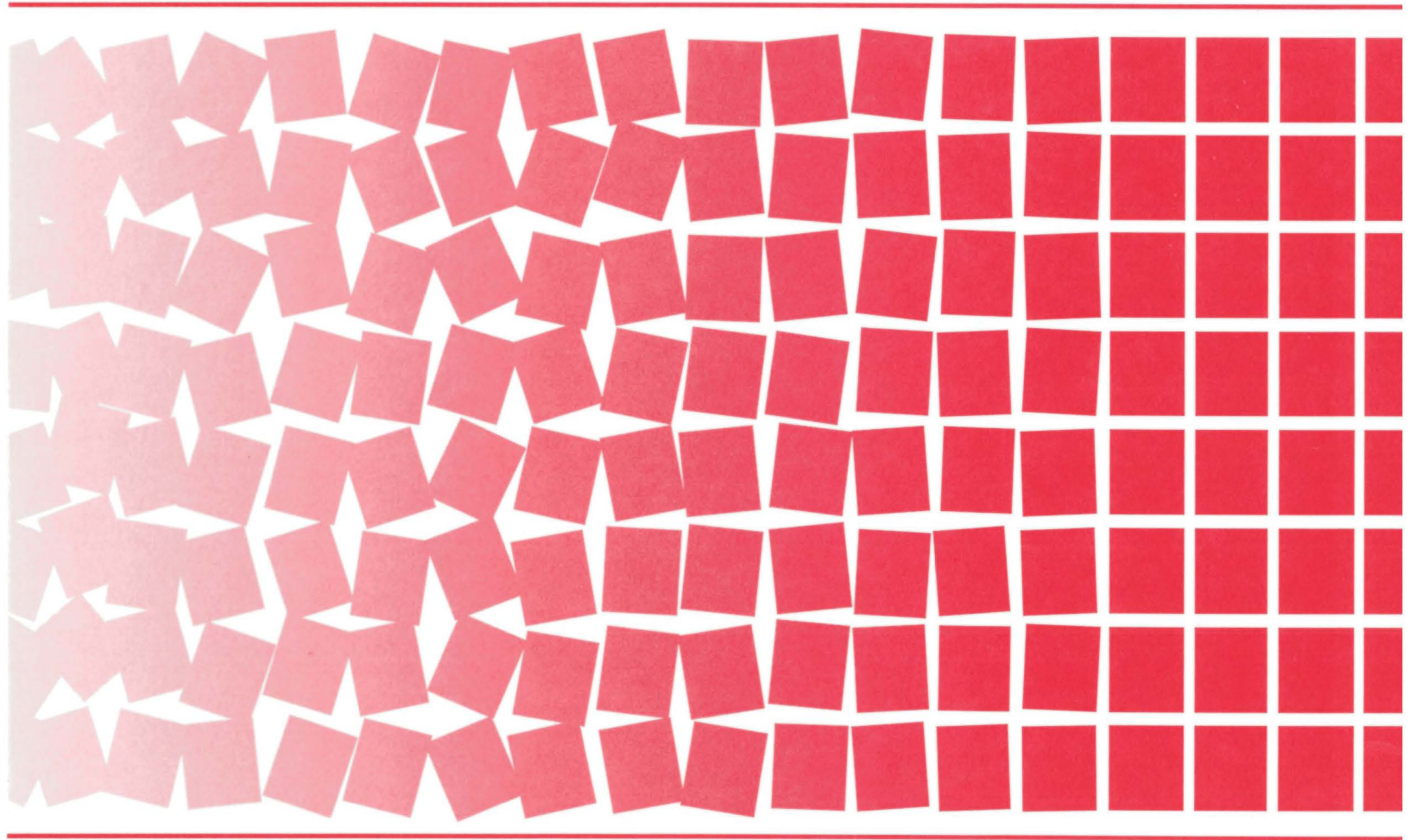


OFFICE OF THE FIRE COMMISSIONER OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**OFFICE
OF THE
FIRE COMMISSIONER
OPERATIONAL
RECORDS
CLASSIFICATION
SYSTEM**



Province of
British Columbia

Information Management Services

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Schedule

No. 116756

Accession

No. see ORCS "Introduction"
part 2.6.1 (c)

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to:

☐ Authorize a one-time disposal of the records described below☒ Establish an ongoing Records Retention and Disposal Schedule☐ Amend an existing Records Schedule with Schedule

No. _____

Record Series, Subject Section, Records Classification System, or Application Title:

Office of the Fire Commissioner Operational Records Classification System

Ministry: Municipal Affairs

Division: Office of the Fire Commissioner

Branch:

Description and Purpose:

☐ Administrative☒ Operational☐ Both

The *Office of the Fire Commissioner Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Office of the Fire Commissioner and its regional offices throughout the province. These records document the following functions: enforcement of the *Fire Services Act* (RSBC 1996); establishment of fire departments and fire prevention measures; establishment of standards of selecting and training fire service personnel; collection, analysis and publication of information on fires; assisting fire departments in inspections and investigations; assisting with storage, handling and transport of flammable or explosive materials; and investigation of fires connected with loss of life, financial loss or criminal activity.

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

Dates: 1921/01/01 ongoing

Physical Format of Records: see attached schedule

Extent:

Cubic Meters

.64 m3/year

No. of

Pieces n/a

Have documents been microfilmed?

☐ Yes☒ No

Is the information in this record series recorded in any other form besides microfilm?

