

BANKING AND CASH MANAGEMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Banking and Cash Management ORCS*, in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

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

Original schedule approval date: May 19, 2011

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
170409	2017-05-29	Section 1 and OCG ORCS Section 3	Table of Contents updated, BACM ORCS Section 1 revised, OCG ORCS Section 3 revised
201295	2014-04-10	Section 1 and ISO	Update primary 80000, 80100, 80200, and 80400, new primary 80650, new ISO for Riskvision. Table of Contents and Index updated.

INFORMATION SCHEDULE APPROVAL

Title: *Banking and Cash Management Operational Records Classification System (ORCS): Amendment 2*

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

Scope of Schedule:

The purpose of this amendment is to update retention requirements, especially for cashed cheques, remove references to the repealed *Limitation Act* (RSBC 1996, c. 266, s. 3), reflect process changes, and capture the transfer of one function from the *Office of the Comptroller General ORCS* (schedule 880967) to BACM in October 2014. The change to the *Office of the Comptroller General ORCS* is included as part of this amendment.

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

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1986

The government body endorses this schedule and its implementation.

Authorization on file

Jim Hopkins, Assistant Deputy Minister - Provincial Treasury

May 20, 2015

Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Sarah Jensen

Endorsed by Government Records Service.

The Information Management Advisory Committee recommends this schedule for approval.

David Curtis, Chair

May 10/17

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Cheryl Wenezenki-Yolland

May 29/17

Date

Susan Laidlaw

Alex Wright, Sr. Director

Date Susan Laidlaw, ED

01 May 2017

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

BANKING AND CASH MANAGEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 2

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Banking and Cash Management (BACM) Branch under the *Financial Administration Act* (RSBC 1996, c. 138). This amendment was initiated to update retention requirements, especially for cashed cheques, remove references to the repealed *Limitation Act* (RSBC 1996, c. 266, s. 3), reflect process changes, and capture the transfer of one function from the *Office of the Comptroller General ORCS* (schedule 880967) to BACM in October 2014.

Retention periods were generally decreased, reflecting retention periods for financial records in *ARCS*. The retention period for cashed cheques was reduced to accommodate changes resulting from the cheque truncation process (i.e. the conversion of a physical cheque to a substitute electronic form for transmission to the bank, eliminating the need for lengthy retention of physical cheques). This retention period reduction corresponds with changes to the *Evidence Act* (RSBC 1996, c. 124) which stipulates electronic images are admissible in court, provided there is no doubt about their integrity. It also follows Canadian Payment Association guidelines.

These records document the management of cash flow and banking arrangements for the Government of British Columbia, Crown corporations and other government agency clients.

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

- 1) Wire payments FY+1y 6y DE
(secondary 80700-30)

These records document the wire transfer payment process, a secure electronic payment method for the bank to bank transfer of funds. These optional payments are used for large value or emergency domestic payments, debt management transactions, cash management transfers, and foreign currencies.

8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in *ARCS*.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		A	SA	FD
2)	<u>AFT payment released data files</u> (secondary 80720-91)	FY	7y	DE
	These records document recalled payment data files relating to the Automated Funds Transfer (AFT) process.			
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
3)	<u>Cashed cheque images and cashed cheque data files</u> (secondary 80740-25) (secondary 80740-90)	SO+8y SO	nil 8y	DE DE
	These records document the scanned version of the physical cheque issued by the Minister of Finance. They also document cashed cheque data in the CHQ system.			
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
4)	<u>Returned undelivered unclaimed cheque reports</u> (secondary 80740-50)	FY+1y	6y	DE
	These records document reporting on undelivered unclaimed cheques.			
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
5)	<u>All Other Records</u>			DE
	All other records added by this amendment are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the <i>ORCS</i> or in <i>ARCS</i> , such as summary reports, policy records, executive briefing notes (<i>ARCS</i> secondary 280-20), and annual service plan reports (<i>ARCS</i> secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.			

END OF EXECUTIVE SUMMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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BANKING AND CASH MANAGEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

BANKING AND CASH MANAGEMENT

PRIMARY NUMBERS

8 0 0 0 0 - 8 0 9 9 9

Section 1 covers records relating to the management of cash flow and banking arrangements for the Government of British Columbia, Crown corporations and other government agency clients under the *Financial Administration Act* (RSBC 1996, c. 138).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

80000 - BANKING AND CASH MANAGEMENT - 80999

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80500	ELECTRONIC BANKING
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80700	PAYMENT MANAGEMENT - GENERAL
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80000 BANKING AND CASH MANAGEMENT - GENERAL

Records not shown elsewhere in the banking and cash management section which relate generally to the management of cash flow and banking arrangements for the Government of British Columbia, Crown corporations and other government agency clients under the *Financial Administration Act* (RSBC 1996, c. 138).

This primary covers client ministry and financial institution relations, issues management, banking and cash management projects and the branch's web site. Relations include advice and interpretation of policy for that client or bank.

Banking and cash management projects cover most of the operational projects conducted by the branch. Many projects touch on several functions within the branch (e.g., cheque stock security features and the development of programs such as BC Express Pay and Payment Card Industry Compliance), but some are specific to a single operational function.

For example, payment services projects include system and program enhancements that improve client service and keep the Government of British Columbia current with new banking technologies and processes (e.g., Cheque Management System Online Project and various system reviews). An example of a financial relations specific project is the annual School Tax Revenue.

This primary also covers the development and approval of policies for the Government of British Columbia's banking and cash management. Policy includes strategies, standards, guidelines and procedures. Banking and cash management policies and procedures define the branch's roles and responsibilities and provide direction to client ministries and financial institutions.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

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

For all financial contractual agreements (e.g., banking, lines of credit, cheque cashing indemnities, and armored car services), see ARCS primary 1070.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80000 BANKING AND CASH MANAGEMENT - GENERAL (continued)

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

FR = Throughout this section, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

-02 Banking and cash management policy - approved (includes approved policy, principle, standard or guideline) (arrange by name of policy or procedure)

SO

5y

FR

FR = The government archives will fully retain approved banking and cash management policy files because these records have evidential value. They document the policies, procedures, standards and guidelines for the management of cash flow and banking arrangements across government.

-03 Banking and cash management web site

SO

nil

DE

SO = when web sites are altered, updated, redesigned or closed

DE = The web sites and the pages on them will be destroyed when no longer needed because the information they contain is all documented elsewhere. As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80000 BANKING AND CASH MANAGEMENT - GENERAL (continued)

- 04 BC benefits monthly bulletin 3m nil DE
 (includes current contact list)

NOTE: This bulletin alerts all financial institutions, including money marts, of the current BC Benefit cheque security features.

- 05 Fraud warnings

NOTE: Fraud warnings are notices sent to client ministries and/or financial institutions informing them of known frauds and fraud attempts.

- 20 Banking and cash management issue management case files SO+2y nil DE
 (arrange by topic or research project)

SO = when the issue is obsolete

NOTE: Examples of issues include topics such as laser and impact printing of cheques, direct deposits, cheque distribution and the history of the prime interest rate. This secondary is also used to monitor an issue or financial program (e.g., deferred salary, foreign exchange and security lending) and to store plans and reports from other jurisdictions. If an issue management file becomes the basis for a new file (e.g., an operational project, 80000-40), all or part of it may be reclassified.

- 30 Banking and cash management policy development case files SO 5y DE
 (includes surveys, questionnaires, performance tracking, reports, discussion papers and policy drafts)
 (arrange by policy)
 (covers implementation, training, evaluation, consultation, background information and research)

SO = when approved policy is superseded or obsolete, and the file is no longer needed for reference purposes

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80000	<u>BANKING AND CASH MANAGEMENT - GENERAL</u> (continued)				
VR	-40	Banking and cash management project case files (includes promotional material, feasibility and cost-benefit studies) (arrange by name of project, then by fiscal year if project reoccurs annually) (covers research, consultation and implementation)	SO+2y	nil	DE

SO = when the project is complete and the file is no longer required for reference purposes

NOTE: This secondary is for projects
1) not specific to another secondary (e.g., researching emerging electronic banking technologies); and
2) projects related to another secondary, but requiring a single file to deal with multiple subjects (e.g., a bank account project affecting only a single bank account is classified under 80100-20, but one affecting multiple bank accounts is classified in this secondary).

-50	Client ministry relations case files (includes email report distribution updates, file limit changes, agendas, minutes and copies of agreements) (arrange by client) (covers year end account validation, client ministry and financial institution correspondence as well as any comments from the Auditor General)	FY	7y	DE
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8y = The eight-year retention is to provide a lifespan consistent with the financial records within this ORCS.

NOTE: This secondary does not cover communications and client relations which are project specific (e.g., Certificate of Approval ministry correspondence is classified under 80400-30 and client ministry bank account correspondence is classified under 80100-20).

NOTE: Original contractual agreements are classified under ARCS primary 1070.

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

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	<u>A</u>	<u>SA</u>	<u>FD</u>
80000 <u>BANKING AND CASH MANAGEMENT - GENERAL</u> (continued)			

-60	Financial institution relations case files (includes news clippings and annual reports) (arrange by financial institution) (covers banks, credit unions, credit rating agencies, financial associations, regulatory bodies and credit card companies)	FY	7y	DE
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8y = The eight-year retention is to provide a lifespan
consistent with the financial records within this *ORCS*.

NOTE: This secondary covers the Canadian Payments
Association and the Canadian Bankers Association.

NOTE: This secondary does not cover communications and
liaison which are project specific. Original contractual
agreements are classified under *ARCS* primary 1070.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80100 BANK ACCOUNT MANAGEMENT

Records relating to the management of the Government of British Columbia's bank accounts, which includes opening, closing and altering bank accounts; reporting on the funds; and tracking who has authority over the account. Only chief financial officers (CFO) and their delegates have the authority to request branch staff to open, close or change bank accounts. Signature matrices, classified under ARCS 265-20, are required in order to track official signatures for cheque signing.

Central Bank Account Registry (CBAR) is used to track all Government of British Columbia bank accounts, their associated signing officers, and the opening, closing, and changing of the bank accounts.

This primary also covers the development of wire transfer templates. Currently these templates are for the Bank of Montreal DirectLine and the Canadian Imperial Bank of Commerce Business Banking.

For Balance Reporting System (BRS), see the Information System Overview (ISO) section.

For bank contractual agreements, see ARCS primary 1070.

For CBAR, see the ISO section.

