

LOCAL GOVERNMENT SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

LOCAL GOVERNMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

REGISTER OF AMENDMENTS

EXECUTIVE SUMMARY FOR AMENDMENT 4

USEFUL INFORMATION

SECTION 1 51000-55999 LOCAL GOVERNMENT SERVICES

SYSTEMS SECTION

APPENDIX A SUMMARY OF AMENDMENTS

APPENDIX B GUIDE TO THE CODING SYSTEM

ORCS REGISTER OF AMENDMENTS

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

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: 2001-03-19

Amendment #	Date Approved	Section/ Primary/ Secondary	Changes
164371	2018/12/20	Entire <i>ORCS</i>	Entire <i>ORCS</i> updated; See Appendix A for summary of changes.
138324	2006/03/01	Secondaries 52000-30, 52000-35; 53000-20, 53000-25, 53000-30, 53000-32; 55500-20, 55500-30, 55500-40, 55500-50, 55500-60	Streamlining of secondaries; minor changes to retention periods and final dispositions; creation of new secondaries
143997	2005/02/21	Secondary 51030-20	Addition of a new secondary to cover discontinued bylaw registration files; minor changes in secondary titles and scope notes and secondary qualifiers
143917	2003/05/29	55400 Deleted primaries: 55600, 55620, 55630, 55660	Addition of a new primary for records relating to the provision of transition support to resource-dependent communities in immediate economic crisis, and a new secondary for 2000 infrastructure program funded files; deletion of four primaries that cover records from programs that have been transferred to other ministries



INFORMATION SCHEDULE APPROVAL

Title: *Local Government Services Operational Records Classification System (ORCS): Amendment 4*

Ministry of Municipal Affairs & Housing

Local Government Division

Scope of Schedule:

The purpose of this amendment to the *Local Government Services Operational Records Classification System (ORCS)* is to update the classification system and retention and disposition schedule for the operational records created by the Local Government Division/Ministry of Municipal Affairs and Housing under the *Local Government Act* (RSBC 2015, c. 1), the *Community Charter* (SBC 2003, c. 26) and related local government legislation such as the *Vancouver Charter* (SBC 1953, c. 55).

Originally approved in 2001, this amendment to the ORCS reflects revised operational requirements: consolidation of secondaries to streamline records classifications that relate specifically to local government bylaw advice and approvals, and planning and land use; the need more fully to describe functions that are either minimally or not described under the original schedule, such as grant programs management, governance relations, and Union of BC Municipalities (UBCM) convention records; the closing of classifications that are no longer used by the division, such as municipal engineering advisory services, community planning, and community transition support; data retention requirements; and retention increases or decreases as appropriate. Other amendments to primaries and secondaries have been made throughout the ORCS to include wording changes in scope notes, secondary titles, and secondary notes.

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: 1890

The government body endorses this schedule and its implementation.

Client endorsement on file

October 2nd, 2018

Assistant Deputy Minister

Date

Name: Tara Faganello

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw

Nov 16, 2018

Susan Laidlaw, Chair

Date

APPROVED BY THE CHIEF RECORDS OFFICER:

Joel Fairbairn

Date

Dec 20, 2018

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.

Alexander Wright

Date

Sept. 12, 2018

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

LOCAL GOVERNMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 4

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Local Government Division/Ministry of Municipal Affairs and Housing under the [Local Government Act \(RSBC 2015, c. 1\)](#), the [Community Charter \(SBC 2003, c. 26\)](#) and related local government legislation such as the [Vancouver Charter \(SBC 1953, c. 55\)](#).

This amendment to the *ORCS* reflects revised operational requirements relating to these records: consolidation of secondaries to streamline records classifications that relate specifically to local government bylaw advice and approvals, and planning and land use; the need more fully to describe functions that are either minimally or not described under the original schedule such as grant programs management, governance relations, and Union of BC Municipalities (UBCM) convention records; the closing of classifications that are no longer used by the division such as municipal engineering advisory services, community planning, and community transition support; data retention requirements; and retention increases or decreases as appropriate. Other amendments to primaries and secondaries have been made throughout the *ORCS* to include wording changes in scope notes, secondary titles, and secondary notes.

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

The *ORCS* covers records created since 1890. This amendment does not apply to: records that, as of the date of approval, are classified under the original schedule in offsite storage; records classified under the original schedule and stored onsite with discontinued functions; or records that, as of the date of approval, have been authorized for disposition by the central records service.

The following summary describes records that will be fully or selectively transferred to the government archives at the end of their lifecycle, significant changes to retention periods and final dispositions, and records with a retention period of 7 years or longer covered by this amendment. In this summary, records are linked to the *ORCS* by primary and secondary numbers. For a detailed description of the changes, consult the specific secondary numbers. For a detailed description of all changes, please consult Appendix A: Summary of Changes to the *Local Government Services ORCS*.

- 1) Official Community Plans (OCPs) and land use planning bylaw files
(secondary 52100-31)

SO 7y FR

The title and scope of this secondary were expanded to cover all OCPs and land use planning bylaw files that require ministerial approval as a

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD
result of legislative changes effective in 2014. In addition to covering the Islands Trust, this secondary now includes Resort Municipalities such as Whistler and Sun Peaks, the Stikine unincorporated region, the University of British Columbia (UBC), and Atlin Community planning area.			
These OCP and land use planning bylaw files will be transferred to the government archives 7 years after the minister approves the bylaw or OCP, the Islands Trust or associated jurisdiction has been notified of the approval, and the records no longer have operational or reference value. The retention period meets the program area's needs as land use planning decisions often roll out over long periods of time so there is a frequent operational requirement to consult earlier work. The final disposition is consistent with other land use planning bylaws from unique regions of the province requiring ministerial approval.			
2) <u>Final program summary reports</u> (secondary 51000-30)	SO	5y	FR
This new secondary was created for final program summary reports that previously had no classification.			
Final program summary reports will be transferred to the government archives 5 years after the report is approved and is no longer required for reporting or research and analysis purposes because they document the core functions and activities of the division. These reports provide both a high-level overview of each program/project and evidence of the division's overall research and analysis into topics of significance to local governments.			
3) <u>Treaty negotiation support files</u> (secondary 51070-60)	SO	5y	FR
This secondary was given a clear, functional title and the file closure trigger was amended to better meet program area needs.			
These records document the treaty negotiation process, claim negotiations, and other government to government negotiations, as well as related tools such as the Negotiator's Toolkit.			
Treaty negotiation support files will be transferred to the government archives 5 years after the treaty is ratified by the First Nation group, the provincial government, and the federal government, or in the case of other negotiations, when the negotiation process is complete, and when no longer required for reference or operational purposes.			
4) <u>Provincial responses to yearly UBCM convention resolutions</u> (secondary 51000-55)	SO	nil	FR
This new secondary documents provincial government responses to priority issues or issues of significance to local governments submitted for debate and analysis during the annual UBCM convention. The responses			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD
highlight provincial priorities, informing provincial government policy direction. They will be transferred to the government archives when they are no longer required for purposes of research and analysis.			
5) <u>Structure project files</u> (secondary 53000-30)	SO	7y	SR
The final disposition of this secondary was changed from full to selective retention to identify records of enduring value more efficiently without altering current program area record keeping practices. Selection criteria are clearly outlined in the SR note.			
These records document project files relating to the structure and potential restructure of local governments in the province through municipal amalgamations, boundary extensions/realignment/reduction, amendments to letters patent (e.g. corporate name), Improvement District dissolutions, conversions, and significant changes to service arrangements.			
6) <u>Board of examiners certification case files - successful</u> (secondary 55100-30)	SO+40y nil		DE
The file closure trigger of this classification was amended to forty years from award date to provide the program area with clear direction that better meets their operational requirements.			
These records document board decisions about individual employee applications to the certification program over the course of a career, often spanning several decades. The employee certification process is cumulative, with each award building on the previous certification. For this reason, these files will remain open for 40 years from the date of award, thereby providing a comprehensive record of individual local government employee professional skills development.			
7) <u>Taxing Treaty First Nations (TTFN) bylaw approvals</u> (secondary 54030-90)	SO+12y 5y		DE
This new classification documents the analysis of taxation bylaw compliance with the respective First Nation's tax agreement.			
The file are closed 12 years from adoption of the first tax rate regulation, which meets the requirements of the Real Property Tax Coordination Agreement (RPTCA), and the 5 year semi-active retention period is consistent with other local government bylaw approval files. The combined retention period is 17 years.			
8) <u>University Endowment Lands development permit appeal files</u> (secondary 51000-65)	SO	10y	DE
This classification was created to cover records associated with appealing land use decisions of the manager of the University Endowment Lands			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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heard by the minister or designate in accordance with criteria under the [University Endowment Land Act \(RSBC 1996, c. 469\)](#) or University Endowment Lands use, building, and community bylaw.