☐ Yes

(See Records Management Appraisal)

☒ No

Recommended Retention:

☐ Dispose immediately☐ Dispose on _____

day of _____

☐ Dispose in accord with attached disposal instructions.☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

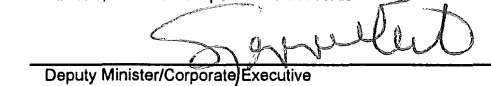
Recommended Disposition:

☐ Destruction☐ Full Retention by Information Management Services☐ Selective Retention Information Management Services☒ Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:



Director, Executive responsible for records

980575
Date


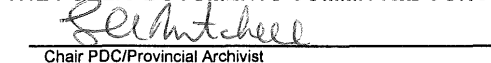
Deputy Minister/Corporate Executive

Date

Minister

Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:



Chair PDC/Provincial Archivist

18 June 1998
Date

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

O.I.C. Number _____

Date _____

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

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY

ON JUL 29 1998

Date

OTHER STATUTORY APPROVALS:

Signature _____

Date _____

Signature _____

Date _____

Title _____

Title _____

This appraisal documents the recommendation for active and semi-active retention periods.
Ministry contact, title, and telephone: Barbara Zelichowski, Records Officer, 356-9016

These records are created and received under the authority of the *Fire Services Act* (RSBC 1996) 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 Ministry Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

Records Analyst

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 unnecessary duplicates, transitory materials, and ephemera may be discarded.

Archivist

Date

The undersigned endorse the appraisals and recommendations:

Director, Information Analysis and Scheduling

Date

Records Officer

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 BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A SA FD

OFFICE OF THE FIRE COMMISSIONER

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* covers records relating to the administration and enforcement of fire safety under the *Fire Services Act* (RSBC 1996, c. 144).

These records document the functions of the Office of the Fire Commissioner including: enforcement of the *Fire Services Act* and regulations; establishment of fire departments and fire prevention measures; establishment of standards for selecting and training fire service personnel; collection, analysis and publication of information on fires; assisting fire departments in inspections and investigations; assisting with storage, handling and transport of flammable or explosive materials; and investigation of fires connected with loss of life, financial loss or criminal activity.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Information and Data Management Branch (IDMB) has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

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

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 BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
1. <u>POLICY, PROCEDURES, AND STANDARDS</u> (secondary 80000-00 throughout 81200-00)	SO	5y	FR
Throughout this ORCS, IDMB will fully retain for their evidential value all policy, procedure and standard files created by the office have primary responsibility for policy, procedure or standard development and approval.			
Draft and duplicate materials that hold no evidential value will be purged and discarded.			
2. <u>FIRE SERVICE AWARDS</u> (secondaries80200-04; 80200-07)	SO	nil	FR
Records relating to federal and provincial fire service awards for B.C. Fire Service personnel and citizens for their efforts in fire safety.			
IDMB will fully retain fire commissioner=s certificate of commendation files and medal of bravery files for the government archives. These records document fire-related acts of bravery by ordinary citizens and by professional and volunteer fire fighters.			
3. <u>FIRE CODE AND STANDARDS</u> (secondary 80900-03)	2y	5y	FR
Records relating to test results received from testing agencies such as the Canadian Standards Association on any hazardous equipment.			
IDMB will fully retain for the government archives all fire code and standard files created by offices having primary responsibility for code and standard development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.			

(continued on next page)

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A SA FD

4. BUILDING PLAN APPROVALS

Records relating to the approval of plans for licensed beverage establishments, public halls, schools, theatres, recreational buildings, hospitals, and other buildings, as required by the *Fire Services Act* and pursuant regulations.

The requirement to submit plans for buildings other than licensed beverage establishments and bulk plants for review and approval was discontinued in October 1992.

(secondaries 81100-20; 81100-30; 81100-40)

SO 2y FR

IDMB will fully retain public hall, school, theatre, recreational building, hospital, licensed beverage establishment, and other building plan case files for the government archives. These architectural plans and associated correspondence document the history of buildings which have played a significant role in the life of communities throughout the province. They also document fire prevention measures.

(secondary 81100-50)

SO 2y SR

IDMB will selectively retain bulk plant plans for the government archives. These plans document the history of fire protection in communities throughout the province.

5. WILDLAND/URBAN INTERFACE FIRES

(secondaries 81200-02; 81200-20)

SO 2y FR

Records relating to fires occurring in areas where various structures (most notably private homes) and other human developments meet or are intermingled with forest and other vegetation. These records document fires, evacuations, incident command structure, and liaison with other government agencies, such as the B.C. Forest Service. The role of the Office of the Fire Commissioner is to plan, order, and manage evacuations, and to work with other agencies both during fires and during symposia, where cooperative approaches are developed and expertise is shared.

(continued on next page)

A = Active

SA = Semi-active

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	<u>A</u>	<u>SA</u>	<u>FD</u>
IDMB will fully retain these records for the government archives. These records document the Office of the Fire Commissioner=s role in protecting people from the effects of wildland fires.			
6. <u>FIRE SAFETY APPEALS</u> (secondary 80100-20)	3y	5y	SR
Records relating to appeals of fire safety orders as provided under the <i>Fire Services Act</i> and <i>Regulations</i> , such as requests for extensions and extension decisions pertaining to compliance about upgrading a building. Orders are based on inspections by local assistants at the municipal level.			
IDMB will selectively retain appeal case files for the government archives. These records document the history of fire protection in communities throughout the province.			
7. <u>FIRE INVESTIGATIONS</u> (secondary 80300-20)	SO	25y	SR
Records relating to fire investigations. These records deal with the cause and origin of the fire and may be released upon written request.			
25 years allows sufficient time for the effects of a fire to be discovered and for legal issues to be resolved.			
IDMB will selectively retain fire reports for the government archives. These records document the causes and effects of specific fires.			
8. <u>FIRE SAFETY INSPECTION</u> (secondary 80400-20)	3y	5y	SR
Records relating to prevention and compliance inspections of buildings and properties.			
IDMB will selectively retain fire safety inspection case files for the government archives. These records document the history of fire protection in communities throughout the province.			