For deposits (i.e., revenue), see primary 80800.

For wire transfers, see secondary 80700-30.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

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

-01 General

VR	-02 Bank account delegation of authority - Provincial Treasury		FY+7y	nil	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.

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80100 BANK ACCOUNT MANAGEMENT (continued)

NOTE: These records are copied to the Government of British Columbia's financial institutions in order to provide the names and signatures of Provincial Treasury personnel who are authorized to make changes to provincial bank accounts.

-03 (superseded by ARCS 265-20 Delegation of authority authorization records)

-04 Overdraft account tracking
(includes overdraft reports and overdrawn letters)
(arrange quarterly)

NOTE: These records are used to track all Government bank account balances, including offset interest clients. When an account is overdrawn, a manager sends out an overdrawn letter. The overdraft report is produced daily out of the Balance Reporting System (BRS).

-05 (superseded by ARCS 265-20 Delegation of authority authorization records)

VR	-20	Client ministry bank account case files (includes applications for new accounts, requests for changes and closures, ongoing and year end CBAR and TDI reports, and a list of those authorized to sign cheques on the account or access information about the account) (arrange by bank, account number, and transit number, if necessary)	SO	7y	DE
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SO = when the bank account is closed

8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.

NOTE: Certain records within each ministry's bank account case file are ongoing and are transferred each fiscal year to the current file. These records include the account applications, requests for changes and closures and the signature authorizations. Electronic copies of these records may also be maintained.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80100	<u>BANK ACCOUNT MANAGEMENT</u> (continued)				
VR	-30	Wire transfer template development case files (includes drafts and final versions of templates) (arrange by template number)	SO	7y	DE
VR	-90	CBAR data files (electronic database records)	SO+7y	nil	DE

SO = when the bank account is closed

NOTE: This secondary is not for filing. It is used to classify data within CBAR.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80200 BANK CHARGES, RECOVERIES AND CLAIMS

Records relating to paying service and interest charges to the Government of British Columbia's financial institutions (Canadian and foreign), charging recovery costs to client ministries and resolving compensation claims.

Financial institutions' service charges are invoiced to the Government of British Columbia monthly with an additional accrual at the year end. Financial institutions include banks, credit unions, and credit and debit card companies. All invoices are verified and are then paid by cheque or Electronic Funds Transfer (EFT). Verification may include reconciliation using reports from the Treasury Deposit Information (TDI) system and the Corporate Accounting System (CAS). In addition to the invoices, some financial institutions (i.e., credit and debit card companies) supply invoice details. Financial service charges are recovered from the client ministries through the Bank Billing System (BBS).

Recoveries are fees charged to client ministries in order to recover the costs of administering banking and cash management services. Volume reports, summary sheets and other work sheets are used to calculate the recovery amount charged to each client ministry. A tool known as the Enterprise Model is used to determine the bank billing service fees for ministry recoveries; the BBS then calculates the recovery invoices. The model is reviewed and, if necessary, adjusted as needed.

A compensation claim is the recovery or payment of a penalty or loss due to an error (e.g., an overdraft or a missed payment) usually caused by a client ministry or a bank, but occasionally the claim may be against the provincial treasury.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For BBS, see the Information System Overview (ISO) section.
For TDI, see the ISO section.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BANK CHARGES, RECOVERIES AND CLAIMS</u> (continued)				
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Enterprise model working files		SO	nil	DE
-20	Bank billing fee approval case files (covers approval and sign-off of proposed bank fees by ministers and senior financial officers) (arrange by ministry or government agency)		FY+7y	nil	DE
8y =	The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.				
-25	Compensation claim case files (includes journal vouchers, bank and interest statements and copies of deposits or cheques) (arrange by claim) (covers float analysis and interest calculations)				
-30	Credit and debit card statement details case files (secondary is closed as of March 31, 2010, do not open files in this secondary after this date) (arrange by credit/debit card company, then by month) (covers discount rates and background information)		FY	7y	DE
8y =	The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.				
-35	Enterprise model development case files (includes statistical reports and drafts and final versions of the enterprise model)				
VR	-40	Financial service charge case files (includes invoices from banks, cheque or EFT voucher, CAS reports, reconciliations, price change letters, and TDI20 volume reports) (arrange by Canada or US, then by month)	FY+1y	6y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80200 BANK CHARGES, RECOVERIES AND CLAIMS (continued)

8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in *ARCS*.

-45	Interest charge and earning case files (includes monthly bank statements, float analysis and copies of interest statements) (arrange by bank, then by month)	FY+1y	6y	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in *ARCS*.

VR	-50	Recovery invoice case files (includes invoices to client ministries, journal vouchers and statistical reports) (arrange by ministry, then by month) (covers invoice details and background information)	FY+1y	6y	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in *ARCS*.

NOTE: As of April 1, 2010, all recovery invoice case files are electronic only..

-55	Recovery invoice working case files (includes summary and working spreadsheets) (arrange by quarter)	FY	7y	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in *ARCS*.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BANK CHARGES, RECOVERIES AND CLAIMS</u> (continued)			
-60	Volume transaction report case files (includes CAS, JVS and TDI19 volume reports) (arrange by type of report, then by quarter)	FY	7y	DE
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.			
VR	-90 BBS data files (electronic database records)	18m	nil	DE

NOTE: This secondary is not for filing. It is used to classify data within BBS.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80300 CASH FLOW MANAGEMENT

Records relating to the management of cash flow for the Government of British Columbia, Crown corporations and other government agencies. The goal of this function is to manage the Government of British Columbia's funds on a daily basis so as to ensure that money is available for payments, but that excess funds are invested so as to provide the most interest. Therefore, this primary also covers investment accounting and reconciliation.

Cash flow management covers annual revenue and expenditure forecasting, daily cash flow forecasting and providing clients (e.g., financial institutions, Treasury Board, and debt management branch) with periodic cash flow reports.

Annual revenue and expenditure analysis requires gathering information from provincial and federal government agencies, the Cash Flow Forecasting System (CFFS) and historic cash flows, analyzing the data and then preparing a forecast.

Daily cash flow forecasting requires information such as Critical Value Reports (i.e., banking transactions greater \$200,000), daily bank balances and cash flow reports from the Government of British Columbia's financial institutions and reports from the Balance Reporting System (BRS), analyzing the data and then adjusting the bank accounts as close to zero as possible by investing or borrowing.

Forecasting and analysis processes are evaluated monthly in order to improve performance.

A weekly report with cash flow projections and future debt requirements is also prepared by the branch for the client ministries.

Currently, the British Columbia Investment Management Corporation (bcIMC) invests government monies as directed by branch staff into short term and long term investments. bcIMC provides daily reports on short term investment accounts and monthly reports on all investments (i.e., short and long term). Short term investment accounts are reconciled daily and this process is known as an inventory. All investment accounts are reconciled monthly.

Short term investments are a variety of investment opportunities, while long term investments are typically illiquid or non-conforming investments such as the Concorde Pacific investment and the Suitors' Fund. Illiquid investments consist of government monies invested into non-government businesses.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80300 CASH FLOW MANAGEMENT (continued)

Internal policies and procedures manuals are used to guide staff and reduce risk.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the BRS, see the Information System Overview (ISO) section.

For client ministry relations, see 80000-50.

For the CFFS, see the ISO section.

For contracts with electronic banking service providers, see *ARCS* primary 1070.

For information on how to use and access internal or external systems, see *ARCS* 6450-80.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	(covers internal policies and procedures manual)				

-01 General

-02	Cash flow forecasting performance reports (includes monthly reports and statistics and other financial reports) (arrange by month)	FY+1y	nil	DE
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-03	Cash flow daily forecasting (includes critical value reports, BRS reports and ministries' cash flow reports) (arrange by month, then report type if volume warrants) (covers all records related to the short term investment accounts such as correspondence with bcIMC, debt management branch and financial institutions)	FY+1y	nil	DE
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-04	Cash flow weekly reporting (includes financial institutions' weekly cash flow reports) (arrange by week)	FY+1y	nil	DE
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(continued on next page)

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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80300	<u>CASH FLOW MANAGEMENT</u> (continued)			
-05	Investment accounts daily inventory reconciliation (includes daily short term investment reports) (arrange by type of account)	FY+1y	nil	DE
-06	Investment accounts monthly reconciliation (includes monthly investment reports) (arrange by month)	FY+1y	6y	DE
	8y = The eight-year retention is based on the six-year requirement of the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3) plus one full year for the issuing of the writ.			
VR -20	Long term investment account case files (includes a copy of the partnership agreement, bcIMC fund reports, reconciliations and reports from the business) (arrange by name or type of account)	SO	7y	DE
	SO = when the account is closed			
	NOTE: The original of any agreement must be classified in ARCS primaries 146 to 154.			
-30	Expenditure analysis case files (arrange by in-house codes representing sources of expenditure [e.g., payroll, BC Benefits, education, health, and transportation])	FY+1y	nil	DE
-40	Revenue analysis case files (arrange by in-house codes representing sources of revenue [e.g., consumer sales tax, forestry stumpage fees, licenses and permits, and liquor])	FY+1y	nil	DE
VR -90	CFFS data files (electronic database records)	FY+7y	nil	DE
	8y = The eight-year retention is based on the six-year requirement of the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3) plus one full year for the issuing of the writ.			
	NOTE: This secondary is not for filing. It is used to classify data within CFFS system.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80400 CERTIFICATE OF APPROVAL AND CENTRAL DEPOSIT PROGRAMS

Records relating to the management of Certificate of Approval (COA) Program and the Central Deposit Program (CDP). The COA program provides funding to schools, hospitals and post-secondary educational facilities for capital projects (e.g., buildings and property purchases). The COA is authorized by a client ministry. The CDP allows institutions (e.g., school districts) to deposit funds with the province and earn interest. The COA and CDP programs are reconciled monthly. Both are administered using the Certificate of Approval (CAP) System.

For the CAP System, see the Information System Overview (ISO) section.

For COA original contractual agreements, see ARCS primary 1070.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

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

-01	General				
-02	COA and CDP program fund orders (includes the EFT funding request) (arrange by month)		FY+1y	1y	DE

-03	COA and CDP program fund reconciliation (includes the capital expenditure report and bank statements) (arrange by month)		FY+1y	1y	DE
-----	--	--	-------	----	----

VR	-20	COA and CDP program case files (includes correspondence and contact information for the district or institute) (arrange by school or hospital district or name of university or college) (covers all approvals or deposits for the district or institute and changes to bank accounts)	SO	7y	DE
----	-----	---	----	----	----

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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80400 CERTIFICATES OF APPROVAL AND CENTRAL DEPOSIT PROGRAMS (continued)

SO = when an approval or deposit is finished, when the client contact or bank information is superseded or when correspondence is obsolete, these documents are culled from the active file and sent offsite as a volume

NOTE: This secondary is stored under ongoing accession number 91-3842.