The 10 year retention period is sufficient to ensure there is a reasonable period of time to address potential legal concerns (e.g. judicial reviews).

- 9) Approved grant application/project files-approved, grant program development and delivery, and value added projects
(secondaries 51080-20, 51080-30, 51080-40, 51080-50)

SO 7y DE

These new classifications document approved conditional and ongoing grant program applications, grant program development and delivery files, and the records of value added projects.

These records will be destroyed 7 years after the grant program is complete, the project wraps up, and as stipulated in the recordkeeping requirements of each specific grant program agreement. The retention period is sufficient to ensure these records are retained for the same length of time as records of associated financial management actions, thus ensuring their context is preserved.

- 10) Program/project and policy initiative files
(secondary 52100-45)

SO 7y DE

This new classification documents research, analysis, development, and implementation of programs/projects/policy initiatives on a range of planning and land use topics such as building and land use regulation, climate change, development finance, economic development, environmental management, and potential impacts on First Nations.

The files are closed when the program/project is complete and program history has been adequately captured in final reports or policy/guidance documents, and when no longer required for reference or operational purposes. The 7 year semi-active retention period provides a reasonable period for research, review, and consultation of past program/project/policy materials. These records have been appraised for destruction because final policy documents and guides are fully retained under secondary 51000-00, final program reports are fully retained under 51000-30, and final decision documents and significant briefing materials are adequately documented under special schedule 102906 ([Executive Records](#)). Original briefing notes should be classified under ARCS secondary 280-20.

- 11) Issues management files
(secondary 51000-35)

SO 7y DE

This new classification documents the management of broad or overarching local government issues such as those relating to bylaws, property taxation, debt, and treaty and non-treaty related issues.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD
<p>The file are closed when the issue is resolved or is no longer required for operational or reference purposes. They are retained for an additional 7 years for reference should the issue reemerge. These records have been appraised for destruction because issues of a significant nature are adequately documented under special schedule 102906 (Executive Records).</p>			
12) <u>Partnership association cooperation and liaison files</u> (secondary 51000-55)	SO	5y	DE
<p>The final disposition of this classification was changed from FR to DE because partnership association cooperation and liaison activities that result in final reports or policy/guidance materials are fully retained under secondaries 51000-30 and 51000-00, providing sufficient evidence of the function.</p> <p>These records document consultation materials and feedback on key messaging, documents, and tools created with and by partnership associations such as the Union of BC Municipalities (UBCM), the Local Government Leadership Academy (LGLA), the Local Government Management Association (LGMA), and other stakeholders such as the ministry responsible for Indigenous relations and reconciliation.</p>			
13) <u>Improvement district letters patent files and letters patent files- convenience copies</u> (secondaries 52000-60, 53000-60)	SO	nil	DE
<p>The final disposition of these classifications was changed from FR to DE because they are convenience copies of letters patent notices published in the <i>British Columbia Gazette</i> which are fully retained under the <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405). The <i>Order in Council Administration ORCS</i> (schedule 107559) also fully retains orders in council (OIC).</p> <p>These records document copies of improvement district, regional district, and municipality letters patent files.</p>			
14) <u>Systems</u>	SO	nil	DE
<p>The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.</p> <p>Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.</p>			
15) <u>All Other Records</u>			DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. These records have no enduring value to government at the end of their scheduled retention period. 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 ORCS or in ARCS, such as annual and summary reports, policy records, and executive briefing notes ([ARCS 280-20](#)).

END OF EXECUTIVE SUMMARY

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

LOCAL GOVERNMENT SERVICES

PRIMARY NUMBERS

51000 – 55999

Section 1 covers records relating to the provision of services to local governments under the [Local Government Act \(RSBC 2015, c. 1\)](#) (mainly regional districts), [Community Charter \(SBC 2003, c. 26\)](#) (mainly municipalities), and other local government legislation, such as the [Vancouver Charter \(SBC 1953, c. 55\)](#). It also covers records relating to local service providers such as improvement districts under the [Local Government Act \(RSBC 2015, c. 1\)](#) and other special purpose bodies. This includes: the provision of governance advice and support to local governments, the provincial government, First Nations, the public, and partnership associations; the development of legislation, regulations, and other legal instruments, and certain local government bylaw advice and approvals; land use planning and local government dispute resolution services; financial and statistical information, financial advice, and financial support for communities from grant programs under the [Local Government Grants Act \(RSBC 1996, c. 275\)](#); and administration of the Board of Examiners, which recognizes and supports continuing educational opportunities for local government employees under the [Local Government Act \(RSBC 2015, c. 1\)](#). This also includes the administration and coordination of the provincial presence at the annual Union of BC Municipalities (UBCM) convention which provides an opportunity for local governments from across the province to meet, debate, and endorse resolutions on issues of significance that the provincial government later responds to.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1 TABLE OF CONTENTS

LOCAL GOVERNMENT SERVICES

51000 - 55999

51000	LOCAL GOVERNMENT SERVICES - GENERAL
51030	BYLAW ADVICE AND APPROVALS
51070	GOVERNANCE RELATIONS, ADVICE AND SUPPORT
51080	GRANT PROGRAMS MANAGEMENT
52000	IMPROVEMENT DISTRICTS
52100	PLANNING AND LAND USE MANAGEMENT
53000	STRUCTURE PROGRAM
54030	FINANCIAL ADVISORY SERVICES
54040	MUNICIPAL FINANCIAL REPORTING
55100	BOARD OF EXAMINERS ADMINISTRATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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51000 LOCAL GOVERNMENT SERVICES - GENERAL

Records not shown elsewhere in the Local Government Services section that relate generally to the provision of core local government services to municipalities, regional districts, and improvement districts under the [Local Government Act \(RSBC 2015, c. 1\)](#), the [Community Charter \(SBC 2003, c. 26\)](#), and other key local government legislation such as the [Vancouver Charter \(SBC 1953, c. 55\)](#). Core services represent the foundation of the ministry's local government operations.

This includes the coordination and oversight of the provincial government's involvement in the annual convention of the Union of BC Municipalities (UBCM), which is an opportunity for local governments from across the province to meet, share experiences, and determine policy direction. The ministry organizes and prepares briefing materials for meetings, schedules ministers' meetings with delegates, and schedules delegates' meetings with provincial ministries, agencies, commissions, and corporations. It also manages all the province's pre-convention, convention, and post-convention communications and activities.

This primary covers UBCM convention records, division history files, final program and systems reports, issues management files, data residing in the bylaw tracking/Lotus Approach system and the Local Government Information System (LGIS), program/project development and policy development files, and University Endowment Lands (UEL) development permit appeals files.

NOTE: Most of the case files in this section are arranged according to the local government coding system, based on three categories of local government: municipalities, regional districts, and improvement districts, which are then subdivided by codes assigned to specific activities or functions. The Appendix in this ORCS contains a guide to those activity or function based codes.

For a description of the bylaw tracking/Lotus Approach system, see the Simple Systems List.

For annual reports, see [ARCS secondary 400-02](#).

For briefing notes, see [ARCS secondary 280-20](#).

For Cabinet submissions, see [ARCS secondary 201-40](#).

For committee records, [ARCS primary 200](#).