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
9. <u>FIRE PROTECTION SURVEYS</u> (secondary 81000-20)	SO	5y	SR
Records relating to a local government's request for a fire protection survey relating to the building of a fire hall, purchase or use of equipment, expanding boundaries for unprotected areas, etc.			
IDMB will selectively retain fire protection survey case files for the government archives because of their significant evidential and historical values. IDMB will retain files which document significant fire protection survey issues and problems.			
10. <u>ALL OTHER RECORDS</u>			DE
All other records are destroyed at the end of their active and 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 four 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

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FOI = Freedom of Information/Privacy

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OFFICE OF THE FIRE COMMISSIONER
INTRODUCTION

For further information, call your Records Officer,
Barbara Zelichowski, 356-9016

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
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 - 2.6.2 Transfer of Semi-active Records to Off-site Storage
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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 office in carrying out the functions for which it is responsible according to statute, mandate, or policy. This includes establishment of fire departments and fire prevention measures; standards for selecting and training fire personnel; collection, analysis and publicizing of information on fires.

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.

Information and Data Management Branch (IDMB) 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 office since 1921. It does not include older record series to which additions are no longer being made. To obtain approval for disposition of such records, submit via your Records Officer on records services application (form ARS 118) for each record series.

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 Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call IDMB 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 office'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 IDMB for 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 IDMB and government ministries. This *ORCS* was reviewed by IDMB staff, 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 Office of the Fire Commissioner.

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

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

IDMB 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.

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.

Each staff member is encouraged to organize working papers according to *ORCS*.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

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.

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 IDMB for 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 and *ARCS 423-04* classifies superseded lists. Please note that these file lists cover both operational and administrative files and that superseded lists are selectively retained by IDMB for the government archives.

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 IDMB for 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.

As a further aid in the retrieval and classification of operational records, IDMB has compiled lists of standard codes currently used by various ministries and agencies of the British Columbia Government. These codes are included in appendices of the *ARCS* manual.

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 labelled 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 FIIDMBy paper, such as facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the FIIDMBy copy. FIIDMBy 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 labelled 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, IDMB 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 Records Centre Services, IDMB. 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 Records Centre Services.

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 Records Centre Services.

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 IDMB for 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 IDMB for 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.

Records Centre Services also provides off-site storage for records scheduled for destruction in a **draft** schedule where there is no scheduled semi-active retention period or where the semi-active retention period has already expired. Such records will be stored until the schedule is approved by the Legislative Assembly.

Boxing and delivery instructions will vary depending upon the final disposition, age, volume, and location of the records. The 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* (SBC 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 Manager/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).

OFFICE OF THE FIRE COMMISSIONER
HOW TO USE ORCS

For further information, call your Records Officer,
Barbara Zelichowski, 356-9016

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
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PART 2: The Structure of an *ORCS*

- 2.1 Primary Number and Title
- 2.2 Scope Note
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 - 2.3.1 Reserved Secondary Numbers
 - 2.3.2 Subject Secondary Numbers
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- 2.4 Coded Series
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- 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
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 - 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
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 - 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.

<u>Section Numbers</u>	<u>Primary Number</u> <u>Allotted to Section</u>	<u>Section Title</u>
Section 1	80000 - 81200	Office of the Fire Commissioner

Section 1 covers records relating to the administration and enforcement of fire safety under the *Fire Services Act* (RSBC 1996, c. 144). This includes records relating to: establishment of fire departments and fire prevention measures; establishment of standards for selecting and training fire service personnel; collection, analysis and publicizing of information on fires; assisting fire departments in inspections and investigations; enforcement of the act and regulations; assisting with storage, handling and transport of hazardous materials which have a potential for fire explosion; investigation of fires connected with loss of life, financial loss or criminal activity.

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 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;
- The Information and Data Management Branch; 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 Archives and Records Service 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 IDMB. Proposals will be jointly reviewed by IDMB staff 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

			<u>A</u>	<u>SA</u>	<u>FD</u>
		2.1			
	<u>FIRE SAFETY INSPECTION</u>				
	Records relating to prevention and compliance inspections of buildings and properties. Includes reports, inspections, correspondence and memoranda.	2.2			
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:		CY+1y	2y	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>
	-00 Policy and Procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
	-02 Closure and evacuation orders		3y	5y	SR
	NOTE: Does not include wildland urban interface orders.				
	-20 Fire inspection case files (arrange by address)		3y	5y	SR
	NOTE: OPR is originating regional office				
	SR = IDMB will selectively retain fire inspection files for the government archives because of their significant evidential and historical values. These records document the history of fire protection in communities throughout the province.				

Active	CY = Calendar Year	DE = Destruction
= Semi-active	FY = Fiscal Year	SR = Selective Retention by
IDMB		
= Final Disposition	NA = Not Applicable	FR = Full Retention by IDMB
R = Office of Primary Responsibility	w = week m = month y = year	
= Personal Information Bank	VR = Vital Records	PUR = Public Use Records
B = Information and Data Management Branch	SO = Superseded or Obsolete	

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.

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.

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.

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.

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.

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.)

Coded Series

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

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.

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.

Interim Secondary Number and Title

When a secondary title not included in *ORCS* is required, an office may open a file under an interim secondary title by placing the asterisk symbol "*" in front of the temporary number.

To obtain interim secondary numbers, contact your Records Officer immediately. In turn, your Records Officer will refer interim secondary numbers to the 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).

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.

