methods and systems which can provide effective operations for these basic functions.

Use of *ORCS* does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, *ORCS* is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain *ORCS*, offices should develop and document procedures to cover those functions which they require. Filing and maintenance procedures are classified in *ARCS* 423-02. Your Records Officer can help to develop appropriate procedures for your office.

2.5.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The agency responsible for the records has special needs and requirements for its filing system. Each agency must establish standards for maintaining their files. For many offices, the following system works best.

When incoming mail and other records have been classified, they are filed in folders labeled with the complete primary and secondary number and corresponding title.

IDMB supports Project ELF (Eliminate Legal-size Files) and recommends the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ELF is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important initiative.

The file folder label is prepared with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately. The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labeled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their use becomes infrequent. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, the government archives recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1991"; "for SR on 1 April 1992"; "for FR on 1 April 1990").

Minimize misfiles in the following ways:

1. Keep file labels legible and simple.
2. Maintain 3-4 inches of free space on each file shelf or drawer.
3. Place papers in folders so they do not go beyond the scoring on the folder or cover the file label.
4. Write correct file number or heading on each document or underline it if it appears in the text.

2.5.2 File Circulation

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

2.6 Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by the Records Centre Services. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. For a discussion of records schedules, please see parts 2.9 and 2.10 of "How To Use *ORCS*" which follows this introduction.

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Notify your Records Officer before any destruction of records occurs.

To identify records suitable for boxing, review the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. Contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

2.6.1 Accession Numbers

Records Centre Services issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

For the purposes of illustration, we will use 91-0123 as an example of an accession number. **No office should use it to prepare records for transfer!**

Box Number: 91-0123-1

91-0123 = the accession number issued by Records Centre Services
-1 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to the government archives.

For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers

IDMB may establish ongoing accession numbers for categories of administrative or operational records which can be transferred to off-site storage or archival custody year after year. The purpose of an ongoing accession number is to group together the same type of records and facilitate transfer of those records. The ongoing accession number for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in ORCS to annotate secondary numbers and titles to which an ongoing accession number applies.

NOTE: The OPR will store [RECORD SERIES TITLE]
under ongoing RCS accession number 91-0123.

If 91-0123 were a real ongoing accession number, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new ongoing accession number from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The ongoing accession number uniquely identifies the transferring office and the category of records which may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own ongoing accession number. Other special arrangements may be made in consultation with your Records Officer and IDMB.

2.6.2 Transfer of Semi-Active Records to Off-site Storage

Records Centre Services provides off-site storage for all records which have a scheduled semi-active retention period. If a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it, contact your Records Officer to propose that the schedule be amended.

You should organize semi-active records for transfer as follows:

1. Box semi-active records scheduled for DE (Destruction) separately from semi-active records scheduled for SR (Selective Retention) or FR (Full Retention) by the government archives (see "How to Use ORCS," part 2.10.3, for definitions).
2. Box records of the same type together if possible. For example, case file series or large subject file series should be boxed together.
3. If records have different semi-active retention periods, box first by retention period and then within retention periods by primary and secondary numbers.
4. Arrange boxes by the length of the semi-active retention period, placing boxes with the longest retention period at the beginning of the accession.

For records which do not have a scheduled semi-active retention period, but which have a scheduled final disposition of selective or full retention by the government archives, see Part 2.6.3 regarding the transfer of inactive records to off-site storage.

2.6.3 Transfer of Inactive Records to Off-site Storage

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. Records Centre Services will in some instances contact you to discuss the records or to arrange to see them prior to boxing.

You should organize inactive records for transfer as follows:

1. Box inactive records scheduled for SR (Selective Retention) separately from all other records and in primary and secondary number order.

2. Box inactive records scheduled for FR (Full Retention) separately from all other records and in primary and secondary number order.

2.7 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

For information about whether your records are exempt under the legislation, how your agency plans to disclose information under this legislation, or how to determine if your records contain personal or confidential material, please contact your agency's Records Officer or Director of Information and Privacy. If you have questions specific to file operations or procedures, please contact your Records Officer.

2.8 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency is classified and scheduled within ORCS, regardless of media. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

HOW TO USE ORCS

For further information, call your Records Officer,
Lynda Clark, 387-7194

Information and Data Management Branch

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

PART 1: The Organization of an *Operational Records Classification System*

- 1.1 Classification System
 - 1.1.1 Information System Overview
- 1.2 Implementation of *ORCS*
- 1.3 Review and Evaluation
 - 1.3.1 Operational Reviews
- 1.4 Advisory Services
- 1.5 Amendment and Update of *ORCS*

PART 2: The Structure of an *ORCS*

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Secondary Number and Title
 - 2.3.1 Reserved Secondary Numbers
 - 2.3.2 Subject Secondary Numbers
 - 2.3.3 Case File Secondary Numbers
- 2.4 Coded Series
 - 2.4.1 Coded Case File Series
 - 2.4.2 Coded Subject File Series
- 2.5 Interim Secondary Number and Title
- 2.6 Freedom of Information and Protection of Privacy Flags
- 2.7 Explanatory Notes
- 2.8 Levels of Responsibility
- 2.9 Records Retention and Disposition Schedule Format
 - 2.9.1 Active Retention Period Column
 - 2.9.2 Semi-active Retention Period Column
 - 2.9.3 Final Disposition Column
- 2.10 How to Read the Records Schedule
 - 2.10.1 Abbreviations Used in the Active Retention Period Column
 - 2.10.2 Abbreviations Used in the Semi-active Retention Period Column
 - 2.10.3 Abbreviations Used in the Final Disposition Column
- 2.11 Media Designations
- 2.12 Vital Records Flags

PART 1 THE ORGANIZATION OF AN ORCS

1.1 A Classification System

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each subject is assigned a unique five-digit number which is called a **primary number** and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a **primary block**. Each block contains primary subjects subordinate to the major function of the block.