For legislation files, see [ARCS primary 140](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

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

51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures (covers final/approved policies, procedures, standards,	SO	5y	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
	manuals, best practices, and guides such as the <i>Improvement District Manual</i> , <i>Guide to Municipal Incorporation</i> , <i>Candidate's Guide: To Local Government Elections in BC</i> , grant program guides and related assessment and application tools, <i>Guide to First Nations Engagement on Local Government Statutory Approvals</i> , <i>Regional Growth Strategies: An Explanatory Guide</i> , and other final policy documents pertaining to the functions and activities documented in this ORCS)			
	SO: when the policy is replaced or becomes irrelevant			
	FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this schedule.			
	NOTE: Classify policy and procedure development records under secondary 51000-40.			
-01	General	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-10	Bylaw tracking/Lotus Approach data (covers data relating to tracking bylaws, ministerial orders, orders in council (OIC), regional district services, improvement districts, and grant programs financial matters stored in Lotus Approach and data extracts stored on the shared drive)	SO	nil	DE
	SO: when data with ongoing operational value has been migrated to LGIS and the data quality has been verified or when no longer required for research, analysis, or reference purposes			
-15	LGIS data (includes financial data, tax and assessment data, third party data such as BC Assessment, Municipal Finance Authority (MFA), and other statistical information, grant programs and grant information, and bylaw data) (covers data stored in LGIS)	SO	nil	DE
	OPR: Infrastructure and Finance			
	SO: final disposition triggers are as follows:			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
	<ul style="list-style-type: none">when the data is no longer required for statistical analysis and reporting purposesfor restructure grant programs, associated attachments may be deleted 7 years after final grant paymentfor other grant programs, associated attachments may be deleted 7 years after the program is complete			
	DE: The data may be destroyed because statistical schedules are fully retained under secondary 54040-12 and final program summary reports are fully retained under secondary 51000-30.			
	NOTE: The retention period is based on the business requirement to access and analyze historic statistical data on local government financial reporting information, to review and reference past decisions relating to grant program recipients, completed projects, and grant award amounts in order to estimate future fiscal demands, and to consult and review local government bylaw changes.			
	NOTE: Data may only be deleted with director approval.			
-20	Division history files (includes articles, images, maps, and other working materials) (arrange by topic or document type) (covers content developed for the web site and related records documenting the history and development of the Local Government Division)	SO	7y	DE
	OPR: Policy and Research			
	SO: when no longer required for research, analysis, or reference purposes			
	7y: The retention period provides a reasonable period for research, review, and consultation of division history files.			
	DE: These records have been appraised for destruction because they are an artificial collection of records compiled from various sources such as final annual reports which are fully retained under ARCS secondary 400-02 and other published secondary sources.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
-30	Final program summary reports (arrange by report or program/project name) (covers final program summary/completion reports, such as <i>Towns for Tomorrow Program Completion Outcomes Report</i> and <i>Local Motion Program Completion Outcomes Report</i> , and other final reports such as <i>Reaching Agreement on Regional Growth Strategies</i>) SO: when the report is approved and no longer required for reporting or research and analysis purposes FR: The government archives will fully retain final program reports because they document the core functions and activities of the division. They provide both a high-level overview of each program/project and evidence of the division's overall research and analysis into topics of significance to local governments. NOTE: For annual reports, see ARCS secondary 400-02 .	SO	5y	FR
-35	Issues management files (includes copies of briefing notes, background information, correspondence, Q&As, media materials, working documents) (arrange by issue/topic) (covers the management of broad or overarching local government issues such as those relating to bylaws, property taxation, and debt, as well as treaty and non-treaty related issues) SO: when issue is resolved or no longer required for research, analysis, or reference purposes 7y: The retention period meets the division's needs as issues that have not re-emerged within seven years are unlikely to do so. DE: These records have been appraised for destruction because issues of a significant nature are adequately documented under special schedule 102906 (Executive Records). Consult your Records Officer regarding approval to apply this schedule. NOTE: Issues that are specific to a program/project are classified under the appropriate primary. NOTE: Original briefing notes should be classified under	SO	7y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
	ARCS secondary 280-20.			
-40	Policy and procedure development files (includes copies of briefing notes, correspondence, drafts, research materials, and working materials) (arrange by topic area or policy name) SO: when the policy is approved and distributed or abandoned, or is no longer required for research, analysis, or reference purposes DE: Policy development files have been appraised for destruction because final policies are fully retained under secondary 51000-00.	SO	5y	DE
-45	Program development and delivery files (not covered elsewhere) (includes correspondence, presentations, background materials, discussion papers, project plans, tools, drafts, and other working materials) (arrange by program name or topic) (covers program development and delivery materials such as Restructure program files, Community to Community (C2C) Forum Program files, and related records developed in support of other divisional/ministry/collaborative programs) SO: when program development and delivery are complete or when no longer required for research, analysis, or reference purposes NOTE: For grant/incentive program development and delivery files, see primary 51080. NOTE: For dispute resolution program files, see secondary 52100-22. NOTE: Program development work is often done collaboratively across branches, ministries, and with external partners; for example, the Union of BC Municipalities (UBCM) and the Local Government Leadership Academy (LGLA).	SO	5y	DE
-55	Provincial responses to yearly UBCM convention resolutions (arrange by convention year) (covers final versions of provincial government responses to priority issues or issues of significance submitted by local governments for debate and analysis during the annual UBCM	SO	nil	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
	convention and associated correspondence files)			
	SO: when no longer required for research, analysis, or reference purposes			
	FR: These records will be transferred to the government archives because they document issues of significance to local governments and areas of concern/interest to the provincial government, and because they highlight provincial priorities which inform provincial government policy direction.			
-56	System produced reports (covers adhoc and regular reports generated by the various systems such as LGIS and Bylaw tracking/Lotus Approach)	SO	nil	DE
	SO: when no longer required for reporting or research, analysis, or reference purposes			
	NOTE: Routine reports of temporary usefulness may be destroyed under the authority of special schedule 102901 (Transitory Records).			
-60	UBCM convention program planning and administration files (arrange by convention year, then by topic area) (covers records associated with planning and coordinating the UBCM convention such as accommodation, logistics, meeting materials, drafts of briefing materials, workshops and clinic information, copies of UBCM produced materials, and other drafts/working materials)	SO	nil	DE
	OPR: Operations and Client Relations			
	SO: when no longer required for research, analysis, or reference purposes			
	DE: These records have been appraised for destruction as key government decisions relating to the convention are fully retained in provincial responses to yearly UBCM convention resolutions; executive briefing materials and issues of executive significance are adequately documented under ARCS primary 280 .			
	NOTE: Final versions of provincial responses to yearly UBCM convention resolutions will be classified under secondary 51000-55.			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51000	LOCAL GOVERNMENT SERVICES - GENERAL	A	SA	FD
-65	University Endowment Lands development permit appeal files (includes correspondence, notice of appeal, letter to minister, background information, drawings, legal advice, copies of briefing notes, minister or designate's decision) (arrange by phase in process and record type) (covers records associated with appealing land use decisions of the manager of the University Endowment Lands heard by the minister or designate in accordance with criteria under the University Endowment Land Act (RSBC 1996, c. 469) or University Endowment Lands use, building, and community bylaw) OPR: Operations and Client Relations SO: when the minister or designate provides a ruling on an appeal and when the records that support decisions made during the appeal hearing are no longer required for research, analysis, or reference purposes 10y: The retention period is sufficient to ensure there is a reasonable period of time to address potential legal concerns (e.g. judicial reviews). DE: These records have been appraised for destruction because details of development permit appeals are classified under secondary 79565-20 which are retained until the building is closed, decommissioned, or demolished, and then selectively retained in the <i>University Endowment Lands Administration and Public Works ORCS</i> (schedule 120620). Evidence of the minister's quasi-judicial role in the permit appeal process is adequately captured in final versions of policy and procedural documents, such as the <i>University Endowment Lands Hearing Process Manual</i> , which is fully retained under secondary 51000-00. NOTE: For records relating to the administration of local government and public works in the University Endowment Lands under the University Endowment Land Act (RSBC 1996, c. 469) , see the <i>University Endowment Lands Administration and Public Works ORCS</i> (schedule 120620).	SO	10y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51030 BYLAW ADVICE AND APPROVALS

Records relating to approving local government bylaws and providing related bylaw advice and support to municipalities and regional districts. Local governments submit certain bylaws to the ministry in order to ensure they comply with the [Local Government Act \(RSBC 2015, c. 1\)](#) and the [Community Charter \(SBC 2003, c. 26\)](#).

Program area staff receive local government bylaw review requests and ensure the legislative requirements of the bylaw are met. For example, bylaws submitted for approval by the inspector of municipalities generally have some form of local government consent or electoral approval. As required, program area staff also provide advice to municipalities and regional districts on the content and intent of bylaws and they may review draft bylaws for local governments.

This primary covers records documenting the analysis and approval of bylaws: bylaw approval documents signed by the minister or inspector of municipalities, such as those relating to loan authorizations, establishing services in regional districts, development cost charges levied on developers, and bylaw amendments and repeals; resort association bylaw files under the [Resort Associations Act \(RSBC 1996, c. 320\)](#); and general governance and structure advisory files, commonly referred to as the "G" files.