- 30 COA and CDP program ministry relations case files
(includes ministry alerts, closed COA notices and COA changes report)
(arrange by ministry)
(covers debt collection when monies are recovered from the ministry)

VR	-90	CAP data files (electronic database records)	SO	nil	DE
----	-----	---	----	-----	----

SO = when the Government of British Columbia no longer manages CDP and COA programs

NOTE: This secondary is not for filing. It is used to classify data within CAP system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80500 ELECTRONIC BANKING

Records relating to providing advice and project management support to government programs on the selection and implementation of appropriate electronic banking services.

Electronic banking currently encompasses technologies such as Internet payments, personal computer (PC)/telephone banking, point of sale (POS) terminals, pre-authorized debit (PAD), remittance processing, and virtual web terminal payments.

Electronic banking projects are generally initiated upon receipt of a project charter signed by the management of the program area. However, certain projects (e.g., POS and web terminal) are initiated upon receipt of an application completed by the program area's senior financial officer. Branch staff provide project management support, including arranging for service providers to deliver requested electronic banking services.

This primary also covers the data contained within the BC Express Pay (BCEP) Transaction Detail Manager (TDM) which tracks internet credit card transaction for client ministries.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For BCEP TDM, see the Information System Overview (ISO) section. For contracts with electronic banking service providers, see *ARCS* primary 1070.

For information on how to use and access systems (e.g., electronic banking manuals and user guides), see *ARCS* secondary 6450-80.

For research and analysis projects on emerging technologies, see 80000-40.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

		<u>A</u>	<u>SA</u>	<u>FD</u>
80500	<u>ELECTRONIC BANKING</u> (continued)			
-01	General			
-02	Applications for electronic banking services (includes completed original forms and Application to Establish Debit/Credit Card services [FIN 31] forms) (arrange by service [e.g., POS and web terminal])	SO	nil	DE
	SO = when no longer required to verify accounting information			
-04	Electronic banking product sheets	SO	nil	FR
	FR = The government archives will fully retain electronic banking product sheets because they provide a concise summary of the government's electronic banking programs. In addition, they provide an overview of the product's suitability, the benefits, implementation steps and the costs. Branch staff will print one copy of each final electronic banking product sheet when it is completed or significantly updated. The printout will be boxed with other records for full retention and the electronic versions of the product sheets may be destroyed when no longer needed.			
-20	Electronic banking project files (includes project charters, plans, schedules, and close-out documents; bank and business specifications; marketing materials; reports; and test data documents) (arrange by banking service, then by government program)	SO+2y	2y	DE
	SO = when project is completed, closed, or cancelled			
	4y = The four-year retention period allows sufficient time for consultation.			
	NOTE: This secondary covers implementation projects for existing electronic banking services, as well as pilot projects assessing the suitability of new electronic banking services.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

80500 ELECTRONIC BANKING (continued)

NOTE: Electronic banking services currently offered are:
Internet payments, which allow government programs to accept credit card payments for their products and services over the Internet; pre-authorized debit (PAD) which allows the public to pay for government services on a regular basis by authorizing the withdrawal of funds from their bank accounts (e.g., for Medical Service Plan premiums and student loans); PC/telephone banking which allows the public to pay for government products and services through their financial institution's telephone and on-line banking services; point of sale (POS) which involves the installation of POS terminals at government offices for over-the-counter purchases and at government kiosks for customer-activated payments; remittance processing which allows the public to pay for government services at most financial institutions with a government issued Acceptance of Payment of Accounts (APA) invoice form; and web terminal which allows members of the public, who do not have web access, to telephone or send their credit card payment information by facsimile transmission to government programs for processing over the web on their behalf.

-90	BCEP TDM data files (electronic database records)	SO	nil	DE
-----	--	----	-----	----

NOTE: This secondary is not for filing. It is used to classify data within BCEP TDM.

DE = Electronic banking records, both paper and electronic, may be destroyed because the electronic banking services documented in these records are adequately summarized in the electronic banking product sheets classified under 80500-04.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80600 OFFSET INTEREST

Records relating to the management of the offset interest program which pays or charges interest on trust fund accounts and participating client ministry accounts. These accounts are either general ledger accounts or bank accounts included in the net position of the Government of British Columbia. The Offset Interest System (OIS) is used to calculate interest for the bank accounts which is then paid to each client by the Provincial Treasury by Electronic Funds Transfer (EFT) or cheque. Interest on general ledger accounts is paid by journal voucher.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For bank account management, see 80100-20.
For OIS, see the Information System Overview (ISO) section.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	General ledger offset interest reconciliation (arrange by month)				

VR	-20	General ledger offset interest case files (includes interest statement, ministry fund balance and copy of the legal document which created the fund) (arrange by name of fund)	FY+2y	9y	DE
----	-----	--	-------	----	----

12y = The twelve-year retention period is based on the ten-year limitation period for commencing an action with respect to trusts under the *Limitation Act* (RSBC 1996, c. 266, s. 3) plus one full year for the issuing of the writ.

NOTE: The copy of the legal document is transferred to the most current fiscal year.

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A SA FD

80600 OFFSET INTEREST (continued)

VR	-30	Bank account offset interest case files (includes interest statements, bank balances, reconciliations and electronic fund transfers) (arrange by month, then by name of external client) (covers bank and client correspondence)	FY+3y	nil	DE
----	-----	--	-------	-----	----

NOTE: New, closed and modified bank account information is classified under 80100-20.

NOTE: Each file is split into three portions for convenience. One binder holds the EFT reports for the fiscal year, another holds the reconciliations and the final binders holds all the other documentation. All are organized by external client.

VR	-90	OIS data files (electronic database records)	SO+11y	nil	DE
----	-----	---	--------	-----	----

11y = The eleven-year retention period is based on the ten-year limitation period for commencing an action with respect to trusts under the *Limitation Act* (RSBC 1996, c. 266, s. 3) plus one full year for the issuing of the writ.

SO = when the bank account is closed

NOTE: This secondary is not for filing. It is used to classify data within OIS.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80650 PAYMENT CARD INDUSTRY COMPLIANCE

Records relating to the management of the Payment Card Industry Compliance program. The PCI Compliance program is used to meet the industry standards for data integrity and security when using payment cards for financial transactions. This includes new and existing e-commerce payment applications for e-Payment programs managed by the Provincial Treasury including BC Express Pay (via Internet) and Point of Sale (typically over the counter).

The program involves self assessments during the fiscal year, regular correspondence with BC government agencies, incident responses, and recommendation and remediation change management.

The RiskVision system is used to track the information associated with various payment systems and processes and the evidence that the government agencies are meeting the data security standards.

Using both program information and the data provided by RiskVision, a Qualified Security Assessor (i.e., a third party auditor) reviews the BC Government annually. The result of the audit is a report on compliance, a recommendation and remediation report and a certificate of compliance.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For policy and policy development, see 80000-02 and -30.

For the project which created the PCI Compliance function, see 80000-40.

For RiskVision, see the Information System Overview (ISO) section.

For the RiskVision audit trail data, see ARCS secondary 6820-06.

For training, see ARCS primaries 1730 and 1735.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80650		<u>PAYMENT CARD INDUSTRY COMPLIANCE</u> (continued)			
PIB	-02	POS terminal tracking spreadsheet (includes names of operators, POS machine numbers, terminal addresses)	SO	nil	DE
		OPR: Financial Relations			
VR	-03	PCI report on compliance	FY+2y	5y	FR
		8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.			
		FR = The government archives will fully retain PCI report on compliance files because they document the branch's compliance with the Payment Card Industry (PCI) Data Security Standards (DSS) by participating in an audit by a PCI Qualified Security Assessor Auditor. The final report contains the amalgamated evidence and findings pertaining to the cardholder environment and processes in government.			
PIB VR	-20	PCI compliance program case files (includes environment evidence, project plans and status reports) (covers electronic database records, responses to incidents, recommendations and remediation)	FY+2y	5y	DE
		8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.			

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A SA FD

80700 PAYMENT MANAGEMENT - GENERAL

Records relating to managing payment production and disbursement including the electronic transfer of funds and providing post-production management services for all payments issued by the Government of British Columbia and by external agencies (e.g., Crown corporations) not shown elsewhere in this primary block.

This primary also includes operational statistics and statistical reporting provided to the branch, the ministry and to clients. Examples include statistical reports on number of stop payments, cheque replacements and automated funds transfers (AFT).

This primary also covers wire transfers, optional payments used for large value or domestic payments, debt management transactions, cash management transfers, and foreign currencies. Wire transfers are generally processed electronically by the Provincial Treasury via secure online banking systems.

For cheque copy requests, payment status enquiries, general payment enquiries, general advice and other transitory records that are required for a limited period of time for the completion of a routine action, use special schedule 102901.

For client advice and policy interpretation, see secondary 80000-50.

For client ministry relations, see secondary 80000-50.

For development of wire transfer templates, see secondary 80100-30.

For issues management, see secondary 80000-20.

For operational projects, see secondary 80000-40.

For external payment policies and procedures, see secondaries 80000-02 and 80000-50.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Payment management statistical reporting (arrange by report)				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80700	<u>PAYMENT MANAGEMENT - GENERAL</u> (continued)			
-30	Wire payments (includes wire transfer request forms, bank statements, confirmations and reconciliations) (arrange by type, then chronologically)	FY+1y	6y	DE
8y =	The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
NOTE: Paper records that have been scanned and verified are covered under special schedule 206175 (<i>Redundant Source Records</i>).				

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

80720 PAYMENT MANAGEMENT - AUTOMATED FUNDS

Records relating to the electronic transmission of funds to and from bank accounts. This includes the direct deposit of monies (e.g., payments to general suppliers) or the withdrawal of monies from bank accounts (e.g., collection of revenue). This process is referred to as Automated Funds Transfer (AFT) with the deposit known as Electronic Funds Transfer (EFT) and the withdrawal is known as Pre-Authorized Debits (PAD). Automated fund transfers are tracked using the Automated Funds Transfer/Payments Recall (AFT) system.