Primary subjects are usually arranged in an alphabetical sequence, except for the first primary within a section or primary block. The first primary is the general primary and contains records of a general nature relevant to the entire section or primary block, as well as individual general subjects which do not justify being assigned a separate primary. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may contain a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a subnumber called a **secondary number**. Secondary numbers signify subdivisions subordinate to the major function of the primary subject and describe and delineate specific types or series of records. When a greater detail of files is required for any sub-subject, the subordinate files may be coded.

A secondary may contain records created in various media, such as paper, microfilm, microfiche, magnetic media, and optical disk. In addition, Personal Information Banks (PIB), Public Use Records (PUR) and Vital Records (VR) are identified, classified and scheduled at the secondary or record series level.

1.1.1 Information System Overview

Information that has been created, collected, maintained and/or retained by a government agency must be classified and scheduled within ORCS, regardless of media. Input records, computer generated reports, and the electronic records themselves, are integrated into ORCS and retention periods and final dispositions are assigned. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Application (ISOA).

Information to be included within an ISO/ISOA includes the purpose of the system or application, sources of information for the system, output reports, hardware and software specifications, system milestones, etc.

1.2 Implementation of ORCS

One of the chief features of *ORCS* is the integration of the records classification system with the records retention and disposition schedule. As a result, use of *ORCS* as a records retention and disposition schedule depends upon systematic implementation and effective maintenance of the classification system, in accordance with standards established by the Information and Data Management Branch (IDMB) and the agency responsible for the records.

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call IDMB at 387-1321.

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designation of offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

1.3 Review and Evaluation

Before a ministry, agency, or Crown corporation can be granted the ongoing authority to use the schedules in *ORCS* for the disposition of government records, a review and evaluation of records management systems and operations may be required to provide assurance to senior management and Treasury Board that records management policies and standards are being applied effectively.

An evaluation would include a review of the agency's records management systems, operations, and facilities for compliance with both internal and government-wide policies and standards.

1.3.1 Operational Reviews

Operational reviews will be conducted at intervals of not more than five years, as authorized by the agency's senior management. Review and evaluation teams will comprise appropriate representatives of one or several of:

- Ministry or agency staff (e.g., internal auditors);
- The Office of the Comptroller General;
- IDMB; or
- Private sector agencies under contract to IDMB.

1.4 Advisory Services

IDMB provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your records officer is available to help you establish efficient filing procedures and effective records administration. Other services that may be provided by your records officer are:

- Project planning and coordination assistance
- File conversions
- A records management training program
- Selection of equipment and supplies
- Assistance with retrieval systems, indexes, file tracking, and active records control
- Off-site storage and retrieval of semi-active records
- Disposition of inactive records
- Transfer of permanently valuable records to archival custodianship
- Automation of records management functions.

1.5 Amendment and Update of *ORCS*

Maintenance of *ORCS*, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance is dependent upon:

- Trained records staff
- Documented policies and procedures
- Coordination and review by the Records Officer
- Designated responsibilities for
 - records classification

- maintenance of indexes and file lists
- other record and file operations.

IDMB maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising the IDMB of proposed amendments. Distribution of amendment pages is a responsibility of the agency. Amendments will be effective upon the approval of the Legislative Assembly. The agency responsible for the records will implement amendments within one year of legislative approval.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the *ORCS*, insert the instructions behind the Register of Amendments, located at the front of the manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to the IDMB. Proposals will be jointly reviewed by the IDMB and the Records Officer.

Changes in the status of primaries, secondaries, and scope notes will be highlighted in two ways:

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

PART 2 THE STRUCTURE OF AN ORCS

Although the structure of this *Operational Records Classification System* has been described in the "Introduction", you will need to know more about it in order to apply the ORCS schedule effectively.

Here is a sample primary to illustrate the structure of ORCS. The pages which follow this example explain each of the numbered items:

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Secondary Number and Title
- 2.4 Coded Series
- 2.5 Interim Secondary Number and Title
- 2.6 Freedom of Information and Protection of Privacy Flags
- 2.7 Explanatory Notes
- 2.8 Levels of Responsibility
- 2.9 Records Retention and Disposition Schedule Format
- 2.10 Records Schedule Key
- 2.11 Media Designations
- 2.12 Vital Records Flags.

SAMPLE PRIMARY TO ILLUSTRATE ORCS

2.1

21900 PUBLIC LIBRARIES

A SA FD

2.9

2.2 Records relating to leadership, support and the provision of consulting services to public libraries. As defined under the *Library Act* (s. 1(f)), a "public library includes a municipal library, a regional library district, a public library association and an integrated public library system".

This primary also relates to: the distribution of library grants to library boards; participation in board meetings; establishment of reading centres; negotiation of service agreements with public libraries; and assistance with the planning and coordination of public library services to communities.

Includes correspondence, memoranda, reports, agendas, minutes, agreements and bylaws that established the library.

Unless otherwise specified below, the ministry OPR (Library Services Branch, Victoria) will retain these records for:

2.8

CY+2y nil DE

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

SO nil DE

2.3

-00 Policy and procedures - OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

-20 Municipal library case files -

SO 8y SR

(includes core documents such as constitutions, bylaws and agreements; and supporting documents such as board membership lists, financial statements, budgets, agendas and minutes)
(arrange alphabetically by the name of the municipal library)

2.4

SO = in the case of core documents, when the municipal library closes; and in the case of supporting documents, when no longer required for reference purposes

2.10

A= Active

SA = Semi-active

FD = Final disposition

PIB = Personal Information Bank

PUR = Public Use Records

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI = Freedom of Information/Privacy

VR = Vital Records

2.1 Primary Number and Title

Each operational subject title is allocated a unique five-digit primary number and title within ORCS. A primary number is used to classify all information related to a subject or function, regardless of its physical formats.

2.2 Scope Note

The scope note describes the functions, uses and content of the records which are to be classified within a primary records classification. A scope note indicates the administrative or operational function to which the records relate and should give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered.

A scope note may also contain information about the method(s) of records arrangement or organization, finding aids and indexes, records usage, information sources, records which are specifically excluded from the primary classification and filed elsewhere, and sources in which the information is reported in summary form. Freedom of information and privacy legislation considerations may be included.