-20	SECONDARY TITLE	SO	2y	DE
-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* (SBC 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 <i>Freedom of Information and Protection of Privacy Act</i> (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 Director of Information and Privacy.

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.

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 IDMB of changes to the OPR.

The office of primary responsibility (OPR) for all primaries is the Office of the Fire Commissioner, except for 81100 "Building Plan Approvals", for which regional office share OPR responsibility with the Office of the Fire Commissioner.

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."

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.

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, IDMB. 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.

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.

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:

00 FIRE SAFETY INSPECTION

A SA FD

Unless otherwise specified below, the ministry OPR
(Office of the Fire Commissioner) will retain the
records for:

CY+1y 2y DE

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

SO nil DE

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 -20 is:

-20	Fire inspection case files (arrange by address)	3y	5y	SR
-----	--	----	----	----

NOTE: OPR is originating regional office

SR = IDMB will selectively retain fire inspection files
for the government archives because of their
significant evidential and historical values.
These records document the history of fire
protection in communities throughout the province.

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 three years. The records will then be transferred to the off-site storage facilities provided by Records Centre Services, IDMB.

All other offices are non-OPR offices and will retain these records in active office space until 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.

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.

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

	<u>A</u>	SA	<u>FD</u>
00 <u>FIRE INVESTIGATIONS</u>			
-20 Fire/insurance reports (arrange by incident number, then by area code/year/month)	SO	25y	SR

SO = when the case is closed

The OPR will retain fire reports in active office space until the case is closed. The records will then be transferred to off-site storage.

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 -02 is:

	<u>A</u>	SA	<u>FD</u>
00 <u>FIRE FIGHTING EQUIPMENT</u>			
-02 Fire fighting equipment (mobile apparatus, extinguishing devices)	3y	nil	DE

The OPR retains the fire fighting equipment file in active office space for 3 years. As there is no semi-active period, the records are ready for immediate destruction 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 IDMB for archival preservation. The final disposition of operational records which have enduring value can be:

FR = Full Retention by IDMB for the Government Archives

"FR" means that IDMB has determined that all of the records in a secondary have enduring value. The government archives 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 IDMB for the Government Archives

"SR" means that IDMB has determined that a portion of these records have enduring value and should be retained for the government archives. 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.

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

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 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

SECTION 1

OFFICE OF THE FIRE COMMISSIONER

PRIMARY NUMBERS

80000 - 81200

Section 1 covers records relating to the administration and enforcement of fire safety under the *Fire Services Act* (RSBC 1996, c. 144). This includes records relating to: enforcement of the act and regulations; establishment of fire departments and fire prevention measures; establishment of standards for selecting and training fire service personnel; collection, analysis and publication of information on fires; assisting fire departments in inspections and investigations; assisting with storage, handling and transport of flammable or explosive materials; and investigation of fires connected with loss of life, financial loss or criminal activity.

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

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A

SA

FD

80000 - OFFICE OF THE FIRE COMMISSIONER - 81200

PRIMARY NUMBERS AND PRIMARY SUBJECT

- 80000 OFFICE OF THE FIRE
COMMISSIONER - GENERAL
- 80050 FIRE SERVICE INFORMATION
SYSTEM
- 80100 FIRE SAFETY APPEALS
- 80200 FIRE SERVICE AWARD
- 80300 FIRE INVESTIGATIONS
- 80400 FIRE SAFETY INSPECTION
- 80500 FIRE FIGHTING EQUIPMENT
- 80600 HAZAR - GENERAL
DOUS
MATER
IAL
 - COMPRESSED
GASES
 - FLAMMABLE AND
COMBUSTIBLE
LIQUIDS
- 80800 SOLID FUEL BURNING
APPLIANCES AND
EQUIPMENT
- 80900 EQUIPMENT TESTING
APPROVAL
- 81000 FIRE PROTECTION SURVEYS
- 81100 BUILDING LAN APPROVALS

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SA = Semi-active

FD = Final disposition

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PUR = Public Use Records

OPR = Office of Primary Responsibility

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FY = Fiscal Year

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

81200 WILDLAND/URBAN
INTERFACE FIRES

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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI = Freedom of Information/Privacy

VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

80000 OFFICE OF THE FIRE COMMISSIONER - GENERAL

Records not shown elsewhere in this section which relate generally to the administration and enforcement of fire safety under the *Fire Services Act* (RSBC 1996, c. 144). Includes correspondence and memoranda.

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

For acts and legislation, see *ARCS* primary 195.

For application system documentation, see *ARCS* section 6.

For appreciation, complaints, and invitations, etc., see *ARCS* primary 155

For associations, societies, and agency membership, see *ARCS* primary 160.

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

For briefing notes, see *ARCS* primary 280.

For bring forward file, see *ARCS* primary 100.

For budgets (planning and estimating), see *ARCS* primaries 1000-1025.

For cabinet submissions, see *ARCS* primary 201. For calendars, see *ARCS* primary 100.

For conferences, forums, workshops, and seminars attended by staff, see *ARCS* primary 220.

For contracts, see *ARCS* primaries 1060-1080.

For cooperation and liaison with organizations, see *ARCS* primaries 230-245.

For councils, commissions, boards, meetings and committees, see *ARCS* primaries 200-206.

For directories, see *ARCS* primaries 525, 375, and 21

For information system overviews, see ISO section.

For legislation and regulation proposals, see *ARCS* primary 135.

For legislative speeches, see *ARCS* primary 355.

For litigation and legal challenges, see *ARCS* primary 350.

For ministerial staff assignments, see *ARCS* primary 1585.

For news releases, see *ARCS* primary 330.

For office space planning and moves, see *ARCS* primary 510.

For organizational information, including reorganization and organization charts, see *ARCS* primary 105.