Record types include correspondence, forms, memoranda and other types of records as indicated under relevant secondaries.

For AFT, see the Information System Overview (ISO) section.
For the establishment of a client's AFT account, see secondary 80000-50.

For wire transfers, see secondary 80700-30.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	AFT daily summary transmission (includes payment log, auto load report, and transmission report and receipt confirmation)		FY+1y	1y	DE
-20	AFT payment client files (includes daily transmission tracking reports, summary reports and confirmation/settlement report) (arrange by system id and date order) (covers communications with the bank and client, and all returned, rejected, recalled and traced EFTs)		FY+1y	1y	DE

NOTE: The system id is based on the name of the service. For example, the Medical Services Plan is MS, the Liquor Distribution Branch payroll is LD and the Government of British Columbia payroll is PR.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80720 <u>PAYMENT MANAGEMENT - AUTOMATED FUNDS</u> (continued)					
PIB	-30	Direct deposit maintenance forms (supersedes secondary 23540-20 Direct deposit maintenance case files from the <i>Office of the Comptroller General ORCS</i> (schedule 880967)) (includes supplier direct deposit application forms and audit reports) (arrange by client, then by entry date)	SO	nil	DE
SO = 7 years from the date the bank account information is created and added or linked to the corporate financial system's supplier record					
NOTE: This function was transferred from the Office of the Comptroller General to the Banking and Cash Management Branch, effective October 20th, 2014.					
NOTE: Records that have been input to the corporate financial system can be deleted under special schedule 102902 (<i>Transitory Electronic Data Processing (EDP) Records</i>). Paper records that have been scanned and verified are covered under special schedule 206175 (<i>Redundant Source Records</i>).					
	-90	AFT data files (electronic database records) (covers oncall payment data)	SO	nil	DE
SO = when superseded or obsolete (oncall payment data is obsolete on the payment due date)					
	-91	AFT payment released data files (electronic database records) (covers recalled payment data)	FY	7y	DE
8y= The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.					
NOTE: This secondary is used to classify data within the AFT system and data that at the end of the active period, is copied to a secure file folder located on the Provincial Treasury Banking and Cash Management (BCM)'s server.					

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

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

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Records relating to the management of cashed cheque payments issued by the Minister of Finance and post-production cheque services. These functions include stop payment/replacement/cancellation requests, cashed cheque reporting, returned undeliverable/unclaimed cheques, cheque fraud (i.e., forged endorsements, counterfeit and altered cheques) and returned cheque payment (cheque items returned for reason of stop payment or other clearing errors).

The status of cheques issued by the Government of British Columbia or other clients which have been cashed, returned or stopped is tracked by the Cheque Management System (CHQ). Several secondaries apply to the data contained within CHQ.

For client ministry cheque requisitions, see *ARCS* secondary 840-02.

For CHQ, see the Information System Overview (ISO) section.

For data transmitted between the branch, the Corporate Accounting System (CAS) and the Government of British Columbia's financial institution, see special schedule 102902.

For internal cheque requisitions, cheque stock inventory reports, reconciliation and stock orders, see *ARCS* secondary 705-30.

For spoiled cheques, see special schedule 102902.

For wire transfers, see secondary 80700-30.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y

nil

DE

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

so

nil

DE

-00 Policy and procedures

- OPR

so

 $5y$

FR

- non-OPR

SO

nil

DE

-01 General

VR

-02 Recovered undeliverable unclaimed cheque report

so

nil

DE

(arrange by type of report)

(covers annual CHQ recovery reports for unclaimed funds recovered to the Government of British Columbia's Consolidated Revenue Fund)

SO = when all the monies on the report have been claimed by the payee or the original cheque is recovered

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80740	<u>PAYMENT MANAGEMENT - CHEQUES</u> (continued)				
VR	-03	Stop payment record report	SO	nil	DE
		SO = when all the monies on the report have been claimed by the payee or the original cheque is recovered			
VR	-20	Cashed cheques (arrange by cashed date, then by trace number)	SO+1m	nil	DE
		SO = when cheques have been imaged and the image quality verified			
		NOTE: Although this service is being performed by a third party service provider, the records in the bank's system belong to government. This secondary provides for the classification, retention, and disposition of government records that are maintained by the service provider while providing these services on behalf of government.			
	-25	Cashed cheque images (includes index of cheques with amount and date cashed) (arrange by cashed date, then by trace number)	SO+8y	nil	DE
		SO= when the cheque is cashed (date cleared)			
		8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.			
		NOTE: Cashed cheque images are maintained by the Province's banker and are accessible to view, print, or download online using a secure banking system.			
		NOTE: Although this service is being performed by a third party service provider, the records in the bank's system belong to government. This secondary provides for the classification, retention, and disposition of government records that are maintained by the service provider while providing these services on behalf of government.			
	-26	Cheque stock inventory review files (arrange by date)	SO+1y	nil	DE
(continued on next page)					

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80740 PAYMENT MANAGEMENT - CHEQUES (continued)

(covers records relating to reviewing BC Mail cheque stock inventory reports, monthly reconciliation reports, monthly BC Mail invoice reviews)

SO= upon last business day of the month or when monthly inventory and BC Mail invoice review have been completed

-30	Daily cashed and returned cheque item files (includes daily CHQ paid cheque and error reports, returned cheque log, copies of cheques and stop payment requests, CAS screen prints and reconciliation reports) (arrange by cashed date) (covers bank and client communications and CHQ system adjustment documentation)	FY+1y	6y	DE
-----	--	-------	----	----

8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.

NOTE= Paper records that have been scanned and verified are covered under special schedule 206175 (*Redundant Source Records*).

-40	Returned cheque items – cheque fraud case files (includes cheque copies, statutory declarations) (arrange by type of fraud, then by returned date) (covers communications with the bank and client)	FY+1y	6y	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.

NOTE= Paper records that have been scanned and verified are covered under special schedule 206175 (*Redundant Source Records*).

NOTE= Cheque fraud includes items returned for reason of material alteration, counterfeit and forged endorsement/intended payee not paid claims.
(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

		<u>A</u>	<u>SA</u>	<u>FD</u>
80740	<u>PAYMENT MANAGEMENT - CHEQUES</u> (continued)			
-50	Returned undelivered unclaimed cheque reports (includes CHQ 05 and CHQ 08 reports) (arrange chronologically)	FY+1y	6y	DE
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
	NOTE= Paper records that have been scanned and verified are covered under special schedule 206175 (<i>Redundant Source Records</i>).			
-60	Stop payment and cancelled cheque requests (includes Cheque Enquiry/Stop Payment/Cancellation form (FIN 356)) (arrange by stop payment date)	FY+1y	6y	DE
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
	NOTE: This secondary does not include any cheques. All unclaimed cheques are deposited into the unclaimed funds bank account until the funds are claimed.			
VR	-90 Cashed cheque data files (electronic database records)	SO	8y	DE
	SO= when information is uploaded to the CHQ system			
	8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .			
	NOTE: This secondary is used to classify data within the CHQ system and data that at the end of the active period, is copied to a secure file folder located on Provincial Treasury Banking and Cash Management (BCM)'s server. (continued on next page)			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80740 PAYMENT MANAGEMENT - CHEQUES (continued)

VR	-91	Recovered undeliverable unclaimed cheque data files (electronic database records)	FY+1y	nil	DE
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NOTE: This secondary is not for filing. It is used to classify data within CHQ. At the end of the active period, the data is used to produce the recovery to ministry reports (classified under secondary 80740-50) and the recovery to Government of British Columbia's consolidated revenue fund reports (classified under secondary 80740-02). The data is then purged from the system.

VR	-92	Stop payment data files (electronic database records)	FY+7y	nil	DE
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8y = The retention period provides a reasonable period of time to identify issues and resolve anomalies. In addition, the retention period is consistent with the eight-year retention period for financial records classified in ARCS.

NOTE: This secondary is not for filing. It is used to classify data within the CHQ. At the end of the active period, the data is used to produce the Stop payment record report (classified under secondary 80740-03). The data is then purged from the system.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80800 REVENUE RECORDING

Records relating to the recording, reconciliation and transfer of Government of British Columbia revenue into the ministries' general ledger accounts. Provincial revenue deposits are tracked using the Treasury Deposit Information (TDI) system.

Each bank provides reconciliations that adjust the Government of British Columbia's revenue such as bank errors, exchange rate discrepancies due to the processing of American cheques, returned cheques, credit advices and debit advices. An "advice" is an adjustment created by the bank and forwarded to the Provincial Treasury.

These reconciliations require adjustments to the client ministries accounts and the transfers and corrections are accomplished through the journal voucher process. This process is managed almost exclusively through the Journal Voucher System (JVS).

Branch staff also deal with client ministry revenue enquiries and concerns, some of which result in investigations into revenue discrepancies.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For JVS, see the Information System Overview (ISO) section.

For deposit books, see ARCS secondary 985-03.

For TDI, see the ISO section.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

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

-01 General

-02	Revenue enquiries		FY+1y	nil	DE
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-20	Bank reconciliation case files (includes the bank reconciliation, journal vouchers and screen prints of returned cheques) (arrange by bank, then by type, then by month)		FY	3y	DE
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(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80800 REVENUE RECORDING (continued)

NOTE: Reconciliations currently include types such as returned cheques, bank errors, miscellaneous revenue, interest earned, credit advices, debit advices, and US exchange rates. Currently only CIBC handles returned cheques.

VR	-30	Revenue reporting case files (includes TDI deposit reports [TDI12], JVS journal voucher reports, and year end CAS/CGI feedback reports) (TDI reports are arranged by bank, then by month; JVS reports are arranged by month, CAS/CGI reports are arranged by fiscal year)	6m	3y	DE
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NOTE: Once a year, just after the end of the fiscal year, JVS cannot be used to process journal vouchers, so they are directly entered into the Government of British Columbia's Corporate Accounting System (CAS).

NOTE: Space limitations require the off-site transfer of these records three months after they are created. The volume is approximately 2 boxes per month. Retrieval from off-site storage is infrequent because these reports are reconciled monthly to the general ledger. Revenue reporting case files use Ongoing Accession Number (OAN) 91-3835.

-90	JVS data files (electronic database records)	3m	9m	DE
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NOTE: This secondary is used to classify data within the JVS system. At the end of the active period, the data is copied to a data file and purged from the system. Data is maintained on a main frame for the semi-active period.