2.3 Secondary Number and Title

Secondary numbers and titles designate subdivisions of the primary subject. The two-digit secondary number is added to the five-digit primary number to form a complete file number. Secondary numbers and titles describe specific types of records and link them to the records retention and disposition schedule.

To ensure proper use and maintenance of the records schedules, secondaries within a given primary in this ORCS are standardized. All offices should use the same number to refer to the same record. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondary numbers exist within ORCS: reserved secondaries, subject secondaries, and case file secondaries.

2.3.1 Reserved Secondary Numbers

Two secondaries have been reserved throughout all ORCS and the *Administrative Records Classification System (ARCS)*. Secondary number -00 is always reserved for "Policy and procedures" which reflect operational functions, policies, procedures, regulations, and precedent or which reflect management decisions and usage. Secondary number -01 is always reserved for general records which cannot be classified in the specified subject or case file secondaries. For further discussion, see the introduction.

2.3.2 Subject Secondary Numbers

Within a primary, subject secondaries represent files for specific subjects. A subject file usually brings together records and information on one topic in order to facilitate information retrieval.

Subject secondaries are usually assigned secondary numbers -02 to -19.

2.3.3 Case File Secondary Numbers

Case file series are usually assigned secondary numbers -20 and above (-30, -40, -50, etc.). Case file series consist of many different files relating to a common function, each of which contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally standardized. (See part 2.4 for additional information on subdivisions.)

2.4 Coded Series

Reserved, subject, and case file secondaries may be subdivided through the use of codes.

2.4.1 Coded Case File Series

When a case file secondary (e.g., client files, mineral claim files, property files) is coded, the result is a coded case file series.

Case file series are sometimes arranged by the full name or title of the case (person, event, project, transaction, product, organization, etc.), but are, for the purposes of abbreviation and identification, more commonly arranged by numeric or alphabetical codes (abbreviations) which correspond to the entities to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.4.2 Coded Subject File Series

When a reserved or subject secondary is coded, the result is a coded subject file series. Although case files are the most common example of coded series, codes may also be used to arrange subject secondaries where coding will facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement).

Coding is used to subdivide a secondary subject file when all sub-subjects require the same active and semi-active retention periods and when the number of sub-subjects is likely to be large or when the topics or names covered by sub-subjects will vary over time. As a result, coded subject file series usually consist of many different files, each dealing with a different aspect of the same subject. The records within a coded subject series usually vary from file to file.

Subject files are often arranged by the full name or title of the sub-subject, but are sometimes arranged by alphabetical codes (abbreviations) which correspond to the sub-subjects to which the files relate. An oblique (/) separates the identifying code from the secondary number.

2.5 Interim Secondary Number and Title

To obtain interim secondary numbers, contact your Records Officer immediately.) In turn, your Records Officer will refer interim secondary numbers to IDMB for scheduling. Those which are approved will be included in *ORCS* when your manual is updated (see part 1.5 for further information regarding the amendment and review process).

2.6 Freedom of Information and Protection of Privacy Flags

IDMB requires that all Personal Information Banks (PIB) and Public Use Records (PUR) be flagged within a records classification system. The flags are placed in the left-hand column, directly in front of the secondary that they qualify.

PIB	-20 SECONDARY TITLE	SO	2y	DE
PIB/ PUR	-45 SECONDARY TITLE (arrange by address)	CY+1y	nil	SR

In certain instances, a more specific justification as to why the information contained in a record series is restricted from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption.

-20 SECONDARY TITLE	3y	5y	SR
---------------------	----	----	----

FOI: As these records DO WHAT?, access is restricted under section ?? of the *Freedom of Information and Protection of Privacy Act* (SBC 1996, c. 165).

If you have any questions on procedures for information disclosure, or if your records contain personal information or confidential material as defined in the legislation, please contact either your agency's Records Officer or Manager/Director of Information and Privacy.

2.7 Explanatory Notes

Explanatory notes may be used in *ORCS* to refer to the internal structure of *ORCS* or to provide information critical to understanding the system. Notes may also be used to explain office procedures and practice or to summarize statutory provisions governing the creation, processing, access to, or disposition of documents. In this *ORCS* notes are either preceded by the word "NOTE" in capital letters or they appear directly below a secondary enclosed in brackets.

2.8 Levels of Responsibility

The retention and disposition requirements for records which are duplicated in central service or headquarters branches and field offices often differ. In recognition of these differing requirements, *ORCS* contains two statements regarding the levels of responsibility for records within an agency.

For each primary subject, *ORCS* distinguishes between the office or offices having primary responsibility for a category of records (OPR[s]) and all other offices which hold copies of the same records (non-OPRs). The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

For secondaries which have retention or disposition requirements different from the general retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

The Records Officer will ensure that the office or offices which have primary responsibility for the retention and disposition of records classified in each primary are designated and notified that they are to retain those records as the OPR. The Records Officer will on an ongoing basis notify the IDMB of changes to the OPR.

The office of primary responsibility (OPR) for all is the Library Services Branch.

2.9 Records Retention and Disposition Schedule Format

Schedule information for each record series is indicated in the three columns to the right of the classification system. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in part 2.10, "How to Read the Records Schedule."

2.9.1 Active Retention Period Column

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are records which are referred to and required constantly for current use in the conduct of business and which need to be retained and maintained in the office space and equipment of the user.

If retrieval and reference access is more than one reference per linear foot (30 cm) per month, the records are active. Active records are maintained and stored in the offices of the agency responsible for the records.

2.9.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record should be retained in the semi-active phase of its life cycle.

Semi-active records are records which are not required constantly for current use and need not be maintained in the expensive office space and equipment of the agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in considerable savings.

If retrieval and reference access is less than one reference per linear foot (30 cm) per month, the records are semi-active and should be transferred to the off-site storage facilities provided by Records Centre Services. For boxing and transfer instructions, see "Introduction," part 2.6.

The active and semi-active retention periods ensure that records are kept as long as required to meet any operational, administrative, legal, fiscal, audit, or other primary values which the records may hold. By retaining records for the retention periods specified in the records schedule, creating offices will comply with statutory, regulatory, and policy requirements to maintain certain types of information and data.