For presentations and speeches, see *ARCS* primary 324.

For publications and brochure production, see *ARCS* primary 312.

For suggestion awards, see *ARCS* primary 1310.

(Continued on next page)

A = Active

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CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80000 OFFICE OF THE FIRE COMMISSIONER - GENERAL (Continued)

For publications and brochure production, see *ARCS* primary 312.

For suggestion awards, see *ARCS* primary 1310.

For systems (planning, manuals, etc.), see *ARCS* section 6.

For travel planning, see *ARCS* primary 490.

For treasury board submissions, see *ARCS* primary 1250.

For workshops and training seminars, see *ARCS* primary 1735.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:

CY+1y 2y 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

- non-OPR

SO nil DE

FR = BC Archives will fully retain for the government archives 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 evidential value to merit preservation may be purged and discarded.

-01 General

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

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DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI = Freedom of Information/Privacy

VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80050 FIRE SERVICE INFORMATION SYSTEM

Records relating to the electronic collection and use of information between fire departments and the Office of the Fire Commissioner in the Fire Service Information System. Includes surveys, change forms, telephone notes, correspondence, reports and memoranda.

For Fire Service Information System (FSIS), see ISO section.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:

CY+1y 2y 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

- non-OPR

SO nil DE

-01 General

PIB -20 Fire Service Information System (FSIS) input documents

SO nil DE

SO = when documents have been input to the system

PIB -30 Fire Service Information System (FSIS) computer reports

SO nil DE

SO = When reports or surveys have been updated

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PUR = Public Use Records
OPR = Office of Primary Responsibility

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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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80100	<u>FIRE SAFETY APPEALS</u>			
	Records relating to appeals of fire safety orders as provided under the <i>Fire Services Act</i> and <i>Regulations</i> (RSBC 1996, c. 144, ss .27, 28, 29, and 34), such as requests for extensions and extension decisions pertaining to compliance about upgrading a building. Orders are based on inspections by local assistants at the municipal level. These records include: correspondence; memoranda; forms; appeal orders; appeal decisions; and other related documents dealing with the appeal order.			
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:	CY+1y	2y	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>
-00	Policy and procedures	SO	5y	FR
	- OPR			
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-20	Fire safety appeal case files (arrange numerically by address and then alphabetically by city)	3y	5y	SR

NOTE: The OPR for the appeal files is the originating regional office.

SR = BC Archives will selectively retain appeal case files for the government archives. These records document the history of fire protection in communities throughout the province. In years ending in A0" and A5", an BC Archives archivist will select representative containers of appeal case files. This selection should include three to five containers of files which have come into BC Archives custody since the previous selection, representing different regions and a range of file closure dates. All other records covered by this secondary will 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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80100	<u>FIRE SAFETY APPEALS</u> (Continued)			
-30	Appeals log (arrange chronologically as appeals are requested, each OFC office has their own log)	SO	nil	DE
	SO = when the information is no longer required			

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FY = Fiscal Year
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w = week m = month
y = year

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>FIRE SERVICE AWARDS</u>				
	Records relating to federal and provincial fire service awards for B.C. Fire Service personnel and citizens for their efforts in fire safety. Includes correspondence, memoranda, applications, registers, and commendations				
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:		CY+1y	2y	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>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-01 General				
PIB	-02 B.C. long service medal (provincial) (includes applications)				
PIB	-03 B.C. long service miniature medal (provincial)				
PIB	-04 Fire commissioner=s certificate of commendation		SO	nil	FR
PIB	-05 Fire services exemplary fire service (federal) medal (includes copy of application sent to federal government)				
PIB	-06 Local assistant to the fire commissioner plaque and register (provincial)				
PIB	-07 Medal of bravery (federal/provincial)		SO	nil	FR
PIB	-10 B.C. long services medal and medal of bravery register (electronic register)		SO	nil	DE
	FR = BC Archives will fully retain fire commissioner=s certificate of commendation files and medal of bravery files for the government archives. These records document fire-related acts of bravery by ordinary citizens and by professional and volunteer fire fighters.				

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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

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A SA FD

80300 FIRE INVESTIGATION

Records relating to fire investigations conducted by Local Assistants to the Fire Commissioner (LAFC) and by the insurance industry. A local assistant can be an fire chief, the mayor of a municipality, or any other person appointed by the Fire Commissioner. Section 9 of the Fire Services Act requires the LAFC to investigate and report every fire in the region. Section 19 of the Act requires the insurer to report all fires in which the insurer has an interest. The fire department does not attend all fires and not all buildings are insured. Therefore the fire reports from the two sources complement each other. Both types of fire reports make up the fire loss database that is required under section 20 of the Act. These records deal with the cause and origin of the fire and may be released upon written request. Includes reports, correspondence, memoranda and notices.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for: CY+1y 2y 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				
-----	---------	--	--	--	--

-20	Fire reports		SO	25y	SR
	(includes LAFC fire reports and insurance fire reports)				
	(arrange by area code, year, month and incident number)				

SO = when the case is closed

25y = This allows sufficient time for the effects of a fire to be discovered and for legal issues to be resolved.

(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

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A

SA

FD

80300 FIRE INVESTIGATION (Continued)

SR = BC Archives will selectively retain fire reports for the government archives. These records document the causes and effects of specific fires. BC Archives will select three containers of records sent to off-site storage each year. This selection will ensure coverage of fires occurring in municipal areas (coded AM@), non-municipal areas (coded AN@), and in regional districts without local fire departments (coded AR@). BC Archives will select records from different communities within each type of area over time. All other records covered by this secondary will be destroyed.

NOTE: The OPR for fire reports is the originating regional office.