-91	TDI data files (electronic database records)	3m	9m	DE
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NOTE: This secondary is used to classify data within the TDI system. At the end of the active period, the data is copied to a data file and purged from the system. Data is maintained on a main frame for the semi-active period.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act \(SBC 2015, c. 27\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your [Records Officer](#).

A SA FD

80900 UNCLAIMED MONEY

Records relating to the Government of British Columbia claiming money owed to provincial ministries or agencies. These are funds which have not been claimed and have been forwarded to the Bank of Canada. The branch regularly reclaims these funds into the Consolidated Revenue Fund.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Banking and Cash Management Branch) will retain these records for:

FY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

-01 General

VR -02 Unclaimed money tracking

SO nil DE

SO = when the Government of British Columbia no longer tracks unclaimed money

VR -20 Unclaimed money case files
(includes Bank of Canada statements and requests to Bank of Canada for release of funds)
(arrange by fiscal year)

SO nil DE

SO = when the Government of British Columbia no longer tracks unclaimed money

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

BANKING AND CASH MANAGEMENT

INFORMATION SYSTEM OVERVIEW SECTION

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COMMON SYSTEM NOTES

Technical Maintenance

Electronic records are maintained on the systems until their retention schedules are completed. The electronic records are then purged from the systems. Any exceptions to these purge routines are noted under specific secondaries.

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

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

Classification

Electronic System

The electronic systems are not classified in the *ORCS*. The classifications for the electronic records they generate are listed in the individual ISO. The system schedule is provided under "System Scheduling and Disposition".

Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For user guides and manuals, see *ARCS* 6450-80.

System Scheduling and Disposition

A system will be destroyed when the function it supports is no longer performed by the Government of British Columbia, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. If all data is migrated to a new system performing the same function, this ISO applies to the new system and the old system may be destroyed.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Automated Funds Transfer/Payments Recall (AFT) system

Purpose

The purpose of the Automated Funds Transfer/Payments Recall system is to receive and release electronic files to the Government of British Columbia's principal banker for deposit or withdrawal from/to the payee/payors bank account. The system is also used to record, initiate and authorize payment recall requests and for the recording and reporting of automated funds data.

Information Content

AFT information includes client data (e.g., payee name, banking details and ministry) and automated funds data (e.g., payment numbers, cross reference numbers, system id, amounts, account type and payment due dates, and batch totals).

AFT was implemented in 1983 when it was known as the Electronic Funds Transfer (EFT) system.

Inputs, Processes, and Outputs

Inputs

Payment details are imported daily from the Corporate Accounting System (CAS) and other client payment systems for release to the Government of British Columbia's principal banker. The system also accepts returned item files from the financial institution when a payment is unable to be completed.

Branch staff also enter data based on written requests from authorized clients such as deleting payments, modifying due dates and Electronic Funds Transfer (EFT) payment recalls.

Processes

AFT performs no calculations nor has any internal processes.

Outputs

AFT outputs consist of payment and recall data sent to the bank, returned payments reports sent to clients, a daily payment log, and statistical reports including the number of automated funds released, the number of batches, the payment totals and the number of recalls. Reports are run on a monthly basis or as and when needed.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Classification

Electronic Records

Secondary No.	Secondary Title
80720-90	AFT data files
80720-91	AFT payment released data files

Inputs

Secondary No.	Secondary Title
80000-50	Client ministry relations case files
80720-20	AFT payment case files
Schedule 102902	Bank and Corporate Accounting System data files

Outputs

Secondary No.	Secondary Title
80700-20	Payment management statistical reporting
80720-02	AFT daily summary transmission
80720-20	AFT payment case files
Schedule 102902	Bank and Corporate Accounting System data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Balance Reporting System (BRS)

Purpose

The purpose of the BRS is to report on bank account balance information, as well as aggregate net debits and credits.

Information Content

BRS information consists of financial institutions' account data (e.g., opening and closing balance; bank, transit, account and sequence number; net and number of debits and credits; and description) and transaction details (e.g., date, transaction code, amount and currency)

The BRS was implemented in 1988.

Inputs, Processes, and Outputs

Inputs

Bank Reporting System inputs consist of automatic updates from provincial financial institutions and the Canadian Payment Association (CPA), the Treasury Deposit Information (TDI) system, the Central Bank Account Registry (CBAR) system, and the Cash Flow Forecasting System (CFFS).

Processes

The BRS processes bank account balance information and performs a reconciliation of deposits and transactions against the opening and closing balances.

Outputs

BRS outputs include four daily reports; the Balance Summary Report, the Balance Detail Report, the Overdraft Report and the Transaction Detail Report (aggregate debits and credits).

Client ministries are able to report on, view and export their data using the BRS Online tool. The BRS updates the Certificate of Approval (CAP) system and TDI automatically and the Offset Interest System (OIS) monthly.

The operational data contained in BRS is copied to the CFFS once it has been reconciled by branch staff.

Classification

Electronic Records

Secondary No. Secondary Title

Once the data is copied from BRS to CFFS, the data within BRS is transitory.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80100-90	CBAR data files
80300-90	CFFS data files
80800-91	TDI data files
Schedule 102902	Financial institutions and CPA data files

Outputs

Secondary No.	Secondary Title
80100-04	Overdraft account tracking
80300-03	Cash flow daily forecasting
80300-90	CFFS data files
80400-90	CAP data files
80600-90	OIS data files
80800-91	TDI data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Bank Billing System (BBS)

Purpose

The purpose of the BBS is to calculate recovery invoices sent to the client ministries in order to recover service charges from the Government of British Columbia's financial institutions.

Information Content

BBS information consists of the bank billing data (e.g., volume of issued cheques, bank deposits and returned cheques, bank billing fees (i.e., unit costs), and billing period definitions).

The Bank Billing System was implemented in 1991.

Inputs, Processes, and Outputs**Inputs**

Bank Billing System input data consists of automatic updated and manually entered information: volume capture reports, service charge approvals, deposits from the Treasury Deposit Information (TDI) system, Certificates of Approval from the Certificate of Approval (CAP) system, returned items volume from the Journal Voucher System (JVS) and Corporate Human Resource Information and Payroll System (CHIPS), and cheque volumes and client ministry data from the Corporate Accounting System (CAS).

Processes

The Bank Billing System calculates quarterly invoices for client ministries.

Outputs

BBS outputs consist of reports used in analysis and ministry recoveries and invoices to ministries. BBS also transmits electronic bank billing charge vouchers to JVS for the creation of journal vouchers.

Classification**Electronic Records**

Secondary No.	Secondary Title
80200-90	BBS data files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80200-02	Enterprise model working files
80200-20	Bank billing fee approval case files
80200-50	Recovery invoice case files
80200-55	Recovery invoice working case files
80200-60	Volume transaction report case files
80400-90	CAP data files
80800-90	JVS data files
80800-91	TDI data files

Outputs

Secondary No.	Secondary Title
80200-50	Recovery invoice case files
80800-90	JVS data files
80800-91	TDI data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

BC Express Pay (BCEP) Transaction Detail Manager (TDM)

Purpose

The purpose of the BC Express Pay TDM is to track credit card transactions (payments, refunds and voids) processed through BCEP. Clients connect their own payment application to the BCEP web interface which then accesses the TDM.

Information Content

BCEP TDM information consists of the transaction data (e.g., type, code, status, session ID, invoice number, credit card type, amounts and dates) and client data (e.g., ministry, user ID, access permissions, bank authorization, and transaction and session dates).

The BCEP TDM was implemented in 2006.

Inputs, Processes, and Outputs**Inputs**

All transaction data is entered into the TDM through the BCEP web interface either by a client's application, by a service provider's application or directly by a client. Ministry staff enter access permissions.

Processes

The BC Express Pay TDM totals the transactions for client reports.

Outputs

Clients receive receipts and confirmations and can produce a variety of transactional reports for their own use by accessing the TDM through the BCEP web interface.

Classification**Electronic Records**

Secondary No.	Secondary Title
80500-90	BCEP TDM data files

Inputs

Secondary No.	Secondary Title
ARCS 465-30	USERIDs and access authorities
Schedule 102902	Client and service providers' application data files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Cash Flow Forecasting System (CFFS)

Purpose

The purpose of the CFFS is to monitor cash flows into, out of and within the consolidated revenue fund (CRF) by gathering and reporting on data from a variety of systems.

Information Content

CFFS information consists of bank balance information, bank transaction details, forecasted transactions and bank balances, investment inventories and bank information.

The CFFS was implemented prior to 1997.

Inputs, Processes, and Outputs**Inputs**

CFFS inputs consist of automatic loads from the Balance Reporting System (BRS), Automated Funds Transfer/Payments Recall System (AFT), the Treasury Deposit Information (TDI) system, the Cheque Management System (CHQ), the Corporate Accounting System (CAS) and client financial feeder systems such as the Medical Services Plan system and banking systems. Branch staff also enter data from daily forecasting documents.

Processes

The CFFS

- Calculates the current day's forecasted ending bank balances;
- Calculates the daily forecasted surplus for investment or cash requirement to be pulled back from the investment portfolio;
- Calculates the daily forecasted cash inventory for each day through to the last fiscal day of the year; and
- Calculates actual performance against projected targets.

Outputs

CFFS outputs include daily cash flow forecasts and various management and performance measurement reports (e.g., Daily Investment/Borrow Order report). It also creates an electronic file that feeds into the BC Investment Management Corporation's (bcIMC) Investment Portfolio System (IPS) and electronic investment and payment tickets.

Classification**Electronic Records**

Secondary No.	Secondary Title
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80300-90	CFFS data files
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80300-03	Cash flow daily forecasting
80720-90	AFT system data files
80720-91	AFT payment released data files
80740-90	Cashed cheque data files
80740-91	Recovered undeliverable unclaimed cheque data files
80740-92	Stop payment data files
80800-91	TDI data files
Schedule 102902	Bank and Corporate Accounting System data files
Schedule 102902	BRS data files

Outputs

Secondary No.	Secondary Title
80300-02	Cash flow forecasting performance reports
80300-03	Cash flow daily forecasting
80300-04	Cash flow weekly reporting
Schedule 102902	BCIMC IPS data files
Schedule 102902	BRS data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Centralized Bank Account Registry (CBAR) system

Purpose

The purpose of the CBAR system is to record all government bank accounts, their associated signing officer(s), and information relating to bank accounts.