For a description of the bylaw tracking/ Lotus Approach system, see the Simple Systems List.

For development cost charges, see secondary 54030-30.

For improvement district bylaw files, see primary 52000.

For issues management files, see secondary secondary 51000-35.

For operational policy and guides, see secondary secondary 51000-00.

For land use planning bylaws, see primary 52100.

For reference material/topical files, see [ARCS secondary 358-20](#).

For resort association bylaw files, see secondary 51030-56.

The ministry OPR is Governance and Structure unless otherwise noted below. See specific secondaries for OPR retention schedules.

51030	BYLAW ADVICE AND APPROVALS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-31	Bylaw advice and approval files (includes cover letter, bylaw review form, correspondence, background material, copy of bylaw and statutory approval certificate, and may include certificate of approval (COA), liability servicing limit certificate (for municipalities), maps) (arrange by Regional District or municipality, then bylaw number) (covers records documenting the analysis and approval of	SO	5y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51030	BYLAW ADVICE AND APPROVALS	A	SA	FD
	local government bylaws such as those relating to loan authorizations, municipal and regional district services, and security issuing bylaws)			
	SO: when the bylaw has been repealed and is no longer required for research, analysis or reference purposes			
	DE: These records have been appraised for destruction because the bylaws covered by this secondary document routine local services and financial matters that have insufficient value to warrant archival retention once the bylaw is repealed.			
	NOTE: Tracking and tombstone information from these files is entered into the bylaw tracking system.			
	NOTE: For electronic documents, the COA is found in the electronic folder. For hard copy records, see secondary 51030-47.			
	NOTE: For land use planning bylaw files, see secondary 52100-31.			
-34	General governance advisory files (covers files commonly referred to as the "G" or general files) (arrange by topic) (covers general subject files coded "03" to "97" covering topics such as the Community Charter, Elections Task Force, and Greater Vancouver Water District)	SO	nil	DE
	SO: when information is no longer required for research, analysis, or reference purposes and all audit, fiscal, and legal values have expired			
-47	Certificates of approval (COAs) and statutory approval certificates (arrange by date) (covers COAs signed by the inspector of municipalities or deputy inspector of municipalities and statutory approval certificates)	SO	5y	DE
	SO: when there is a business decision to stop producing hard copy certificates and they are no longer required for research, analysis or reference purposes			
	DE: These records have been appraised for destruction because COAs and statutory approval certificates are retained on the case file until the bylaw is repealed			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51030	BYLAW ADVICE AND APPROVALS	A	SA	FD
	under secondary 51030-31 (for loan authorizations, municipal and regional district services, and security issuing bylaws). If the bylaw is appraised for transfer to the government archives, a copy of the certificate accompanies the bylaw, such as under secondary 52100-31.			
	NOTE: The Local Government Act (RSBC 2015, c. 1) requires that COAs be issued for all loan authorization and security issuing bylaws. In the event of a legal challenge, the COAs signify that the steps in the approval process have been completed.			
-56	Resort association bylaw files (includes correspondence, petitions, copies of minister's orders, background materials, drafts, copies of bylaws and briefing notes, drafts, and other working documents) (arrange by resort association name) (covers the creation of resort association establishment bylaws, amendments to bylaws, and related advisory work)	SO	5y	DE
	SO: when the resort association is abandoned or fails and files are no longer required for research, analysis, or reference purposes			
	DE: These records have been appraised for destruction because the first bylaws of an association are filed with the Registrar of Companies which are fully retained under secondary 60000-30, schedule 170466(<i>Society and Cooperative Registration ORCS</i>), providing sufficient evidence of the establishment of resort associations in the province. Furthermore, policies, procedures, and guides relating to establishing and amending resort association bylaws are fully retained under secondary 51000-00.			

END OF PRIMARY

51070 GOVERNANCE RELATIONS, ADVICE AND SUPPORT

Records relating to: providing governance advice and support to local governments, the provincial government, First Nations, and partnership associations such as the Union of BC Municipalities (UBCM), in order to foster and build relationships between the various organizations; community economic and social development advice and support to special purpose bodies such as Business Improvement Areas (BIAs), unincorporated areas outside a regional district (Stikine), and resort associations; and managing sponsored Crown grant and nominal rent tenure applications.

The ministry promotes local government and First Nations relations by advising on matters such as the federal Addition to Reserve process and through the provision of annual funding to the UBCM for the Community to Community Program (C2C) to discuss common goals and opportunities for joint action between First Nations and local governments. Records also document working with ministry staff and third parties to establish and maintain a Duty to Consult framework for government staff and key stakeholders on certain provincial statutory approvals. Program area staff also support the provincial government's role in treaty and other agreement negotiations by collaborating with the ministry responsible for indigenous relations on the Negotiator's Toolkit, coordinating the ministry's role in responding to Treaty Land Selection process requests from treaty negotiation tables, and implementing government mandates related to indigenous relations.

Community economic and social development advice and support relate to assisting local governments with the BIA legislative framework, helping resort associations with eligibility and guidance on legislative petition requirements, preparing resort association bylaw packages for approval, and managing referrals from Stikine on topics such as governance change and planning administration.

This primary also covers records relating to managing Crown land sponsorships. Local governments and community organizations can apply to the Province for access to Crown land through a Sponsored Crown Grant or a Nominal Rent Tenure. Eligible applicants include municipalities (crown grants), regional districts (crown grants), and community organizations (nominal rent tenures). Records pertain to reviewing, evaluating, and making recommendations to the Minister on applications for crown grants and tenures for such uses as sewage treatment plants, reservoirs, water treatment facilities, local government offices, community halls, fire halls, regional parks, recreational facilities, airports, and heritage sites.

This primary covers records documenting First Nations and local government advice and support, treaty negotiation files, partnership association cooperation and liaison files, and sponsored crown grant files.

NOTE: For treaty and non-treaty related issues, see secondary 51000-35.

NOTE: For resort association bylaws and related advice and support, see secondary 51030-56.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

For agreements, see [ARCS primary 146](#).

For briefing notes, see [ARCS secondary 280-20](#).

For committees, see [ARCS secondary 200-20](#).

For news clippings, see [ARCS secondary 295-04](#).

For operational policy and guides, see secondary 51000-00.

For policy and procedure development files, see secondary 51000-40.

For program development files, see secondary 51000-45.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Governance and Structure unless otherwise noted below.
See specific secondaries for OPR retention schedules.

51070	GOVERNANCE RELATIONS, ADVICE AND SUPPORT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-20	Advice and support files (includes correspondence, copies of briefing notes, presentations, statistical materials, fact sheets, agendas and meeting materials, media materials, handbooks, Q&As, backgrounders, research materials, and other working materials) (arrange by topic area) (covers economic and social development advice and support to BIAs and unincorporated areas (Stikine); reviewing large scale projects undergoing provincial environmental assessment; and building relationships and developing tools for advising, supporting, and consulting local governments, regional districts, and First Nations governments)	SO	5y	DE
	SO: when no longer required to support community economic and social development and relationship building functions and no longer required for research, analysis or reference purposes			
	DE: These records have been appraised for destruction because final decision documents and significant briefing materials are adequately documented under special schedule 102906 (Executive Records). Furthermore, final versions of guides, manuals, and policy documentation providing key evidence of the function are fully retained under secondary 51000-00.			
	NOTE: These records may only be destroyed with director approval.			
	NOTE: Classify records relating to partnership associations			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51070	GOVERNANCE RELATIONS, ADVICE AND SUPPORT	A	SA	FD
	in secondary 51070-55.			
	NOTE: For resort association bylaws and related advice and support, see secondary 51030-56.			
-25	Crown grants files (sponsorships) (includes sponsorship requests, correspondence, maps, Crown land tenure applications, management plans, conceptual plans, information notes, copies of briefing notes, minister's approval letter, and other working materials) (arrange by year and alphabetically by proponent) (covers the review and recommendation of sponsored Crown grant and nominal rent tenures applications considering the effects of land transactions on local government matters such as those pertaining to regional districts or First Nations) SO: when the land or tenure transaction is finalized, there are no associated issues, and the records are no longer required for research, analysis, or reference purposes DE: These records have been appraised for destruction because Crown land grants are fully retained under secondary 10240-20 in the <i>BC Lands ORCS</i> (schedule 101687) and minister's approval letters are adequately documented under special schedule 102906 (Executive Records). NOTE: Obtaining sponsorship from the program area is the first step in the crown grant application process. The adjudication process is conducted by staff at the ministry responsible for lands.	SO	5y	DE
-55	Partnership association cooperation and liaison files (includes correspondence, presentations, speeches, speaking notes, information sharing documents, meeting materials, research materials, reports) (arrange by organization) (covers consultation materials and feedback on key messaging, documents, and tools created with and by partnership associations such as the UBCM, the Local Government Leadership Academy (LGLA), the Local Government Management Association (LGMA), and other stakeholders such as the ministry responsible for indigenous relations and reconciliation) SO: when no longer required to advise and support partners, when the relationship with the partner no	SO	5y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51070	GOVERNANCE RELATIONS, ADVICE AND SUPPORT	A	SA	FD
	longer exists, or when no longer required for research, analysis, or reference purposes			
	DE: These records have been appraised for destruction because partnership association cooperation and liaison activities that result in final reports or policy/guidance materials are fully retained under secondaries 51000-30 and 51000-00, providing sufficient evidence of the function.			
-60	Treaty negotiation support files (includes treaty tables, correspondence, reports, presentations, maps, meeting materials) (arrange by First Nation name) (covers the treaty negotiation process, claim negotiations, and other government to government negotiations, as well as related tools such as the Negotiator's toolkit)	SO	5y	FR
	SO: when the treaty is ratified by the First Nation group, the provincial government, and the federal government, or in the case of other negotiations, when the negotiation process is complete, and when no longer needed for research, analysis or reference purposes			
	FR: The government archives will retain First Nations treaty negotiation support files because they document provincial government involvement in developing effective working relationships between First Nations and local governments.			