NOTE: Files coded AR@ relate only to the portions of regional districts which are not serviced by fire departments. Regional districts also encompass municipal and non-municipal areas, which are serviced by local fire departments.

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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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80400	<u>FIRE SAFETY INSPECTION</u>				
	Records relating to prevention and compliance inspections of buildings and properties. Includes reports, notes, photographs, sketches, correspondence and memoranda.				
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:	CY+1y	2y	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>	
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Closure and evacuation orders		3y	5y	DE
	NOTE: Does not include wildland urban interface orders.				
PIB	-20 Fire safety inspection case files (arrange by address)		3y	5y	SR
	NOTE: The OPR for fire inspection case files is the originating regional office.				
	SR = BC Archives will selectively retain fire safety inspection case files for the government archives. These records document the history of fire protection in communities throughout the province. In years ending in A0" and A5", an BC Archives archivist will select representative containers of fire prevention inspection case files. This selection should include three to five containers of files which have come into BC Archives custody since the previous selection, representing different regions and a range of file closure dates. All other records covered by this secondary will be destroyed.				

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

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A SA FD

80500 FIRE FIGHTING EQUIPMENT

Records relating to fire fighting equipment, mobile apparatus use and distribution, extinguishing devices, personal protection clothing and other firefighting equipment issued to staff. Includes correspondence and memoranda.

For office equipment, see *ARCS* primaries 700-899.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for: CY+1y 2y 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				
-02	Fire fighting equipment		3y	nil	DE
	(mobile apparatus, extinguishing devices)				
-03	Personal protection		3y	nil	DE
	(clothing issued to staff)				
-04	Equipment issuance		3y	nil	DE
	(tools issued to staff)				
-05	Reports and statistics		3y	nil	DE
	(created by other jurisdictions)				

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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

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
80600	<u>HAZARDOUS MATERIAL - GENERAL</u>				
Records relating to hazardous material not shown elsewhere in this primary block. Includes correspondence and memoranda. For disposal of hazardous material, see <i>ARCS</i> primary 660. For protective clothing, see <i>ARCS</i> primary 735. For health and safety office issues, see <i>ARCS</i> primary 1460.					
Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:		CY+1y	2y	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>	
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80610	<u>HAZARDOUS MATERIAL - COMPRESSED GASES</u>			
	Records relating to compressed gases including propane, natural gas and other chemicals as defined in the British Columbia Fire Code. Includes correspondence and memoranda.			
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:	CY+1y	2y	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>
-00	Policy and procedures	SO	5y	FR
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Compressed gases and chemicals	3y	nil	DE

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 SA = Semi-active
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 PIB = Personal Information Bank
 PUR = Public Use Records
 OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete
 DE = Destruction
 SR = Selective Retention
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 FOI = Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80700 HAZARDOUS MATERIAL - FLAMMABLE AND COMBUSTIBLE LIQUIDS

Records relating to the storage, handling and transport of flammable and combustible liquids as defined in the British Columbia Fire Code, including liquids in tanks, piping and dispensing equipment as well as liquids involved in the construction and operation of bulk plant and service stations and installation of oil burners. Bulk plants are large tanks which contain flammable/combustible liquids (includes refineries).

This includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:

CY+1y 2y 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				
-02	Bulk plants		3y	nil	DE
-03	Services stations		3y	nil	DE
-04	Oil burners		3y	nil	DE

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SA = Semi-active
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OPR = Office of Primary Responsibility

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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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80800 SOLID FUEL BURNING APPLIANCES AND EQUIPMENT

Records relating to the installation and operation of solid fuel burning appliances and equipment such as fireplaces, stoves, chimneys and flue pipes. Includes correspondence and notices.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for: CY+1y 2y 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				

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

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A SA FD

80900 EQUIPMENT TESTING ACCEPTANCE

Records relating to test results received from testing agencies such as the Canadian Standards Association on any hazardous equipment. Includes correspondence, test material, memoranda, annual directories and recall notices.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for: CY+1y 2y 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

-03 Fire code and standard files

FR = BC Archives will fully retain for the government archives all fire code and standard files created by offices having primary responsibility for code and standard development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

-20 Annual directories and product listings of tested equipment from testing agencies

-30 Product recall notices

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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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
81000	<u>FIRE PROTECTION SURVEYS</u>				
	Records relating to a local government's request for fire protection survey relating to the building of a fire hall, purchase or use of equipment, expanding boundaries for unprotected areas, etc. Includes correspondence, and memoranda.				
	Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for:	CY+1y	2y	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>	
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Fire protection survey case files (arrange by region)		SO	5y	SR

NOTE: The OPR for fire protection survey case files is the originating regional office

SO = when project is completed

SR = BC Archives will selectively retain fire protection survey case files for the government archives because of their significant evidential and historical values. BC Archives will retain files which document significant fire protection survey issues and problems. This includes many but not all of the thicker files. The Records Officer and senior staff will jointly identify files for retention, in consultation with an BC Archives archivist. Ministry staff will box files to be retained separately from files to be destroyed.

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

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A SA FD

81100 BUILDING PLAN APPROVALS

Records relating to the approval of building plans, as required by the Fire Services Act and pursuant regulations. Since 16 October 1992 the only buildings for which plans must be submitted to the Office of the Fire Commissioner are licensed beverage establishments and bulk plants. Before that date plans for public halls, schools, theatres, recreational buildings, hospitals, and other buildings were also required. Includes blueprints, drawings, photographs and correspondence.