Information Content

CBAR information consists of the client ministry name, application number, bank account numbers, names of account holders, names and addresses of financial institutions and names of signing authorities.

The Central Bank Account Registry system was implemented in 1985.

Inputs, Processes, and Outputs**Inputs**

CBAR system inputs consist of data entered by branch staff from client ministry requests for bank accounts, as well as signature cards and lists identifying personnel authorized to sign or co-sign cheques or debits. CBAR also imports data from the Cash Flow Forecasting System (CFFS), the Treasury Deposit Information (TDI) system and the Canadian Payment Association (CPA).

Processes

CBAR performs no calculations.

Outputs

CBAR outputs consist of signing authority confirmation reports. It also exports data to the Certificate of Approval (CAP) system, the Balance Reporting System (BRS), the TDI system, and the Cheque Management System (CHQ).

Classification**Electronic Records**

Secondary No.	Secondary Title
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80100-90	CBAR data files
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Inputs

Secondary No.	Secondary Title
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80100-20	Client ministry bank account case files
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

80300-90	CFFS data files
80800-91	TDI data files
Schedule 102902	CPA data files

Outputs

Secondary No.	Secondary Title
80100-20	Client ministry bank account case files
80400-90	CAP data files
80740-90	Cashed cheque data files
80740-91	Recovered undeliverable unclaimed cheque data files
80740-92	Stop payment data files
80800-91	TDI data files
Schedule 102902	BRS data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Certificate of Approval (CAP) system

Purpose

The purpose of the CAP is to monitor and disburse Certificates of Approval (COA) and Certificates of Deposit (COD) prepared and authorized by a client ministry and to track borrowing against COA on a daily basis to ensure that they do not exceed authorized amounts. Currently these funds are used for interim capital financing for projects undertaken by schools, universities, colleges and hospitals (SUCH). The system is also used to track interest earned on CODs.

Information Content

CAP information consists of the client names, account numbers, amount borrowed, names and addresses of financial institutions, and certificates associated with capital improvements.

The Certificate of Approval system was implemented in 1991 when it was known as COA.

Inputs, Processes, and Outputs**Inputs**

CAP system inputs consist primarily of data entered by branch staff from COA and COD files and client ministry instructions. Ministries also enter fund requests through an online interface. Bank information is also gathered from the Canadian Payment Association (CPA) and the Centralized Bank Account Registry (CBAR) system.

Processes

The CAP processes no data.

Outputs

CAP outputs consist of the capital expenditure report and the EFT funding request. The Debt Management Branch receives a weekly funding report which they process for billing the client ministries. It also exports data to the Bank Billing System (BBS), and the Automated Funds Transfer/ Payments Recall System (AFT).

Classification**Electronic Records**

Secondary No.	Secondary Title
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80400-90	CAP data files
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80100-90	CBAR data files
80400-20	COA and COD case files
80400-30	COA and COD ministry relations case files
Schedule 102902	CPA data files
Schedule 102902	BRS data files

Outputs

Secondary No.	Secondary Title
80200-90	BBS data files
80400-02	COA and COD fund orders
80400-03	COA and COD fund reconciliation
80400-20	COA and COD case files
80400-30	COA and COD ministry relations case files
80720-90	AFT system data files
80720-91	AFT payment released data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Cheque Management System (CHQ)

Purpose

The purpose of the Cheque Management System is to monitor cashed cheques, returned cheques and unclaimed cheques and to process daily stop payment requests. The system is not involved in the issuing of cheques but is used to track the status of cheques once they have been issued.

Information Content

CHQ information includes client data (e.g., code, name, ministry and account), cheque data (e.g., serial and item numbers, status, amounts, account type and issued, paid and status dates) and return, unclaimed, replacement and stop payment data (e.g., payee, reasons and comments).

The Cheque Management System was implemented in 1985 (when the acronym was CMS).

Inputs, Processes, and Outputs

Inputs

Cashed cheque information is inputted daily using a data file provided by the Government of British Columbia's financial institution. CHQ staff input data from returned cheques, unclaimed cheques, cheque stop payment requests and replacement cheque supporting documents.

Processes

CHQ checks cashed cheques against cheque stop payments.

Outputs

CHQ outputs consist of statistical reports and microfiche reports. Clients are able to track issued cheques online. Once a month, the branch creates cashed cheque files for each account and transmits them to the Office of the Comptroller General (OCG) bank reconciliation system. In addition, the branch transmits daily cashed cheque files to OCG for a daily reconciliation.

Recovered unclaimed cheque data and cheque stop payment data older than seven years is purged from the system after being replicated to a hard copy report.

Classification

Electronic Records

Secondary No.	Secondary Title
80740-90	Cashed cheque data files
80740-91	Recovered undeliverable unclaimed cheque data files
80740-92	Stop payment data files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80100-90	CBAR data files
80740-20	Cashed cheques
80740-30	Daily cashed and returned cheque item case files
80740-40	Returned cheque items - fraud case files
80740-50	Returned undelivered unclaimed cheque management
80740-60	Stop payment, cancelled, cheque replacement requests
Schedule 102902	Bank and Corporate Accounting System data

Outputs

Secondary No.	Secondary Title
80300-90	CFFS data files
80700-20	Payment management statistical reporting
80740-02	Recovered undeliverable unclaimed cheque report
80740-03	Stop payment record report
80740-30	Daily cashed and returned cheque item case files
80740-40	Returned cheque items - fraud case files
Schedule 102902	Bank and Corporate Accounting System data

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Journal Voucher System (JVS)

Purpose

The purpose of JVS is to produce electronic journal vouchers which are processed by the Corporate Accounting System (CAS). For more information on CAS, see the *Office of the Comptroller General (OCG) ORCS* (schedule 880967).

Information Content

JVS information includes journal voucher data (e.g., journal voucher number, batch number, ministry names, account coding and dollar amounts).

The Journal Voucher System was implemented in 1993.

Inputs, Processes, and Outputs

Inputs

JVS inputs consist of electronic returned cheque information received from financial institutions; banking and cash management journal vouchers that are created online; electronic bank billing charge vouchers which are loaded from the Bank Billing System (BBS); and the returned cheque data file from the Balance Reporting System (BRS).

Processes

JVS summarized multi-line entries within a journal voucher.

Outputs

JVS outputs consist of volume capture reports and a daily data file of journal vouchers which is exported to CAS using the CAS Generic Interface (CGI).

Classification

Electronic Records

Secondary No.	Secondary Title
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80800-90	JVS data files
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Inputs

Secondary No.	Secondary Title
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80200-50	Recovery invoice case files
80200-55	Recovery invoice working case files

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

80200-90	BBS data files
80800-20	Bank reconciliation case files
Schedule 102902	BRS and financial institutions' data files

Outputs

Secondary No.	Secondary Title
80800-30	Revenue reporting case files
80200-60	Volume transaction report case files
Schedule 102902	Corporate Accounting System data files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Offset Interest System (OIS)

Purpose

The purpose of the OIS is to calculate bank and general ledger interest for the consolidated revenue fund and for external clients such as BC Hydro, BC Pension or the Worker's Compensation Board.

Information Content

OIS contains bank balance data, bank prime rates, currency, relevant dates, calculated interest amounts and subsequent client payment amounts.

The Offset Interest System was implemented prior to 2002 when it consisted of a combination of an MS Access database and New Views Accounting (DOS). This combination was replaced by a Visual Basic database in December of 2008.

Inputs, Processes, and Outputs**Inputs**

OIS inputs consist of daily bank balance information from the Balance Reporting System (BRS). All other information is manually entered into the system.

Processes

OIS calculates interest earnings and payment totals.

Outputs

OIS outputs consist of offset interest statements for clients and invoice coding sheets which are created exclusively for the ministry's financial services staff.

Classification**Electronic Records**

Secondary No.	Secondary Title
80600-90	Offset interest data files

Inputs

Secondary No.	Secondary Title
80600-30	Bank account offset interest case files

Outputs

Secondary No.	Secondary Title
80600-30	Offset interest external client operating fund case files

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

RiskVision

Purpose

The purpose of RiskVision is to perform security risk and compliance management operations in support of the Payment Card Industry Compliance program.

Information Content

RiskVision information consists of point of sale (POS) terminal ID numbers, names of operators and compliance and audit team members, addresses and associated ministries of POS terminals, and evidence of compliance documents (e.g., network and data flow diagrams and firewall proofs). RiskVision also tracks data related to the data network components in the Card Data Environment (e.g., servers, firewalls, etc.).

RiskVision was implemented in 2011.

Inputs, Processes, and Outputs

Inputs

Ministry staff enter almost all data into RiskVision. Operators also enter data directly into RiskVision when they respond to compliance surveys.

Processes

RiskVision tracks the compliance team and audit team by name, tracks the progress of the assessment through a work flow, assesses entities in order to identify gaps in compliance and reports on the results. RiskVision also tracks all events in order to provide an internal audit trail.

Outputs

RiskVision outputs consist of compliance reports, dashboards and gap analysis reports. Operators have read only access to portions of the database.

Classification

Electronic Records

Secondary No.	Secondary Title
80650-20	PCI compliance program case files
ARCS 6820-06	RiskVision audit trail data

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Inputs

Secondary No.	Secondary Title
ARCS 1735-05	Training packages
80000-02	Banking and cash management policy - approved
80650-02	POS terminal tracking spreadsheet
80650-03	PCI report on compliance
80650-20	PCI compliance program case files

Outputs

Secondary No.	Secondary Title
80650-20	PCI compliance program case files

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

System Title

Treasury Deposit Information (TDI) system

Purpose

The purpose of TDI is to store detailed information about client ministries' deposit and expense transactions into the Consolidated Revenue Fund (CRF). The CRF is distributed amongst the Government of British Columbia's financial institutions.

Information Content

TDI system information consists of deposit and expense data (e.g., date and amount of transactions, account numbers, location, type of payment [i.e., cash, cheque, credit or debit card] and credit or debit card transaction details) and ministry data (e.g., names and codes of ministry and program).

The Treasury Deposit Information system was implemented in 1992.

Inputs, Processes, and Outputs**Inputs**

TDI inputs consist of daily electronic deposit and expense information received from the Government of British Columbia's financial institutions and the Balance Reporting System (BRS). The Centralized Bank Account Registry (CBAR) system updates TDI with current information about the financial institutions.

Processes

TDI summarizes deposit data for reporting.