END OF PRIMARY

51080 GRANT PROGRAMS MANAGEMENT

Records relating to the review and approval of local government applications for grant funding through a variety of conditional and unconditional grant programs covered under the [Local Government Grants Act \(RSBC 1996, c. 275\)](#) and [Local Government Grants Regulation](#)(BC Reg. 221/95). A local government grant is a transfer of money from the Province of British Columbia to a municipality or regional district with the purpose of helping local governments deliver core services. Local government grants are either conditional (restrictions on the use of grant dollars) or unconditional (can be used by the local government for any purpose).

The program area is responsible for funding and administering conditional grant programs, such as infrastructure grants, on behalf of local governments. This includes program design, application processing and review, and program evaluation. Most of the programs are temporary, designed to address specific needs. Some of the programs are entirely funded by the Province and others are jointly funded with the federal government or in partnership with local governments. Examples of conditional grant programs include BC Community Water Improvement Program (BCCWIP) and Clean Water and Wastewater Fund (CWWF). Planning/study grant programs, such as the Infrastructure Planning Grant Program (IPGP), are conditional grant programs that are ongoing. They offer grants up to \$10,000 to support local governments in projects related to the development of sustainable community infrastructure.

Grant program administration and delivery consist of records relating to program launch, intake and application review (technical, financial, and planning assessments), briefing material development, grant recipient announcements, contract preparation, construction/reporting, claims management, Periodic Progress Report (PPR), budget forecast reports, annual report submissions, and program close out.

Prior to the submission of grant applications by local governments, staff provide grant advisory services and they may review draft grant applications. They also provide advice to other program areas on developing new grant programs and they develop new grant programs. Generally, the federal government provides grant criteria and the division develops grant program materials.

This primary covers records relating to grant application review and approval, grant program development and delivery, one-off funded projects, grant spending support tool development, and the related records of transfers under agreement.

NOTE: For unconditional grant programs, such as the Small Community Grant, the Regional District Grant, and the Traffic Fine Revenue Sharing (TFRS) program, grants are awarded on a yearly basis. Program area staff gather data for calculations from external sources such as BC Stats and BC Assessment. Qualifiers, such as town size and financing of policing services are built into the grant. These records, as well as records related to the financial management of all other grant programs

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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and transfers under agreement, are classified under [ARCS primary 1150](#).

For a description of the Local Government Information System (LGIS), see the System Overview.

For agreement development files, see [ARCS secondary 146-20](#).

For approved internal and local agreement files, see [ARCS secondary 146-45](#).

For briefing materials, see [ARCS primary 280](#).

For contract files, see [ARCS secondary 1070-20](#).

For financial management and control of grants, see [ARCS primary 1150](#).

For grant program summary and final reports, see secondary secondary 51000-30.

For operational policies and procedures, see secondary secondary 51000-00.

For reference material/topical files, see [ARCS secondary 358-20](#).

For tracking spreadsheets, see [ARCS secondary 100-05](#).

For Treasury Board submission files, see [ARCS secondary 1250-20](#).

The ministry OPR is Infrastructure and Finance unless otherwise noted below.

See specific secondaries for OPR retention schedules.

51080	GRANT PROGRAMS MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Incomplete grant applications (covers incomplete grant application data and related incomplete grant application forms that are not submitted to LGIS)	SO+60d	nil	DE
	SO: when grant program intake approvals are completed			
	NOTE: This secondary covers data that is collected in an application form tool that is external but interfaces with LGIS. When an application is initiated, a placeholder is created in LGIS which is not populated until the application is submitted.			
-20	Grant application/project files-approved (arrange by grant program name, then alphabetically by municipality and project number) (covers documentation required for application purposes and project support such as application forms, duly signed contracts, technical reviews, PPRs, claims, invoices or invoice summaries for work undertaken, final project reports, letters of support, engineering reports, and photographs and checklists documenting site visits to verify the construction process)	SO	7y	DE
	SO: upon grant program completion, project wrap up, and as stipulated in the recordkeeping requirements of			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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51080	GRANT PROGRAMS MANAGEMENT	A	SA	FD
	each specific grant program agreement			
7y:	The retention period ensures these records are retained for the same length of time as records of associated financial management actions, thus ensuring their context is preserved; for records of the financial management of grants, see ARCS primary 1150 .			
DE:	These records have been appraised for destruction because final grant program guides and application and assessment tools authored by the program area will be fully retained under secondary 51000-00 because they provide a high level overview of each grant program, providing evidence of the grant process such as goals and objectives and selection process and criteria. Furthermore, final grant program summary reports are fully retained under secondary 51000-30.			
NOTE:	Classify applications that are not approved under secondary 51080-25.			
NOTE:	For ongoing grant applications, see secondary 51080-40.			
-25	Grant application/project files-not approved (includes application forms, supporting documentation, and reasons for denial) (arrange by grant program name, then alphabetically by municipality and project number)	SO	3y	DE
	SO: when final intake closes			
-30	Grant program development and delivery files (arrange by grant program and document type) (covers records created for the administration and delivery of grant programs such as draft program guides, application forms, contract templates, assessment materials, and communications materials)	SO	7y	DE
	SO: upon grant program completion, project wrap up, and as stipulated in the recordkeeping requirements of each specific grant program agreement			
7y:	The retention period ensures these records are retained for the same length of time as records of associated financial management actions, thus			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51080	GRANT PROGRAMS MANAGEMENT	A	SA	FD
	ensuring their context is preserved; for records of the financial management of grants, see ARCS primary 1150 .			
	DE: These records have been appraised for destruction because final grant program guides and application and assessment tools authored by the program area will be fully retained under secondary 51000-00 because they provide a high level overview of each grant program, providing evidence of the grant process such as goals and objectives and selection process and criteria. Furthermore, final grant program summary reports are fully retained under secondary 51000-30.			
-40	Ongoing grant programs and one-off funded projects-approved (includes application forms, signed contracts, technical reviews, periodic progress reports (PPRs), claims, invoices or invoice summaries for work undertaken, final project reports, letters of support, engineering reports, and photographs and checklists) (arrange by grant program name, then alphabetically by municipality and project number or project name) (covers ongoing grant project files related to planning and study grant programs such as IPGP and one-off funded projects such as the Wastewater Treatment project - Capital Regional District and the North Shore Wastewater Treatment project)	SO	7y	DE
	SO: upon grant program completion or project wrap up, as stipulated in the recordkeeping requirements of each specific grant or program agreement, and no longer required for reference purposes			
	7y: The retention period ensures these records are retained for the same length of time as records of associated financial management actions, thus ensuring their context is preserved; for records of the financial management of grants, see ARCS primary 1150 .			
	DE: These records have been appraised for destruction because final grant program guides and application and assessment tools authored by the program area will be fully retained under secondary 51000-00 because they provide a high level overview of each grant program, providing evidence of the grant process such as goals and objectives and selection			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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51080	GRANT PROGRAMS MANAGEMENT	A	SA	FD
	process and criteria. Furthermore, final grant program summary reports are fully retained under secondary 51000-30.			
	NOTE: Classify applications that are not approved under secondary 51080-45.			
	NOTE: Related records of grant programs that evolved into transfers under agreement such as the Peace River agreement and programs such as the Climate Action Revenue Incentive Program (CARIP) are classified in this secondary.			
-45	Ongoing conditional grant program files-not approved (includes application forms, supporting documentation, and reasons for denial) (arrange by grant program name) (covers ongoing grant project files that are not approved)	SO+1y	nil	DE
	SO: upon application submission			
-50	Value added projects (includes guidance documents, presentations, and tools such as the Water Conservation Calculator (WCC) and the Community Lifecycle Infrastructure Costing (CLIC) tool) (arrange by topic) (covers capacity building documentation and best practice tools designed to assist local governments develop sustainably and minimize capital costs (grant award spending through more efficient practices)	SO	7y	DE
	SO: upon project wrap up or when deliverable is complete			
	7y: The retention period ensures these records are retained for the same length of time as records of associated grant program files, thus ensuring their context is preserved.			
	DE: These records have been appraised for destruction because final application and assessment tools authored by the program area will be fully retained under secondary 51000-00 because they provide both a high level overview of each project and evidence of assisting local governments to develop sustainably and minimize capital costs.			
	NOTE: These projects are often developed in partnership with local governments and other agencies such as			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51080	GRANT PROGRAMS MANAGEMENT	A	SA	FD
	the Union of British Columbia Municipalities (UBCM) and Asset Management BC.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52000 IMPROVEMENT DISTRICTS