2.9.3 Final Disposition Column

The final disposition (FD) column ensures that records with residual values are preserved and those which have no residual values are destroyed.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

2.10 How to Read the Records Schedule

ORCS includes a record retention and disposition schedule which indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition should be.

For each primary number, general retention and disposition values are assigned for OPR and non-OPR offices. The following format is used:

	<u>A</u>	<u>SA</u>	<u>FD</u>
21850 <u>LIBRARY-RELATED ORGANIZATIONS</u>			
Unless otherwise specified below, the ministry OPR (Library Services Branch, Victoria) will retain these records for:	CY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for	<u>SO</u>	<u>nil</u>	<u>DE</u>

The OPR and non-OPR retention and disposition apply to all records included in the primary except where specific retention and disposition values are assigned for a secondary. For instance, in the example below, the retention and disposition schedule for secondary 21850-20 is:

		<u>A</u>	SA	<u>FD</u>	
21850	<u>LIBRARY-RELATED ORGANIZATIONS</u>				
-20	Library-related organization case files	- OPR	SO	8y	SR
		- non OPR	SO	nil	DE

The general retention and disposition values do not apply because retention information is specified for the secondary. The OPR will retain these records in active office space for as long as required for reference purposes. The records will then be transferred to the off-site storage facilities provided by Records Centre Services.

All other offices are non-OPR offices and will retain these records in active office space until the records are superseded or obsolete. The records will then be destroyed.

The key at the bottom of each ORCS page indicates the abbreviations used. The pages which follow explain how to read and interpret the records schedule and the possible abbreviations for each of the three columns.

2.10.1 Abbreviations Used in the Active Retention Period Column

w = week

m = month

y = year

CY = Calendar Year = 1 January to 31 December

FY = Fiscal Year = 1 April to 31 March

SO = Superseded or Obsolete

"SO" identifies records which should be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in ORCS in different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value. It delegates the entire responsibility for retention and disposition of the records to the agency responsible for them. Records which have the above retention and disposition schedule may be destroyed when no longer required for operational purposes.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records which must be retained until a case is closed or some other event occurs to end requirements for the records. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

21820 LIBRARY PROGRAMS AND SERVICES

-20 Library program and service case files	- OPR	SO	8y	SR
	- non OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>

2.10.2 Abbreviations Used in the Semi-active Retention Period Column

m = month

y = year

nil = no semi-active retention period

"Nil" in the semi-active column is used to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, *ORCS* may specify in the final disposition column that they are to be transferred to archival custodianship. Otherwise, the final disposition of such records is usually physical destruction.

For instance, in the example below, the retention and disposition schedule for secondary 21800-20 is:

	<u>A</u>	SA	<u>FD</u>
21800 <u>LIBRARY SERVICES - GENERAL</u>			
-20 Community issues/standards case files	- OPR	SO	nil
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>
			SR
			<u>DE</u>

The OPR retains the community issues file in active office space until they are no longer required for reference purposes. As there is no semi-active period, the records are ready for immediate transfer to archival custodianship upon expiry of the active period.

2.10.3 Abbreviations Used in the Final Disposition Column

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custodianship of the BC Archives for archival preservation. The final disposition of operational records which have enduring value can be:

FR = Full Retention by the government archives

"FR" means that IDMB, has determined that all of the records in a secondary have enduring value. IDMB preserves in its entirety and in an accessible format the recorded information contained in such records. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series.

SR = Selective Retention by the government archives

"SR" means that the IDMB has determined that a portion of these records have enduring value and should be retained. The archivist responsible selectively retains portions of the record series by means of a percentage, statistical, or random sample, or by other recognized archival selection criteria.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see "Introduction," part 2.6.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records which have no residual value or insufficient public value to justify their preservation is physical destruction.

2.11 Media Designations

All government records, regardless of physical media, must be classified under either an *ARCS* or *ORCS* secondary number. The information content of different media versions of a single record series remains the same, only the physical format for the record series changes.

The media designation used in this *ORCS* is electronic database. Retention periods are specified for this media designation, unless the primary's database retention period apply.

2.12 Vital Records Flags

IDMB recommends that the vital records (VR) of an agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies.

VR-	20	SECONDARY TITLE	??	?? ??
PIB/	-45	SECONDARY TITLE	??	?? ??
PUR/VR		(arrange by address)		

(

f

(

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

SECTION 1

LIBRARY SERVICES

PRIMARY NUMBERS

21800 - 21900

Section 1 covers records relating to services provided to public libraries under the *Library Act* (RSBC 1996, c. 264). This includes records relating to: consultation and cooperation with library-related organizations; leadership, support and the provision of consulting services to public libraries; the funding of library services; and the development and delivery of programs and services to public libraries, as well as individual members of the public.

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided *ORCS* has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

2 1 8 0 0 - LIBRARY SERVICES - 2 1 9 0 0

PRIMARY NUMBERS AND PRIMARY SUBJECTS

21800 LIBRARY SERVICES - GENERAL
21820 LIBRARY PROGRAMS AND SERVICES
21850 LIBRARY-RELATED ORGANIZATIONS
21900 PUBLIC LIBRARIES

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21800 LIBRARY SERVICES - GENERAL

- Records not shown elsewhere in the library services section which relate generally to services provided to public libraries under the *Library Act* (RSBC 1996, c. 264). Those services are described in the web site classified under secondary -02.

This primary includes records relating to community standards and issues that affect public libraries. Examples include censorship and book banning, film and video classification, and the use of public library meeting rooms by special interest groups.

- Record types include correspondence, web site, and other types of records as indicated under relevant groups.

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

- Unless otherwise specified below, the ministry OPR (Public Library Services Branch, Victoria) will retain these records for: CY+2y nil DE

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

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

FR = The government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

- 01 General
- 02 Public library services internet web site SO nil DE

SO = When the web site is altered, updated, redesigned or closed

DE = As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.