Unless otherwise specified below, the ministry OPR (Office of the Fire Commissioner) will retain the records for: CY+1y 2y 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	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

-20	Fire protection survey case files	<u>SO</u>	2y	FR
		<u>SO</u>	<u>2y</u>	<u>DE</u>

SO = upon approval of the plans

FR = BC Archives will fully retain these records for the government archives. These architectural plans and associated correspondence document the history of buildings which have played a significant role in the life of communities throughout the province. They also document fire prevention measures.

NOTE: As of 16 October 1992 these plans are no longer received by the Office of the Fire Commissioner.

-30	Theatre, recreational building, hospital, and other buildings plan case files	<u>SO</u>	2y	FR
		<u>SO</u>	<u>2y</u>	<u>DE</u>

SO = upon approval of the plans

(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

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A SA FD

81100 BUILDING PLAN APPROVALS (Continued)

FR = BC Archives will fully retain these records for the government archives. These architectural plans and associated correspondence document the history of buildings which have played a significant role in the life of communities throughout the province. They also document fire prevention measures.

NOTE: As of 16 October 1992 these plans are no longer received by the Office of the Fire Commissioner.

-40	Licensed beverage establishment plans	SO <u>SO</u>	2y <u>2y</u>	FR <u>DE</u>
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SO = when plans are superseded by a new plan, when the building is used for a different purpose, or when the building no longer exists

FR = BC Archives will fully retain these records for the government archives. These architectural plans and associated correspondence document the history of buildings which have played a significant role in the life of communities throughout the province. They also document fire prevention measures.

-50	Bulk plant plans	SO <u>SO</u>	2y <u>2y</u>	FR <u>DE</u>
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SO = when plan is superseded by a new plan or when bulk plant no longer exists

SR = BC Archives will selectively retain bulk plant plans for the government archives. These plans document the history of fire protection in communities throughout the province. In years ending in A0" and A5", an BC Archives archivist will select representative containers of bulk plant plans. This selection should include three to five containers of files which have come into BC Archives custody since the previous selection, representing different regions and a range of file closure dates. All other records covered by this secondary will be destroyed.

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
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

81200 WILDAND/URBAN INTERFACE FIRES (Continued)

NOTE: Incident reports are related to *Forests ORCS* (approved schedule 881261) case files 14600-20 "Wildfire case files - 20 ha or over" which are fully retained, and 14600-22 "Wildfire case files - less than 20 ha" which are destroyed. Wildland fires which become the subject of incident reports to the Office of the Fire Commissioner are always fires which have had serious impact; some of these are also documented in the *Forests ORCS* 14600-20 or -22 case files. The nature of the 14600-20 and -22 files is quite different from the incident report files, however, as they mainly document the administration of fire fighting personnel and equipment in the course of fighting a fire, as well as fire location and suppression.

FR = BC Archives will fully retain these records for the government archives. These records document the Office of the Fire Commissioner=s role in protecting people from the effects of wildland fires.

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

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DE = Destruction

SR = Selective Retention

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FOI = Freedom of Information/Privacy

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INFORMATION SYSTEM OVERVIEW

FSIS FIRE SERVICE INFORMATION SYSTEM

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

MINISTRY, CROWN CORPORATION OR AGENCY:

Ministry of Municipal Affairs

DIVISION, BRANCH, SECTION OR OFFICE:

Office of the Fire Commissioner

SYSTEM TITLE:

Fire Service Information System

APPLICATION TITLE:

Fire Service Information System (FSIS)

PURPOSE:

The FSIS is designed to assist Office of the Fire Commissioner (OFC) staff to provide better information to their customers. The system was originally developed to collect information from all fire departments in the province in order to be prepared in the event of an emergency. Once the information was collated, it was obvious that other systems could be incorporated into the system. Each fire department has a Local Assistant Fire Chief who assists the Office of the Fire Commissioner in the investigation and collection of information. The information about these individuals, their start dates, their training and the manuals supplied to them was added to the system.

FSIS enables the Office of the Fire Commissioner staff to provide more accurate information and reduce work redundancy in five different locations.

INFORMATION CONTENT:

The information content was developed from an in-house survey with additional fields added from an existing database.

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RETENTION AND DISPOSITION SUMMARY:

The information in the database is continually updated and changed. The information on fire departments will be updated as items change or in a bi annual survey. There is a proposal to keep historical information on Local Assistants for an indefinite period for planning badge and award presentations.

Security: Defined entry access/userid/password backup and recovery procedures. Backup copy of FSIS database made daily.

INPUTS/PROCESSES/OUTPUTS:

Inputs: The information (includes name of submitting fire department, address of incident, type of fire, etc.) will be collected by the four Regional Fire Commissioner offices throughout the province via telephone call, change of information form or the bi annual survey update. Each regional office clerk will have access to updating only their own region on their computer.

Processes: The Victoria office maintains the entire database for all of the regions, in order to pu

The information appears on separate screens which contain a profile of the fire department as well as name, address, phone number, training particulars and start date of the Local Assistants.

The FSIS provides the ability to view all the items associated with a particular fire department (i.e.: types of breathing apparatus, types of mobile apparatus, services, etc.). In addition, the Office of the Fire Commissioner may search through the databases to find a particular item or group of items (e.g., all of the fire departments that provide water rescue services).

Every two months the regional offices will send their disk of changes to the Victoria or Headquarters office to update the master system which can then redistribute updated information.

Outputs: The reports are generated as requested by headquarters, regional staff and fire departments. The headquarters staff have the ability to also do ad-hoc reporting, in addition to the reports that are already designed. The designed reports are all set up to be output by region or by all of the fire departments and they are as follows:

Services provided

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This report can be produced either by a particular region or by the whole province. It contains the lists of services that are provided by a fire department i.e., fire suppression, water rescue, etc.