Records relating to the approval and registration of improvement district bylaws and related advisory and support services, as well as the history of improvement districts from inception to dissolution. The Lieutenant Governor in Council is responsible for incorporating improvement districts. New improvement districts have not been created in many years because regional districts provide many of the services that were once provided by improvement districts.

Each improvement district is governed by a board of trustees elected by property owners, one of whom acts as the board chair. The powers exercised by the trustees (to enact and enforce its regulations and charges, to assess and collect taxes, to acquire, hold and dispose of lands, to borrow money and to expropriate lands) flow from an improvement district's bylaws, the [Local Government Act \(RSBC 2015, c. 1\)](#), and other applicable provincial statutes.

Most improvement districts are located within the boundary of a regional district, but the improvement district and regional district operate independently. Improvement districts may also be located inside municipalities. Jurisdictional overlaps do occur, therefore, coordination between the bodies is essential. Regional districts may apply on behalf of improvement districts for infrastructure planning and capital grants from the ministry.

All bylaws are filed with the ministry. Some bylaws require registration with the inspector of municipalities before becoming effective. Others do not require registration, becoming effective upon adoption by the trustees of the improvement district.

This primary covers records documenting the creation and dissolution of improvement districts, the approval and registration of improvement district bylaws, and the provision of administrative and financial support and advice.

NOTE: Improvement district boundaries can only be extended with a ministerial order.

For a description of the bylaw tracking/Lotus Approach system, see the Simple Systems List.

For improvement district conversions, see secondary 53000-30.

For operational policy and guides, see secondary 51000-00.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Infrastructure and Finance unless otherwise noted below. See specific secondaries for OPR retention schedules.

52000	IMPROVEMENT DISTRICTS	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52000	IMPROVEMENT DISTRICTS	A	SA	FD
-20	Improvement district bylaw register files (includes only bylaws) (arrange alphabetically by improvement district name and bylaw number) (covers records documenting the approval and registration of all improvement district bylaws such as those relating to taxation, toll, assessment, officer position establishment, reserve fund establishment and disbursement, and meeting procedures) SO: when improvement district is dissolved FR: The government archives will fully retain improvement district bylaw register files because they provide a comprehensive history of the activities of improvement districts, a category of local government which has been responsible for water, irrigation and other services in areas with no other form of local government. NOTE: Some bylaws have been exempted by regulation from the registration requirement; however, one signed and sealed copy of the adopted bylaw must be filed with the inspector/division. NOTE: When the bylaw is superseded, previous iterations may be sent to offsite storage until the improvement district is dissolved.	SO	nil	FR
-30	Improvement district case files (includes correspondence, copies of letters patent and incorporation documents, maps, engineering and technical documents, financial statements and other financial documents, and Annual General Meeting minutes) (arrange alphabetically by improvement district name, then by improvement district coding system numbers 10, 20, 30, 40, 50, 60 as described in the appendix of this ORCS) (covers records documenting the analysis and rationale behind bylaw adoption) SO: when improvement district is dissolved and the file is no longer required for research, analysis, or reference purposes DE: These records have been appraised for destruction because they consist of background analysis and working documents relating to bylaw development and adoption. Secondary 52000-20 covers approved	SO	5y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52000	IMPROVEMENT DISTRICTS	A	SA	FD
	bylaws which are fully retained, providing sufficient evidence of the history of improvement districts.			
	NOTE: See the appendix for information on the improvement district coding system.			
	NOTE: Upon improvement district conversion, pertinent documents from this secondary are moved to the project file of the local government taking over responsibility for services previously provided by the improvement district; see secondary 53000-30.			
-40	Improvement district letters patent files (includes copies of letters patent) (arrange alphabetically by improvement district name, then by order in council (OIC) number assigned to the letters patent)	SO	nil	DE
	SO: when improvement district is dissolved and no longer required for research, analysis, or reference purposes			
	DE: These records have been appraised for destruction because they are convenience copies of letters patent notices published in the <i>British Columbia Gazette</i> , which are fully retained under the <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405). Furthermore, the <i>Order in Council Administration ORCS</i> (schedule 107559) fully retains OICs under secondary 93500-20.			
	NOTE: Letters patent are the legal instruments for incorporating improvement districts. Letters patent establish the name, boundary, objects (services provided), voting procedures and other fundamental aspects of each improvement district. Amendments to letters patent (formerly called supplementary letters patent) generally cover changes to the boundaries, changes to the objects, or changes to the number of trustees.			
-50	Improvement district OICs, minister's regulations convenience files and registers (arrange by calendar year, then by OIC number) (covers registers, copies of letters patent, and ministerial regulations classified under secondary 52000-40 that are maintained to provide quick and convenient reference by OIC number)	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52000	IMPROVEMENT DISTRICTS	A	SA	FD
	SO: when no longer required for research, analysis, or reference purposes			

END OF PRIMARY

52100 PLANNING AND LAND USE MANAGEMENT

Records relating to approving land use planning/zoning bylaws and Official Community Plans (OCPs) that require statutory approval such as for the Islands Trust under the [Islands Trust Act \(RSBC 1996, c. 239\)](#), Resort Municipalities such as Whistler under the [Resort Municipality of Whistler Act \(RSBC 1996, c. 407\)](#) and Sun Peaks under letters patent (OIC/2010-158), as well as bylaws authorizing Phased Development Agreements (PDAs) which are legally binding agreements between local governments and developers under the [Local Government Act \(RSBC 2015, c. 1\)](#). Other activities include drafting and approving land use regulations of the unincorporated Stikine region, a provincial government responsibility as this area does not have a local government, and providing advice and support, as needed, to local governments across BC whose land use bylaws do not require ministerial approval. An important aspect of the approval and advisory process is to encourage local governments to refer OCP bylaws for input to relevant government ministries and First Nations.

Regional Districts (RDs) are enabled through the [Local Government Act \(RSBC 2015, c. 1\)](#) to create regional district bylaws known as regional growth strategies (RGS) that provide guidance on how a region will grow, change, and develop over a minimum 20 year period. An RGS gives long range planning and policy direction for the regional district and member municipalities, who must agree to its adoption. The provincial government does not have an approval role; rather, the ministry provides guidance to local governments on RGS development, implementation, and review. When regional districts and member municipalities do not reach unanimous agreement on an RGS, the legislation requires the parties to undergo dispute resolution.

The program area administers the formal dispute resolution program, which aims to resolve intergovernmental disputes collaboratively by helping parties to identify their interests, explore options for resolution, develop and implement solutions acceptable to all, and, if required, obtain the services of a neutral facilitator, mediator or arbitrator. This process is available to local governments through the regional district service review under the [Local Government Act \(RSBC 2015, c. 1\)](#) and through the dispute resolution provisions of the [Community Charter \(SBC 2003, c. 26\)](#).