(continued on next page)

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided *ORCS* has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

21800 LIBRARY SERVICES - GENERAL (continued)

NOTE: This web site(www.mcaws.gov.bc.ca/lgd/public_libraries) provides general information about the provincial government's public library programs and services, including contact information, publications, and links to related web sites. Because this is a simple web site, an information system overview for a web site has not been developed.

NOTE: All documents presented on this web site are classified under appropriate secondaries within this *ORCS* or in *ARCS*.

-20	Community issues/standards case files (covers executive briefing notes, copies of minister's letters, news clippings, letters to the editor and other records relating to topics such as censorship and book banning, film and video classification and the use of public library meeting rooms by special interest groups) (arrange by topic)	SO	nil	FR
-----	---	----	-----	----

SO= when no longer required for reference purposes

FR = The government archives will fully retain community issues/standards case files because they document government handling of significant library services issues, related to societal concerns.

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21820 LIBRARY PROGRAMS AND SERVICES

- Records relating to the provision of programs and services to public libraries, as well as individual members of the public. Some of the programs and services offered are: the provision of annual operating grants to public libraries; the summer reading program; community librarian training and continuing education; literacy initiatives; administration of OutLook OnLine, the automated interlibrary loan (ILL) network; and acting as a broker for interlibrary loans not filled by OutLook OnLine.
- This primary also covers surveys, as well as surveys summarizing activities of public libraries.
- Record types include correspondence, forms, reports, artwork, and electronic data.

For the OutLook OnLine information system overview (ISO), see the ISO section.

- Unless otherwise specified below, the ministry OPR (Public Library Services Branch, Victoria) will retain these records for: CY+2y nil DE

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

			<u>SO</u>	nil	DE
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	<i>British Columbia Public Libraries Statistics</i>		SO	nil	FR
	(covers published annual survey dating back to 1927 that incorporates the raw data classified under				
	• secondary -08)				

SO = when no longer required for reference purposes

FR = The government archives will fully retain *British Columbia Public Libraries Statistics* because this provides a summary report of library programs and services in the province.

(continued on next page)

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21820 LIBRARY PROGRAMS AND SERVICES (continued)

When each report is published or made available electronically, ministry staff will box a paper copy of it for transfer to the government archives. All other paper copies can be destroyed.

NOTE: This record series is included in ORCS instead of ARCS in order to schedule the publication *British Columbia Public Libraries Statistics* for full retention.

-03 *Interlibrary Loan Activity for B.C. Public Libraries* SO nil FR
• (covers published annual survey dating back to 1993 to 1998)

SO = when no longer required for reference purposes

FR = The government archives will fully retain *Interlibrary Loan Activity for B.C. Public Libraries* because this provides a summary report of library programs and services in the province. When each report is published or made available electronically, ministry staff will box a paper copy of it for transfer to the government archives. All other paper copies can be destroyed.

NOTE: This record series is included in ORCS instead of ARCS in order to schedule the publication *Interlibrary Loan Activity for B.C. Public Libraries* for full retention.
• It has not been produced since 1998.

-04 ILL requests not filled by OutLook OnLine SO nil DE
(generated by OutLook OnLine)

SO = When the request has been referred

(continued on next page)

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21820 LIBRARY PROGRAMS AND SERVICES (continued)

NOTE: These are ILL requests that could not be filled by OutLook OnLine because the participating libraries did not hold the items. The Public Library Services Branch (acting as a broker for the requesting libraries) searches for the requested items in other library catalogues and when they are located, the branch submits the interlibrary loan requests to the lending libraries. After this, the requesting and lending libraries deal directly with each other.

- | | | | | | |
|---|-----|--|-----------|------------|----------|
| • | -05 | ILL request tracking data
electronic records) | 12m
SO | nil
nil | DE
DE |
|---|-----|--|-----------|------------|----------|

NOTE: These records track ILL requests which could not be filled by OutLook OnLine and were subsequently handled by the branch. Because they are on a simple system (currently Lotus Approach), an information system overview has not been created.

- | | | | | | |
|---|-----|--|----|-----|----|
| • | -06 | OutLook OnLine bibliographic and ILL data
electronic records) | SO | nil | DE |
|---|-----|--|----|-----|----|

SO= In the case of bibliographic records, when updated by participating libraries;and in the case of interlibrary loan requests, upon the expiry of 120 days

NOTE: The OutLook OnLine information system overview (ISO) is found in the ISO section.

- | | | | | | |
|---|-----|---|----|-----|----|
| • | -07 | Survey of ILL activity (1993 to 1998)
(paper and electronic records)
(included completed forms) | SO | nil | DE |
|---|-----|---|----|-----|----|

SO = upon publication of the discontinued *Interlibrary Loan Activity for B.C. Public Libraries* (classified under secondary -03), and when no longer required to do time-series analysis.

(continued on next page)

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21820 LIBRARY PROGRAMS AND SERVICES (continued)

NOTE: Because the electronic records are on a simple system (Lotus Approach), an information system overview has not been created.

- -08 Survey of public libraries (paper and electronic records) (includes completed forms) SO nil DE

SO = Upon publication of the annual survey which is currently title: British Columbia Public Libraries Statistics (classified under secondary -02), and when no longer required to do time-series analysis

NOTE: The electronic records date from 1999. Because they are on a simple system (currently Microsoft Access), an information system overview has not been created.

- -09 ILL monthly data collection forms (electronic records) (includes completed forms) SO nil DE

SO = upon publication of the monthly summary

NOTE: Public libraries are required to report monthly on their ILL activity. The information is gathered for analysis and program planning purposes.

- -10 ILL monthly summaries (includes spreadsheets) SO nil DE

SO = When no longer required for review and analysis, not to exceed 10 years

NOTE: Information from these monthly summaries is included in the annual public library survey classified under secondary -02.

(continued on next page)

A= Active

SA = Semi-active

FD = Final disposition

PIB = Personal Information Bank

PUR = Public Use Records

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI = Freedom of Information/Privacy

VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21820 LIBRARY PROGRAMS AND SERVICES (continued)

- -20 Library program and service case files

(covers operating grants; program policy and procedure development; eligibility criteria; applications for services or funding; annual reports received from funded agencies describing their programs or services; and artwork used in the summer reading program)
(arrange by name of program or service)

SO 8y FR

SO = When program or service is no longer offered, or when no longer required for reference purposes

8y= After a lapse of eight years the records are of no use in the development of similar programs or services.