Outputs

TDI outputs consist of volume capture reports and revenue reports (TDI12). Client ministries are able to view their current deposit information, produce reports (e.g., Daily Deposit Inquiry/Reporting, Debit/Credit Card Transaction Inquiry & Reporting, and Daily Deposit Detail Manual Updates), and are able to export data for use in their own financial system. Some data is also automatically exported to the BRS, Bank Billing System (BBS), the Automated Funds Transfer/Payments Recall (AFT) system, the Journal Voucher System (JVS) and the Cash Flow Forecasting System (CFFS).

Classification**Electronic Records**

Secondary No.	Secondary Title
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80800-91	TDI data files
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[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Inputs

Secondary No.	Secondary Title
80100-90	CBAR data files
Schedule 102902	Financial institutions data
Schedule 102902	BRS data files

Outputs

Secondary No.	Secondary Title
80200-60	Volume transaction report case files
80200-90	BBS data files
80300-90	CFFS data files
80720-90	AFT system data files
80720-91	AFT payment released data files
80800-30	Revenue reporting case files
80800-90	JVS data files
Schedule 102902	BRS and client ministry financial data files

INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Ministry of Finance
Provincial Treasury
Banking and Cash Management Branch

Web Site Title and URL

Banking and Cash Management web site; <http://www.fin.gov.bc.ca/PT/bcm/index.shtml>

Purpose

The purpose of the Banking and Cash Management web site is to provide Internet access to information about Banking and Cash Management services.

Information Content

The Banking and Cash Management web site contains:

- Routine information about banking and cash management services and programs;
- summaries and copies of news releases;
- and historical interest rates.

Web Site Features

Features of the Banking and Cash Management web site include:

- links to ministries and other government agencies which accept various types of payments for specific services and programs, and a demonstration of how to pay for government services through a web site.

Classification and Scheduling

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

Web Site

Secondary No.	Secondary Title
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80000-03	Banking and cash management web site
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Records on the Web Site

Secondary No.	Secondary Title
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ARCS 320-40	Ministry information resource and reference files
ARCS 330-20	Media release projects - individual
80000-20	Banking and cash management issue management case files

Other Related Records

- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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BANKING AND CASH MANAGEMENT

APPENDICES

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A

Translation Matrix from Provincial Treasury ORCS (Schedule 890168) to Banking and Cash Management ORCS (Schedule 191019)

ORCS 890168	PRIMARY or Secondary Title from ORCS Schedule 890168	Explanation	ORCS 191019
61100	ACCOUNTING – GENERAL	---	
61100-02	Capitalization of assets	Issues Management function.	80000-20
61100-03	Financial instrument exposure draft	Issues Management function.	80000-20
61120	ACCOUNTING – DEBT – GENERAL	Debt Management Branch.	
61140	ACCOUNTING – DEBT – CAPITAL FINANCING AUTHORITIES (CFA)	Debt Management Branch.	
61160	ACCOUNTING – DEBT – MONTHLY AND YEAR-END RECONCILIATIONS	Debt Management Branch.	
61200	ACCOUNTING – INVESTMENTS – GENERAL	---	
61200-02	B.C. endowment fund	Function no longer performed.	
61200-20	Investment accounting clients		80300-20
61220	ACCOUNTING – INVESTMENTS – MANAGEMENT FEES BILLINGS	---	
61220-20	Management fee billing case files	Function no longer performed.	
61230	ACCOUNTING – INVESTMENTS – MONTHLY AND YEAR- END RECONCILIATIONS	---	
61230-20	Accounting bank investment reconciliations	Function no longer performed.	
61230-25	B.C. Hydro managed trust accounting	Function no longer performed.	
61230-30	Central account investment reconciliations	Function no longer performed.	
61230-35	Defeasances/maturities/called issues	Function no longer performed.	
61230-40	Year-end client investment audit confirmations	Function no longer performed.	
61230-45	Year-end investment accounting requirements case files	Function no longer performed.	
61240	ACCOUNTING – INVESTMENTS – OFFSET INTEREST	---	
61240-20	Offset interest accounting case files		80600-30
61250	ACCOUNTING – INVESTMENTS – POOLED FUNDS	---	
61250-20	Group of Funds report	Function no longer performed.	
61250-30	Pooled funds – bond		80300-20
61250-35	Pooled funds - equity		80300-20
61250-40	Pooled funds – illiquid investment		80300-20
61250-45	Pooled funds – money market		80300-06
61250-50	Pooled funds – mortgages		80300-20
61250-55	Pooled funds – private placement		80300-20
61250-60	Pooled funds – real estate		80300-20
61260	ACCOUNTING – INVESTMENTS – SECURITY LENDING	---	
61260-20	Bond lending revenue allocation	Function no longer performed.	
61260-30	Security lending accounting reports	Function no longer performed.	
61260-40	Security lending receipts	Function no longer performed.	
61500	BANK BILLINGS - GENERAL	---	
61500-20	Bank Billing System quarterly working reports		80200-55
61500-30	Invoices for banking services by ministry		80200-50
61500-35	<i>Visa merchant discount rate invoice details</i>	<i>DRAFT secondary</i>	80200-30
61500-40	Volume capture reports from the Treasury Deposit Information (TDI) system and Journal Voucher System (JVS)		80200-60
61520	BANK BILLINGS - ENTERPRISE MODEL	---	
61520-20	Analysis to prepare enterprise model		80200-35
61520-30	Bank fees - Minister and client approvals		80200-20
61520-40	Enterprise model working papers		80200-02

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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62000	BANKING - GENERAL	---	
62000-01	General (includes information on private banking, as well as industry-wide banking standards and rules)	Issues Management function.	80000-20
62000-02	Banking strategy	Policies & Procedures.	80000-02
62000-03	Financial institution evaluations		80000-60
62000-04	Fraud and defalcation warnings		80000-05
62000-05	Guarantees and indemnities		1070
62000-06	Money laundering and tax evasion	Issues Management function.	80000-20
62000-07	Electronic cash transaction reporting	Issues Management function.	80000-20
62000-08	Disaster recovery in banking	Issues Management function.	80000-20
62000-20	Banking operational reviews		80000-60
62010	BANKING - CENTRAL BANK ACCOUNT REGISTRY (CBAR)	---	
62010-02	Elections B.C. imprest accounts		80100-20
62010-03	Senior financial officers/delegates authorized to instruct Provincial Treasury to open, close and change bank accounts		80100-05
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62010-20	Central bank account registry (CBAR) confirmations		80100-20
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62010-35	Special bank account projects		80100-20
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62010-50	Templates - Canadian Imperial Bank of Commerce (CIBC) Third Party Payment System (TPPS)		80100-30
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62020	BANKING - ADJUSTMENTS AND COMPENSATION	---	
62020-20	Banking adjustments and compensation case files		80200-25
62030	BANKING - AGREEMENTS AND AMENDMENTS		
62030-20	Non-tendered general banking service charge agreements		1070
62030-30	Original bank legal agreements and amendments		1070
62030-40	Working legal agreements and amendments		1070
62040	BANKING - CLIENTS	---	
62040-20	Banking clients case files		80000-50
62050	BANKING - COMMUNITY	---	
62050-20	Banking projects for community groups	Function no longer performed.	
62050-30	Community banking in other jurisdictions		80000-20
62050-40	Community banking issues		80000-20
62060	BANKING - FOREIGN EXCHANGE	---	
62100	BANKING - REVENUE RECORDING	---	
62100-02	Returned cheques correspondence		80800-20
62100-20	Cash cage closure	Function no longer performed.	
62100-25	Canadian Imperial Bank of Commerce (CIBC) credit advices		80800-20
62100-30	CIBC daily credit advice journal vouchers		80800-20
62100-35	CIBC daily debit journal vouchers		80800-20
62100-40	CIBC reconciliation of Consolidated Revenue Fund (CRF), bank errors, and returned cheques		80800-20
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62100-50	Returned cheque debit advices created by the CIBC's Returned Item Chargeback System (RICS)		80800-20
62100-55	Returned cheque journal vouchers		80800-20
62100-60	TDI12 deposit reports and JVS journal vouchers		80800-30
62100-65	U.S. exchange entries related to CIBC revenue		80800-20
62500	BANKING - SERVICE AND INTEREST CHARGES	---	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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62500-20	Bank service fees - Canada and U.S.		80200-40
62500-30	Canadian account interest charges/earnings		80200-45
62500-40	U.S. account interest charges/earnings		80200-45
62560	BANKING - TENDERS AND PROPOSALS	---	
62560-02	Bank tender schedules		1070
62560-20	Proposals from financial institutions - successful		1070
62560-30	Proposals from financial institutions - unsuccessful		1070
63000	BORROWING - GENERAL	---	
63000-20	Credit rating agencies		80000-60
63000-30	Debt issues and borrowing programs	Issues Management function.	80000-20
63060	BORROWING - CERTIFICATES OF APPROVAL (COA) - GENERAL	---	
63060-02	Closed COA accounts		80400-20
63060-03	Debt corrections and fiscal agency fees		80400-30
63060-04	Preauthorized payments for COA	Function no longer performed.	
63060-05	Social capital review	Function no longer performed.	
63060-20	COA client/financial institution case files		80400-30
63060-25	COA daily funding, maturities and paydown details		80400-02
63060-30	COA reports		80400-03
63060-40	COA agreements and amendments working files		1070
63060-50	COA monthly billing calculations	Debt Management Branch.	
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63080-40	Certificates for post-secondary institutions		80400-20
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63200	BRITISH COLUMBIA STUDENT LOAN PROGRAM	---	
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63200-25	Pre-1995 original B.C. student loan agreements	Function no longer performed.	
63200-30	Risk/share B.C. student loan funding negotiation case files		1070
63300	CARDS - GENERAL	Possibilities include	
63310	CARDS - CORPORATE TRAVEL		
63310-20	American Express charge card	Contractual Agreements	1070
63310-30	Applications for corporate travel cards		
63310-40	Diners Club charge card	Issues Management	80000-20
63320	CARDS - CREDIT		
63320-20	Credit card case files	General Projects	80000-40
63330	CARDS - DEBIT		
63330-20	Debit card case files	Financial Institutions Relations	80000-60
63340	CARDS - ELECTRONIC BENEFITS		
63350	CARDS - GOVERNMENT IDENTIFICATION		
63360	CARDS - OUTDOOR		
63370	CARDS - PURCHASING		
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63370-30	Purchasing card management reports		
63380	CARDS - SMART		
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63420-25	Balance reports		80300-03
63420-30	Payment reports	Function no longer performed.	
63420-35	Payment systems		6450-80