This primary also covers records documenting efforts to improve relations between local governments in BC and to assist other provincial agencies to understand the local government framework through the development of programs/projects, policy initiatives and related guidance materials analyzing the effects of planning and land use activities on key policy areas such as building and land use regulation, climate change, development finance, health, housing, and transportation.

NOTE: Due to legislative changes effective in 2014, branch approval of RD planning bylaws was no longer required. RD planning bylaw files maintained by the branch for reference purposes cover a legacy function.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

NOTE: Historically the branch classified planning files in one coded series.
See the appendix for details on this classification system.

For agreements, see [ARCS primary 146](#).

For briefing notes, see [ARCS secondary 280-20](#).

For Cabinet submissions, see [ARCS secondary 201-40](#).

For committees, see [ARCS secondary 200-20](#).

For executive correspondence referral replies, see secondary 280-30.

For financial management and control of grants, see [ARCS primary 1150](#).

For legislation files, see [ARCS primary 140](#).

For operational policy and guides, see secondary 51000-00.

For planning grant and incentive program files, see secondary 51080-30.

For reference material/topical files, see [ARCS secondary 358-20](#).

For tracking spreadsheets see [ARCS secondary 100-05](#).

The ministry OPR is Planning and Land Use Management unless otherwise noted below. See specific secondaries for OPR retention schedules.

52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-22	Dispute resolution program and client files (includes correspondence, issue/dispute information and analysis, meeting materials, briefing materials, status reports, and decision documents such as the arbitrator's report) (arrange by program phase (administration/development and review) and for client files by governing legislation, then regional district name or municipality) (covers program development and administration and client files documenting intergovernmental/interjurisdictional conflicts requiring dispute resolution services involving consultation, facilitation, mediation, or arbitration for resolution)	SO	5y	DE
	SO: when regional history has been adequately documented in reference binders, final reports, or policy documents and the risk of the dispute reemerging is low			
	DE: These records have been appraised for destruction because the key evidence of the function is fully retained as final program guides under secondary 51000-00 and as final program reports under secondary 51000-30.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
NOTE: For dispute resolution files that are part of Regional Growth Strategies, see secondary 52100-50.				
-31	Official Community Plans (OCPs) and land use planning bylaw files (includes correspondence, statutory bylaw certificate, copies of briefing notes, supporting material such as First Nations impact assessment table, approval forms, legal advice, and other working and reference materials) (arrange by jurisdiction, then individual bylaw) (covers land use planning bylaw files and OCPs requiring ministerial approval; for example, Islands Trust, Resort Municipalities such as Whistler and Sun Peaks, the University of British Columbia (UBC), the Stikine unincorporated region, and Atlin Community planning area) SO: when the bylaw or OCP has ministerial approval and the associated jurisdiction, such as Islands Trust, has been notified of the approval and no longer required for research, analysis, or reference purposes 7y: The retention period meets the program area's needs as land use planning decisions often span lengthy time periods so there is a frequent operational requirement to consult earlier work. FR: The government archives will fully retain OCPs and land use planning bylaw files because they set the basis for land use planning in unique regions of the province, providing evidence of the provincial land use planning system. NOTE: The provincial government is responsible for both drafting and approving land use regulations of the unincorporated Atlin-Stikine region and for adopting UBC's land use plan.	SO	7y	FR
-35	Regional District planning bylaw files (includes copies of briefing notes, correspondence, staff recommendations, approval requests, copies of bylaws, copies of OCPs, background materials) (arrange by RD name) (covers RD planning bylaw files that required ministerial approval prior to 2014) SO: when no longer required for research, analysis, or reference purposes	SO	5y	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
	<p>DE: These records have been appraised for destruction because a representative sample of RD planning bylaw files under closed secondaries 52100-30 (Bulkley-Nechako), 52100-32 (Nanaimo), and 52100-34 (Okanagan-Similkameen) will be transferred to the government archives upon approval of this information schedule.</p> <p>NOTE: Do not use this secondary for new files. It is a legacy classification for RD planning bylaw files that required ministerial approval prior to 2014.</p> <p>NOTE: If the conditions set out in sections 584 and 585 of the Local Government Act (RSBC 2015, c. 1) are met, a new RD planning bylaw file will be created under secondary 52100-31. Section 584 allows for ministerial override of municipal and regional district bylaws if it is in the public interest. Section 585 allows the minister to require ministerial approval before adoption of bylaws by a regional district.</p> <p>NOTE: Islands Trust planning bylaw files are classified under secondary 52100-31.</p>			
-36	<p>Phased Development Agreement (PDA) bylaw files (includes correspondence, consultation/engagement and analysis documentation, copies of briefing notes, staff evaluation form, inspector of municipalities' letter of decision regarding agreement, and may include a copy of agreement/contract package between local government and developer) (arrange by agreement number, then local government name) (covers PDA bylaw approval process steps such as associated bylaws summary, evaluation criteria, business case analysis, First Nations matters, and site history)</p> <p>SO: for the duration of the agreement/contract or when 20 years have passed from approval of the bylaw (whichever comes first)</p> <p>DE: These records have been appraised for destruction because final policies and guides documenting the PDA bylaw approval process are fully retained under secondary 51000-00; official briefing notes and decision letters are adequately documented as either executive services records under ARCS secondary 280-20, or as executive records under special schedule 102906 (Executive Records).</p>	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
<p>NOTE: PDAs over 10 years and up to 20 years duration require the approval of the inspector of municipalities (Section 516 of the Local Government Act (RSBC 2015, c. 1)). The inspector's decision is confined to the timeframe of the proposed PDA, not its content; however, PDAs must be consistent with an adopted official community plan, and an applicable RGS, and must reflect local values and interests.</p>				
-37	<p>Planning bylaw referral files - regional districts and municipalities (arrange by jurisdiction) (covers requests for bylaw reviews, including OCPs, from municipalities and regional districts, and program area response referrals to appropriate ministries, agencies, and First Nations, as well as the dispersal of relevant informational resources developed by the ministry)</p> <p>SO: when 5 years have passed from initial request or bylaw has been adopted</p> <p>NOTE: The ministry no longer has an approval role for regional district or municipal bylaws.</p> <p>NOTE: For OCPs and land use planning bylaws requiring ministerial approval, see secondary 52100-31.</p>	SO	nil	DE
-45	<p>Program/project and policy initiative files (includes background materials, agendas and meeting materials, correspondence, research and analysis materials, issues, copies of briefing notes, consultation files, presentations, Q&As, checklists, survey responses, copies of legal opinions, explanatory notes, best practices, draft program/project reports, draft policies, and other working documents) (arrange by topic, then by program/project, policy or subtopic) (covers research, analysis, development, and implementation of programs/projects on a range of topics such as building and land use regulation, climate change, development finance (financing of growth-related infrastructure), economic development, environmental management, First Nations)</p> <p>SO: when program/project is complete and program history has been adequately captured in final reports or policy/guidance documents, and when no longer required for research, analysis, or reference purposes</p>	SO	7y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
7y:	The retention period provides a reasonable period for research, review, and consultation of past program/project/policy materials.			
DE:	These records have been appraised for destruction because final policy documents and guides are fully retained under secondary 51000-00, final program reports are fully retained under secondary 51000-30, and final decision documents and significant briefing materials are adequately documented under special schedule 102906 (Executive Records). Original briefing notes should be classified under ARCS secondary 280-20 .			
NOTE:	The secondary covers program/project/policy initiative work issuing from involvement with cross jurisdictional committees such as the Development Finance Review Committee (DFRC) and the Green Communities Committee (GCC) and from cross divisional/ministry work.			
NOTE:	For planning grant/incentive program files such as Climate Action Revenue Incentive Program (CARIP), see secondary 51080-40.			
NOTE:	For dispute resolution program and client files, see secondary 52100-22.			
-50	Regional growth strategy files (includes correspondence, consultation documents, copies of briefing notes, reports, meeting materials, reference materials) (arrange by region) (covers advisory and informational records developed by the program area for local governments to facilitate the regional growth strategy adoption process which involves RGS initiation, implementation, dispute resolution, annual reporting, and subsequent RGS reviews and amendments)	SO	5y	DE
SO:	when a local government has concluded one review of an approved RGS and the records are no longer required for research, analysis, or reference purposes			
DE:	These records have been appraised for destruction because they document the provision of program area advice and support to local governments on the RGS adoption process. The key evidence of the			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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52100	PLANNING AND LAND USE MANAGEMENT	A	SA	FD
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function is adequately captured in policies/procedures relating to RGSs such as *Reaching Agreement on Regional Growth Strategies* and in published guides such as *Regional Growth Strategies: An Explanatory Guide* which are fully retained under secondary 51000-00secondary 51000-00.