FR= The government archives will fully retain library program and service case files because they document the development of government programs.

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21850 LIBRARY-RELATED ORGANIZATIONS

- Records relating to the involvement with library organizations such as the British Columbia Library Association, Canadian Library Association and Provincial-Territorial Library Directors Council, as well as related organizations such as Literacy BC, the Legal Services Society, Access Copyright (formerly Canadian Copyright Licensing Agency [CANCOPY], and the Open Learning Agency. Through its involvement with these organizations, the ministry provides leadership to public libraries at the provincial and national levels.

It is also the principal funding agency for the British Columbia Library Association, the British Columbia Library Trustees Association and the Association of British Columbia Public Library Directors.

- In addition, the branch negotiates licence agreements with Access Copyright on behalf of B.C. public libraries. An Access Copyright licence provides advance permission for most copying and pays royalties to copyright owners.

This primary contains background information on these organizations, including information on liaison and consulting activities. It also

- contains Access Copyright licence agreements, and, if applicable, records documenting financial support.

Record types include correspondence, reports, agreements, and financial statements.

For the Library Foundation of British Columbia, see ARCS secondary 200-20.

- Unless otherwise specified below, the ministry OPR (Public Library Services Branch, Victoria) will retain these records for: CY+2y nil DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

(continued on next page)

A= Active SA = Semi-active FD = Final disposition PIB = Personal Information Bank PUR = Public Use Records OPR = Office of Primary Responsibility	CY = Calendar Year FY = Fiscal Year NA = Not Applicable w = week m = month y = year	SO = Superseded or Obsolete DE = Destruction SR = Selective Retention FR = Full Retention FOI = Freedom of Information/Privacy VR = Vital Records
--	--	--

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21850 LIBRARY-RELATED ORGANIZATIONS (continued)

-20	Library-related organization case files (arrange by organization code)	SO	8y	SR
-----	---	----	----	----

SO = when no longer required for reference purposes

8y = The eight-year semi-active retention period ensures that the financial statements and annual reports received from funded agencies are retained for the seven years required for income tax records.

SR = The government archives will selectively retain library-related organization case files because they document government participation in the library community at the provincial, national, and international levels.

The records officer and ministry staff, in consultation with a government archivist, have identified current list of significant files; that is, those that reflect significant participation by government in library-related organizations (see list below). Periodically, at the request of and in consultation with the government archivist, the ministry will provide an updated list of significant files.

library-related organization files selected for archival retention:

- Access Copyright [ACOPY]
- Association of British Columbia Public Library Directors [ABCPL]
- British Columbia Library Association [BCLA]
- British Columbia Library Trustee Association [BCLT]
- British Columbia School Trustees Association [BCSTA]
- Canadian Library Association [CALA]
- Canadian National Institute for the blind [CNIB]
- Council of Administrators of Large Urban Public Libraries [CALUPL]

(continued on next page)

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21850 LIBRARY-RELATED ORGANIZATIONS (continued)

- CUPE BC Library Committee [CUPEB]
- East Kootenay Library Society [EKLS]
- Industry Canada – Community Access Program [CAN]
- International Federation of Library Associations and Institutions [IFLA]
- Legal Services Society of BC [LSSBC]
- Literacy BC [LIBC]
- Media Awareness Network [MANE]
- National Library of Canada [NLOC]
- North Central Libraries Association [NCLA]
- North Coast Libraries Association [NCOLA]
- Peace River Associated Libraries [PRAL]
- Provincial and Territorial Library Directors Council [PTLDC]
- Union of British Columbia Municipalities [UBCM]
- West Kootenay Library Association [WKLS]

A= Active

SA = Semi-active

FD = Final disposition

PIB = Personal Information Bank

PUR = Public Use Records

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI = Freedom of Information/Privacy

VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES

Records relating to leadership, support and the provision of consulting services to public libraries. As defined under the *Library Act* (s. 1(f)), a public library includes a municipal library, a regional library district, a public library association, reading centres and an integrated public library system.

This primary also relates to: the distribution of library grants to library boards; participation in board meetings; establishment of reading centres; negotiation of service agreements with public libraries; and assistance with the planning and coordination of public library services to communities.

Includes correspondence, memoranda, reports, agendas, minutes, agreements and bylaws that established the library.

Unless otherwise specified below, the ministry OPR (Library Services Branch, Victoria) will retain these records for:

CY+2y nil DE

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

SO nil DE

-00 Policy and procedures - OPR
- non OPR

SO	5y	FR
SO	nil	DE

-01 General

-20 Municipal library case files

SO 8y SR

(includes core documents such as constitutions, bylaws and agreements; and supporting documents such as board membership lists, financial statements, budgets, agendas and minutes)
(arrange alphabetically by the name of the municipal library)

SO = in the case of core documents, when the municipal library closes; and in the case of supporting documents, when no longer required for reference purposes

(continued on next page)

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES (continued)

8y = The eight-year semi-active retention period ensures that board membership lists are retained for the maximum eight-year consecutive term board members may serve under the *Library Act* (s. 6(4)). It also ensures that the financial statements are retained for the seven years required for income tax records.

SR = The government archives will selectively retain municipal library case files. These records document the history of community libraries in British Columbia, and their relationship with government.

The records officer and ministry staff, in consultation with an archivist, will identify representative files. These files will represent different types of public libraries serving a variety of communities. All documentation created throughout the life-span of the designated libraries will be retained. All other files covered by this secondary will be boxed separately and destroyed at the end of the semi-active period.

NOTE: Core documents are kept together on separate filebacks. They are retained onsite until the municipal library closes.