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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63440	CASH FLOW - CASH FLOW FORECASTING PERFORMANCE	---	
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63450	CASH FLOW - CASH FLOW REPORTING	---	
63450-20	Cash flow reporting - monthly		80300-03
63450-30	Cash flow reporting - weekly		80300-04
63460	CASH FLOW - EXPENDITURE AND REVENUE ANALYSIS	---	
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63460-30	Revenue analysis case files		80300-40
63500	DEFERRED SALARY LEAVE PROGRAM	---	
63600	DONATIONS TO THE CROWN	---	
63600-20	Government House Foundation	Function no longer performed.	
63600-30	Payments towards public debt	Issues Management function.	80000-20
63700	ECONOMIC FORECASTS AND STATISTICS	---	
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63800	ELECTRONIC BANKING	---	
63800-02	Applications for electronic banking services		80500-02
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63900	FINANCIAL ASSOCIATIONS AND REGULATORY BODIES	---	
63900-20	Financial association and regulatory body case files		80000-60
64000	FINANCIAL INSTITUTIONS	---	
64000-02	Newspaper clippings on the banking industry as a whole	Issues Management function.	80000-20
64000-20	Financial institution case files		80000-60
64100	BC BENEFITS PROGRAM	---	
64100-02	BC Benefits electronic funds transfer implementation	Function no longer performed.	
64100-20	Fraud incidents		80740-40
64100-30	BC Benefits bank account agreement working files		1070
64100-40	BC Benefits bulletins		80000-04
64100-50	BC Benefits cheque cashing indemnity agreement		1070
64200	INTEREST RATE NOTIFICATION	---	
64200-20	Interest rate notification case files	Function no longer performed.	
64200-30	Prime rate history		80000-20
64300	INVESTMENTS - GENERAL		
64300-02	Investment diversification issues	Issues Management function.	80000-20
64300-20	Investment Branch policy issues	Issues Management function.	80000-20
64300-30	Investment Branch research issues	Issues Management function.	80000-20
64300-40	Investments automated systems case files		6450-80
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64320	INVESTMENTS - SECURITY LENDING REVENUE	---	
64320-02	Security lending guarantees and adjustments	Function no longer performed.	
64320-20	Security lending custodian case files	Function no longer performed.	
64340	INVESTMENTS - SETTLEMENT AND SAFEKEEPING	---	
64340-02	Safekeeping issues	Issues Management function.	80000-20
64340-03	Trade settlement issues	Issues Management function.	80000-20
64340-20	Provincial Treasury (PT) vault issues	Issues Management function.	80000-20
64340-30	Settlement and safekeeping custodian case files	Function no longer performed.	
64460	LINES OF CREDIT AND OVERDRAFT ARRANGEMENTS	---	
64460-02	Operating lines of credit and deposit arrangements		1070
64460-03	Syndicated lines of credit		1070
64460-04	Standard and Poor liquidity report	Function no longer performed.	
65200	OFFSET INTEREST PROGRAM	---	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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65200-02	1993 amendment to offset interest terms	Function no longer performed.	
65200-20	Offset interest clients case files		80600-20
65500	PAYMENTS - GENERAL	---	
65500-02	B.C. family bonus payments	Function no longer performed.	
65520	PAYMENTS - CHEQUE MANAGEMENT	---	
65520-02	Certified cheque issues	Function no longer performed.	
65520-03	Cheque distribution issues	Issues Management function.	80000-20
65520-04	Cheque Management System (CMS) online project	Project Management function.	80000-40
65520-05	Laser printing of cheques	Issues Management function.	80000-20
65520-06	Stale date cheque issues	Issues Management function.	80000-20
65520-20	Cashed cheques		80740-20
65520-21	Cashed cheque images		80740-25
65520-22	Cash flow management cheques	Function no longer performed.	
65520-23	Certificate of approval (COA) funds transfer cheques	Function no longer performed.	
65520-25	Cheque envelope orders	Function no longer performed.	
65520-27	Cheque management equipment	Function no longer performed.	
65520-30	Cheque management statistics		80700-20
65520-35	Cheque security issues and programs	Issues Management function. Project Management function. Development of a Program	80000-20 80000-40 6450-20
65520-40	Cheque stock agreements		146-45
65520-45	Cheque stock orders		705-30 & 840-02
65520-50	Cheque stop payment requests		80740-60
65520-55	Counterfoils	Function no longer performed.	
65520-56	Debt settlement cheques and requisitions	Function no longer performed.	
65520-58	Logbooks documenting issued cheques	Function no longer performed.	
65520-60	Microexchange foreign exchange system cheque control	Function no longer performed.	
65520-65	Payroll cheque records	Function no longer performed.	
65520-70	Replacement cheque supporting documents		80740-60
65520-75	Unclaimed cheque reconciliations		80740-50
65520-80	<i>Wire payments</i>	<i>DRAFT secondary</i>	80700-30
65540	PAYMENTS - ELECTRONIC FUNDS TRANSFER (EFT) - GENERAL	---	
65540-02	Supplier EFT recall issues	Issues Management function.	80000-20
65540-03	<i>Supplier electronic payments returned EFT payments</i>	<i>DRAFT secondary</i>	80720-20
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65560-02	Payroll advice issues	Issues Management function.	80000-20
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65700-30	Performance bonding safekeeping agreement maintenance	Risk Management Branch.	
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65800-02	Treasury call program design	Function no longer performed.	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX B

Summary of Changes to *Banking and Cash Management ORCS* (Schedule 191019)

Amendment 201295

Primary- Secondary	Title	Change
80000	<u>BANKING AND CASH MANAGEMENT - GENERAL</u>	Reworded scope note to include new Payment Card Industry Compliance function.
80200-30	Credit and debit card statement details case files	Function no longer performed, so secondary is closed as of March 31, 2010.
80200-50	Recovery invoice case files	Note to reflect change in process.
80400	<u>CERTIFICATES OF APPROVAL</u>	Title and scope note changed to encompass an expanded function. Now " <u>CERTIFICATES OF APPROVAL AND DEPOSIT</u> "
80400-02, - 03, -20, -30	Various	Secondary titles have "and COD" added to reflect the expanded "Certificates of Deposit" function.
80400-90	CAP data files	SO definition reworded to reflect the expanded COD function.
80650	<u>PAYMENT CARD INDUSTRY COMPLIANCE</u>	New primary for new function.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX C: Summary of Amendments to the *Banking and Cash Management ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS* amendment. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage. When converting old files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

Scope notes, qualifiers, secondary notes, and x-references have been extensively altered throughout this *ORCS*. A summary of key changes to titles, retention periods, and superseded secondaries are listed below.

80700-30	Wire payments	Retention period changed from FY+1y 10y DE New rationale statement	Decreased to FY+1y 6y DE
80720-20	AFT payment case files	Title updated to AFT PAYMENT CLIENT FILES	UNCHANGED: FY+1y 1y DE

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APPENDIX C: Summary of Amendments to the *Banking and Cash Management ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
80720-30	Direct deposit maintenance forms	<p>NEW</p> <p>Supersedes secondary 23540-20 Direct deposit maintenance case files from the <i>Office of the Comptroller General ORCS</i> (schedule 880967). This function was transferred from the OCG to the BACM program area in October 2014.</p> <p>Title modified</p> <p>Retention period changed from SO 7y DE</p> <p>Previous SO statement was "when supplier is no longer active"</p>	<p>Decreased to SO nil DE</p> <p>SO: 7 years from the date the bank account information is created and added/linked to the corporate financial system's supplier record</p>
80720-91	AFT payment release data files	<p>Retention period changed from FY 11y DE</p> <p>New rationale statement</p>	Decreased to FY 7y DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX C: Summary of Amendments to the *Banking and Cash Management ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
80740-20	Cashed cheques	<p>Retention period changed from SO 7y DE</p> <ul style="list-style-type: none">• Rationale 1: The cheque truncation process or the conversion of a physical cheque to a substitute electronic form for transmission to the bank eliminates need for retention of physical cheque.• Rationale 2: Changes to the <i>Evidence Act</i> (RSBC 1996, c. 124) make electronic images admissible in court. Once image quality is verified, there is no legal requirement to keep the hard copy document. <p>Previous SO statement was “when cheques have been imaged (digitally or on film) and the image quality verified”</p>	<p>Decreased to SO+1m nil DE</p> <p>SO: when cheques have been imaged and the image quality verified</p>
80740-25	Cashed cheque images	<p>Retention period changed from FY+11y nil DE</p> <p>New rationale statement</p>	<p>Decreased to SO+8y nil DE</p> <p>SO: when the cheque is cashed</p>
80740-26	Check stock inventory review files	<p>NEW</p> <p>Secondary added to accommodate BACM's check stock inventory review role</p>	<p>SO+1y nil DE</p>

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX C: Summary of Amendments to the *Banking and Cash Management ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
80740-30	Daily cashed and returned cheque item case files	New rationale statement	UNCHANGED: FY+1y 6y DE
80740-40	Returned cheque items – cheque fraud case files	New rationale statement	UNCHANGED: FY+1y 6y DE
80740-50	Returned undelivered unclaimed cheque management	Title changed to RETURNED UNDELIVERED UNCLAIMED CHEQUE REPORTS Retention period changed from FY+2y nil DE New rationale statement	Increased to FY+1y 6y DE
80740-60	Stop payment, cancelled, and cheque replacement requests	Title changed to STOP PAYMENT AND CANCELLED CHEQUE REQUESTS New rationale statement	UNCHANGED: FY+1y 6y DE
80740-90	Cashed cheque data files	Retention period changed from FY+1y 10y DE New rationale statement	SO 8y DE SO: when information is uploaded to the CHQ system
80740-92	Stop payment data files	New rationale statement in order to be consistent with 8y rationale statements throughout document.	UNCHANGED: FY+7y nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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BANKING AND CASH MANAGEMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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 will 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 contains an alphabetical listing of:

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

Cross-references:

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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USER GUIDES	ARCS 6450-80
- V -	
VOLUME TRANSACTION REPORT	80200
- W -	
WEB SITE	80000
WIRE TRANSFER	
- payments	80700
- template	80100
- X -	
- Y -	
YEAR END ACCOUNT VALIDATION	80100
- Z -	