Mutual Aid/Contracted Services

This report can be produced either by a particular region or by the whole province. It contains the list of fire departments and services that may be provided to another fire department.

Breathing Apparatus

This report can be produced either by a particular region or by the whole province. It contains the list of breathing apparatus that a fire department may have and whether or not it is compatible with other fire department=s equipment in an emergency.

Local Assistant Fire Chief/Fire Chief List

This report is a list of all of the Local Assistants to the Fire Commissioner (LAFC) as well as fire chiefs for each fire department in the province.

Paid Staff Levels

This is a report of the number of staff in a fire department and their breakdown in pay as well as position. It is broken down into paid, volunteer, paid on call as well as many different positions within the fire department.

Radio Frequency Reports

This is a list of all of the radio frequencies a department may be on.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Local Assistant Fire Chief Training

This report provides a list of all of the training Local Assistant has taken with the Office of the Fire Commissioner, the dates and in which region they took the training.

Local Assistant Fire Chief Materials

This report provides a list of all of the materials a Local Assistant has been provided by the Office of the Fire Commissioner.

SOFTWARE ENVIRONMENT:

The Fire Service Information System is both a PC LAN and PC standalone application that was custom designed for the Office of the Fire Commissioner. The application is developed with two different versions of the DBMS. The DBMS is FoxPro version 2.5 application. In addition the application also runs standalone on the regional staffs computers in the DOS environment.

HARDWARE ENVIRONMENT:

The application is installed on the Unix File Server in the Victoria Information Services Branch office and runs on the Office of the Fire Commissioner staff computers under Windows 3.1

SYSTEM MILESTONES:

1. Design by: KJS Enterprises
Approved by: Initiated by Grant Lupton, Deputy Fire Commissioner;
Mike Chadwick, ISB Director
2. Operation since: February 1994
Operated by Office of the Fire Commissioner Staff as well as Ministry Systems Support staff as well as the developer - KJS Enterprises.

USER CONTACTS (POSITION):

Office of the Fire Commissioner staff

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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TECHNICAL CONTACTS (POSITION):

Ministry System Support: 356-9000
KJS Systems Programmer: 598-4978

DOCUMENTATION/MANUALS CROSS REFERENCES:

Programming documentation:
FSIS Systems manual
FSIS User Guide

ADMINISTRATIVE OR OPERATIONAL RECORDS CLASSIFICATION:

80050 Fire Service Information System

CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):

Not applicable

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

Office of the Fire Commissioner

Operation 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:

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

ASee also@ references are used when additional information can be found in another entry.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

- A -

APPEAL

-orders	80100
-decisions	80100
-log	80100

APPLICATION

-long service medal	80200
-miniature medal	80200
-certificate of commendation	80200
-exemplary fire service medal	80200
-plaque	80200
-medal of bravery	80200

APPROVALS

-building plans	81100
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- B -

BLUEPRINTS

-building	81100
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BUILDING PLANS

-approval	81100
-public plans	81100
-theatre	81100
-recreational building	81100
-hospital	81100
-licensed beverage establishments	81100
-bulk plant	81100

- C -

COMMENDATION

-Fire Commissioner=s certificate	80200
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

COMPUTER

-system	80050
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CORRESPONDENCE

-appeals	80100
-appliances	80800
-awards	80200
-building plans approval	81100
-compressed gases	80610
-equipment	80500, 80800
-equipment testing	80900
-fire protection surveys	81000
-fire service information system	80050
-flammable and combustible liquids	80700
-general	80000
-hazardous material	80600
-inspections	80400
-investigations	80300
-wildland/urban interface fire	81200

- D -

- E -

EQUIPMENT

-fire fighting	80500
-issuance	80500
-personal clothing	80500
-solid fire burning	80800
-testing	80900

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

- F -

FIRE

-appeals	80100
-codes and standards	80900
-fire fighting equipment	80500
-inspection	80400
-investigation	80300
-protection surveys	81000
-service awards	80200
-system	80050
-wildland/urban interface	81200

FORMS

-appeal of fire safety order	80100
-change forms	80050

- G -

- H -

HAZARDOUS MATERIAL

-bulk plant	80700
-combustible liquids	80700
-compressed chemicals	80610
-compressed gas	80610
-oil burners	80700
-service station	80700

- I -

INSPECTION

-fire safety inspection	80400
-photographs	80400
-sketches	80400

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

INSURANCE

-investigations

80300

INVESTIGATIONS

80300

- J -

- K -

- L -

LOGBOOKS

-wildland/urban interface fires

81200

- M -

MEDALS

-bravery

80200

-fire service - federal

80200

-long service miniature

80200

-long service - provincial

80200

MEMORANDA

(See CORRESPONDENCE

- N -

NOTICES

-recall

80900

- O -

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADING

PRIMARY NUMBERS

- P -

PHOTOGRAPHS

-inspection

80400

PLANS

-building

81100

PRODUCT RECALL

-notices

80900

- Q -

- R -

REGISTER

-long service medal

80200

-medal of bravery

80200

REPORTS

-computer

80050

-equipment

80500

-fire

80300

-incident

81200

-insurance

80300

-LAFC fire report

80300

- S -

SAFETY

-appeal

80100

SKETCHES

-inspection

80400

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 BC Archives. For assistance in implementing ORCS, contact your Records Officer.

SUBJECT HEADING

PRIMARY NUMBERS

SOLID FIRE

-appliances	80800
-equipment	80800

STATISTICS

-equipment	80500
-other jurisdictions	80500

SURVEY

-fire protection	81000
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SYMPOSIUM

81200

- T -
- U -
- V -

- W -

WILDLAND/URBAN INTERFACE

-agencies	81200
-fire	81200

- X -
- Y -
- Z -