-30	Public library association case files (includes core documents such as constitutions, bylaws and agreements; and supporting documents such as board membership lists, financial statements, budgets, agendas and minutes) (arrange alphabetically by the name of the association)	SO	8y	SR
SO =	in the case of core documents, upon dissolution of the public library association; and in the case of supporting documents, when no longer required for reference purposes			

(continued on next page)

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES (continued)

8y = The eight-year semi-active retention period ensures that board membership lists are retained for the maximum eight-year consecutive term board members may serve under the *Library Act* (s. 36(4)). It also ensures that the financial statements are retained for the seven years required for income tax records.

SR = The government archives will selectively retain public library association case files. These records document the history of community libraries in British Columbia, and their relationship with government.

The records officer and ministry staff, in consultation with an archivist, will identify representative files. These files will represent different types of public libraries serving a variety of communities. All documentation created throughout the life-span of the designated libraries will be retained. All other files covered by this secondary will be boxed separately and destroyed at the end of the semi-active period.

NOTE: Core documents are kept together on separate filebacks. They are retained onsite until the public library closes.

NOTE: The *Library Act* (ss. 31 to 45) provide for the continuation of public library associations. They were formed to create public libraries in their communities. They are managed by corporate library boards which are elected by members of the association. Most receive regular grants or contributions from local government and the branch.

-40	Reading centre case files (includes core documents such as constitutions, bylaws and agreements; and supporting documents such as financial statements, budgets, agendas and minutes) (arrange alphabetically by the name of the reading centre)	SO	8y	SR
-----	--	----	----	----

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES (continued)

- SO = in the case of core documents, when the reading centre closes; and in the case of supporting documents, when no longer required for reference purposes
- 8y = The eight-year semi-active retention period is consistent with the semi-active retention period for secondaries -20 to -50 and it ensures that the financial statements are retained for the seven years required for income tax records.
- SR = The government archives will selectively retain reading centre case files. These records document the history of community libraries in British Columbia, and their relationship with government.

The records officer and ministry staff, in consultation with an archivist, will identify representative files. These files will represent different types of public libraries serving a variety of communities. All documentation created throughout the life-span of the designated libraries will be retained. All other files covered by this secondary will be boxed separately and destroyed at the end of the semi-active period.

NOTE: Core documents are kept together on separate filebacks. They are retained onsite until the reading centre is closed.

NOTE: The *Library Act* (s. 50) provides for the creation of reading centres. They are established to provide library service in communities that are not served by a public library. They are managed by reading centre committees appointed by sponsoring community organizations.

(continued on next page)

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES (continued)

- 50 Regional, integrated and federated library system case files SO 8y SR
(includes core documents such as constitutions, bylaws, agreements and orders in council; and supporting documents such as board membership lists, financial statements, budgets, agendas and minutes)
(arrange alphabetically by the name of the library system)

SO = in the case of core documents, upon dissolution of the system; and in the case of supporting documents, when no longer required for reference purposes

8y = The eight-year semi-active retention period ensures that board membership lists are retained for the maximum eight-year consecutive term board members may serve under the *Library Act* (s. 18(4)). It also ensures that the financial statements are retained for the seven years required for income tax records.

SR = The government archives will selectively retain regional integrated and federated library system case files, these records document the history of community libraries in British Columbia, and their relationship with government.

The records officer and ministry staff, in consultation with an archivist, will identify representative files. These files will represent different types of public libraries serving a variety of communities. All documentation created throughout the life-span of the designated libraries will be retained. All other files covered by this secondary will be boxed separately and destroyed at the end of the semi-active period.

NOTE: Core documents are kept together on separate filebacks. They are retained onsite until the system is dissolved.

NOTE: The *Library Act* (ss. 14 to 30) provide for the creation and continuation of regional library districts. They are managed by appointed regional library district boards.

(continued on next page)

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c.99). It constitutes authority for retention and disposition of records described herein provided ORCS has been implemented according to standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

21900 PUBLIC LIBRARIES (continued)

NOTE: The *Library Act* (s. 60) provides for the continuation of integrated public library systems. They are managed by a regional district board for all participating municipal and electoral areas.

NOTE: The *Library Act* (ss. 49 and 59) provides for the creation and continuation of federated public library systems. Each system is composed of two or more library boards that participate in the cooperative provision of library services. Systems are managed by a corporate board.

NOTE: Reclassify case files when/if the status changes from one type of public library to another (e.g., a public library association is dissolved and established as a municipal library under the *Library Act* (ss. 42 to 45)).

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

PUBLIC LIBRARY FILES SELECTED FOR FULL ARCHIVAL RETENTION

All Municipal Libraries (21900-20)

Burnaby Public Library
Coquitlam Public Library
Dawson Creek Municipal Library
Greater Victoria Public Library
Invermere Public Library
Mackenzie Public Library
Nelson Municipal Library
New Westminster Public Library
North Vancouver City Library
North Vancouver District Public Library
Penticton Public Library
Port Moody Public Library
Pouce Coupe Public Library
Prince George Public Library
Prince Rupert Public Library
Richmond Public Library
Surrey Public Library
Trail & District Public Library
Vancouver Public Library
West Vancouver Memorial Library
Whistler Public Library

Selected Public Library Associations (21900-30)

Castlegar & District Public Library
Elkford Public Library
Fort St. John Public Library
Kemano Public Library
Lillooet Public Library
Midway Public Library
Salt Spring Island Public Library
Smithers Public Library
Terrace Public Library
Valemount Public Library

Selected Reading Centres (21900-40)

Atlin Reading Centre
Briscoe Reading Centre
Grasmere Reading Centre
Roberts Creek Reading Centre
Telkwa Reading Centre

All Regional, Integrated and Federated Library Systems (21900-50)

Fraser Valley Regional Library
Okanagan Regional Library
Vancouver Island Regional Library

Cariboo Regional District Library System (aka
Cariboo Library Network)
Thompson-Nicola Regional Library District
Cariboo-Thompson-Nicola Library System Public
Library InterLINK
Greater Vancouver Library Federation

Municipal Libraries

Cranbrook Public Library
Kimberley Public Library
Powell River Municipal Library
Smithers Public Library
Squamish Public Library
Whistler Public Library

INDEX BY LIBRARY TYPE

Alert Bay Public Library	A	Rossland Public Library	A	Prince George Public Library	M
Beaver Valley Public Library	A	Salmo Public Library	A	Prince Rupert Public Library	M
Bowen Island Public Library	A	Salt Spring Island Public Library	A	Richmond Public Library	M
Burns Lake Public Library	A	Sechelt Public Library	A	Smithers Public Library	M
Castlegar & District Public Library	A	Sparwood Public Library	A	Squamish Public Library	M
Chetwynd Public Library	A	Stewart Public Library	A	Surrey Public Library	M
Creston Public Library	A	Terrace Public Library	A	Trail & District Public Library	M
Elkford Public Library	A	Tumbler Ridge Public Library	A	Vancouver Public Library	M
Fernie Public Library	A	Valemount Public Library	A	West Vancouver Memorial Library	M
Fort Nelson Public Library	A	Vanderhoof Public Library	A	Whistler Public Library	M
Fort St. James Public Library	A	View Royal Public Library	A		
Fort St. John Public Library	A			Fraser Valley Regional Library	R
Fraser Lake Public Library	A	Burnaby Public Library	M	Okanagan Regional Library	R
Gibsons & District Public Library	A	Coquitlam Public Library	M	Vancouver Island Regional Library	R
Grand Forks & District Public Library	A	Cranbrook Public Library	M		
Granisle Public Library	A	Dawson Creek Municipal Public Library	M	Cariboo Regional District Library	I
Greenwood Public Library	A	Greater Victoria Public Library	M	Thompson-Nicola Regional District Library System	I
Hazelton District Public Library	A	Invermere Public Library	M		
Houston Public Library	A	Kimberley Public Library	M	InterLINK Federated Public Library System	F
Hudson's Hope Public Library	A	Mackenzie Public Library	M		
Kaslo & District Public Library	A	Nelson Municipal Library	M		
Kitimat Public Library	A	New Westminster Public Library	M		
Lillooet Area Public Library	A	North Vancouver City Library	M		
McBride Public Library	A	North Vancouver District Public Library	M		
Midway Public Library	A	Penticton Public Library	M		
Nakusp Public Library	A	Port Moody Public Library	M		
Pemberton & District Public Library	A	Pouce Coupe Public Library	M		
Pender Island Public Library	A	Powell River District Public Library	M		

Key

A=Public Library Association

M=Municipal Library

R=Regional Library District

I=Integrated Public Library System

F=Library Federation

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitute authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the Information and Data Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

LOLO OutLook OnLine

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Records Management Branch reviews all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required under the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Community, Aboriginal and Women's Services
Public Library Services Branch

System Title

OutLook OnLine (OLOL)

Purpose

The purpose of OLOL is to provide an automated interlibrary loan (ILL) network by integrating a union catalogue with a web-based ILL system.

Information Content

OLOL contains bibliographic records of participating libraries, bibliographic data of requested items, names of libraries that hold the requested items, names of requesting libraries, whether or not photocopies are sent to requesting libraries, and payment information.

Inputs, Processes, and Outputs

Inputs

OLOL inputs consist of automated bibliographic records supplied by participating libraries.

Processes

OLOL merges the bibliographic records into a union catalogue that is mounted on the Auto-Graphics, Inc. Website. OLOL also identifies the requested items in the union catalogue, inserts the necessary bibliographic data into an ILL request form, transmits the requests to libraries that hold the items, and generates ILL requests and statistical reports.

Outputs

OLOL outputs consist of ILL requests and statistical reports that are printed and maintained by participating libraries, as well as ILL requests that could not be filled by OutLook OnLine, which are classified under secondary 21820-04.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Records Management Branch reviews all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required under the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

Electronic Records

Secondary No.
21820-06

Secondary Title
OutLook OnLine bibliographic and ILL data

Inputs

Secondary No.
21820-06

Secondary Title
OutLook OnLine bibliographic and ILL data

Outputs

Secondary No.
21820-04

Secondary Title
ILL requests not filled by OutLook OnLine

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

System Scheduling and Disposition

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

Library Services

Operational Records Classification System (ORCS)

I N D E X

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

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

This index contain an alphabetical listing of:

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

Cross-references:

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

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

SUBJECT HEADINGPRIMARY NUMBERS

- A -

AGREEMENTS

-library related organizations	21850
-municipal library	21900
-reading centres	21900
-regional, integrated and federated library	21900
-service agreements	21900

- B -

BOARDS

-membership	21900
-municipal library	21900
-public library association	21900
-regional, integrated and federated library	21900

BYLAWS

-municipal library	21900
-public library association	21900
-reading centres	21900
-regional, integrated and federated library	21900

- C -

- D -

- E -

- F -

- G -

- H -

- I -

INTERLIBRARY

-loan requests	21820
-survey	21820

SUBJECT HEADING

PRIMARY NUMBERS

ISSUES

-community

21800

- J -

- K -

- L -

LIBRARY SERVICES

-application

21820

-organizations

21850

-programs

21820

-public

21900

LOANS

-interlibrary

21820

- M -

MUNICIPAL LIBRARIES

-board

21900

-bylaws

21900

- N -

- O -

ORGANIZATIONS

-libraries

21850

OUTLOOK ONLINE

-loans

21820

SUBJECT HEADING

PRIMARY NUMBERS

- P -

PUBLIC LIBRARIES

-agreements and bylaws	21900
-associations	21900
-grants	21900
-meetings	21900
-reading centres	21900
-services	21900

- Q -

- R -

READING CENTRES

21900

REGIONAL, INTEGRATED AND FEDERATED LIBRARY

-agreements	21900
-agenda	21900
-board membership	21900
-budget	21900
-minutes	21900

REPORTS

-annual	21820
-organizations	21850
-program	21820
-public libraries	21900
-special issues	21800

REQUEST

-interlibrary loans	21820
---------------------	-------

- S -

STANDARDS

-community	21800
------------	-------

SURVEYS

-interlibrary loans	21820
-public libraries	21820
-reading centres	21820

- T -

SUBJECT HEADING

PRIMARY NUMBERS

TRAINING

-community librarian

21820

- U -

- V -

- W -

- X -

- Y -

- Z -

(

(

(