NOTE: The minister has a legislated role to play in supporting the RGS adoption process but not in the development or approval of an RGS. The minister may advise Cabinet (which then decides) if the development of an RGS should be mandated. These records are adequately documented under special schedule 102906 [Executive Records](#).

END OF PRIMARY

53000 STRUCTURE PROGRAM

Records relating to overseeing the structure and potential restructure of local governments in the province through municipal boundary extensions/restructures, municipal amalgamations, regional district restructures, and the incorporation of new municipalities. This includes requests for amendments to letters patent for local government name changes and municipal classification changes, developing and maintaining maps illustrating local government boundaries on behalf of the minister, and assisting in certifying population changes as a result of boundary amendments and following the Census of Canada in relation to voting strength on regional district boards.

Requests for minor changes such as small boundary extensions or realignments involve discussion between the ministry, local government, and residents over the appropriateness of the change, and if required, referrals to government agencies that might be affected by the change. If the ministry is satisfied that the change has the support of the residents and affected agencies, and all legislative requirements have been met, it brings the matter forward for the minister's attention as an order in council (OIC); if approved, the OIC office issues letters patent (the legal instrument for incorporating local governments) that implement the change.

Requests for more complicated changes, such as incorporations, generally follow a community study process, and a recommendation to the minister whether or not an incorporation vote should be ordered. The minister is authorized to order a vote to determine if a majority (more than 50 percent) of the residents favour incorporation/restructure. If the vote is successful, the minister can recommend incorporation/restructure to Cabinet for consideration by bringing forward an OIC that enacts the letters patent.

Local governments may apply to the ministry for the following restructure programs grants under the [Local Government Grants Act \(RSBC 1996, c. 275\)](#) and [Local Government Grants Regulations \(BC Reg. 221/95\)](#): restructure planning grants fund incorporation studies and the public consultation process; restructure assistance grants provide financial assistance to a newly incorporated/restructured municipality; and restructure implementation grants assist communities with the implementation of incorporations, restructures, and significant changes in local service structure.

Improvement district restructures include dissolution and conversion to local government services. In the latter case, the letters patent are revoked by Cabinet order and provision is made in the order that all assets, liabilities, and bylaws of the improvement district be transferred to a municipality or regional district. In addition, the program area oversees improvement district boundary extensions. A minister's order is required for minor extensions, while major boundary extensions require Cabinet consideration.

This primary covers records documenting the restructuring of local governments including boundary alterations and improvement district conversions,

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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restructure grant documentation, maps, incorporation/governance studies, and copies of letters patent.

For a description of the Local Government Information System (LGIS), see the System Overview.

For boundary extensions of improvement districts, see secondary 52000-30.

For grants and other transfer arrangements, see [ARCS primary 1150](#).

For improvement district files, see primary 52000.

For issues management files, see secondary 51000-35.

For operational policy and guides, see secondary 51000-00.

For program development, see secondary 51000-45.

For reference material/topical files, see [ARCS secondary 358-20](#).

For tracking spreadsheets, see [ARCS secondary 100-05](#).

The ministry OPR is Governance and Structure unless otherwise noted below. See specific secondaries for OPR retention schedules.

53000	STRUCTURE PROGRAM	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-20	Restructure studies (arrange alphabetically by local government or community name) (covers copies of consultants' studies funded by the program area)	SO	nil	FR
	SO: when no longer required for research, analysis, or reference purposes			
	FR: The government archives will fully retain the final version of consultants' restructure studies for implemented restructuring projects (those that are issued letters patent). These records document provincial government funded research into the impact of proposed restructuring on communities.			
	NOTE: Restructure studies are classified together as a discrete unit. Reclassify to secondary 53000-25 when the decision is made not to implement the restructure process and the study is no longer required for reference purposes.			
-25	Restructure studies - not implemented (arrange alphabetically by local government name or community name)	SO	nil	DE
	SO: when the study is reclassified to this secondary			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

53000	STRUCTURE PROGRAM	A	SA	FD
-30	<p>Structure project files (includes correspondence, grant approval and grant project files, background information, ministerial orders, vote results, letters patent, maps, evaluation reports) (arrange by name of local government or local government abbreviation, then by the following codes: "01" general; "02" restructure study grants; "03" restructure assistance offer; "04" restructure vote; "05" letters patent and related documents; "06" follow up and administrative documents; "07" evaluation reports; "08" Freedom of Information (FOI), "09" First Nations) (covers project files relating to amalgamation, boundary extensions/realignment/reduction, amendments to letters patent (e.g., corporate name), improvement district dissolutions, conversions, and significant changes to service arrangements)</p> <p>SO: when no longer required for research, analysis, or reference purposes</p> <p>7y: The retention period ensures these records are retained for the same length of time as records of other grant program files, thus ensuring their context is preserved.</p> <p>SR: The government archives will retain core files such as the general report documenting the rationale for sanctioning the project (01), the restructure assistance offer (03), the OIC/Letters Patent package (05, 06) relating to implemented restructure projects, and referral letters to First Nations (09). These records document significant provincial government involvement in the process of incorporating local governments and amalgamating, extending boundaries and otherwise changing the structure of local government jurisdictions. The program area will identify all other records covered by this secondary under codes 02, 04, 07, 08 as being eligible for destruction at the end of the semi-active period; for physical files, this requires boxing those files separately.</p> <p>NOTE: For improvement district boundary extensions, bylaw approval and registration, related advisory and support services, and letters patent files, see primary 52000.</p>	SO	7y	SR
-35	<p>Legal local government administrative boundary maps (arrange first by local government classification, then</p>	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

53000	STRUCTURE PROGRAM	A	SA	FD
	<p>alphabetically by local government name) (covers maps showing the current boundaries of municipalities, regional districts, electoral areas, and improvement districts)</p> <p>SO: when a boundary amendment is attached to letters patent and when no longer required for research, analysis, or reference purposes</p> <p>DE: Legal local government administrative boundary maps have been appraised for destruction because the information they contain is fully retained in the letters patent files covered by secondary 53000-30. The maps are updated when boundary amendments occur by request so they reflect current rather than historical local government geographic boundaries.</p>			
-40	<p>Regional district/municipality general inquiry files (includes correspondence, reference materials, notes, general information) (arrange by regional district, then municipality) (covers records documenting general or non-project based information such as media files or general inquiries that may not warrant a response)</p> <p>SO: when no longer required for research, analysis, or reference purposes</p> <p>5y: The retention period is based on the program area's operational requirement to retain key policy messaging about local government level issues for a sufficient period of time. This ensures they will have an accurate record of their response in the likely event the same situation or issue reemerges.</p> <p>NOTE: Reclassify records to secondary 53000-30 if the inquiry leads to a restructure project.</p>	SO	5y	DE
-60	<p>Letters patent files - convenience copies (includes convenience copies of letters patent) (arrange by municipality or regional district)</p> <p>SO: when no longer required for research, analysis, or reference purposes</p> <p>DE: These records have been appraised for destruction because they are convenience copies of letters patent notices published in the <i>British Columbia</i></p>	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

53000	STRUCTURE PROGRAM	A	SA	FD
	<p><i>Gazette</i> which are fully retained under the <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405). Furthermore, the <i>Order in Council Administration ORCS</i> (schedule 107559) fully retains OICS under secondary 93500-20.</p> <p>NOTE: Enacted by OIC, letters patent is one of the legal instruments for incorporating local governments. They must contain the corporate name, boundary, area, and classification, and often, information on voting procedures and other fundamental aspects of each municipality and regional district.</p> <p>NOTE: For improvement district letters patent files, see secondary 52000-40.</p>			
-65	<p>Population certification files (includes copies of municipal statutory declarations, briefing notes, formula for calculating voting strength, population data, copies of local government population censuses) (arrange by year and local government name) (covers records used to calculate population changes resulting from local government boundary amendments that may affect voting strength of regional district boards)</p> <p>SO: when three consecutive census releases have occurred and when no longer required for research, analysis, or reference purposes</p> <p>DE: These records have been appraised for destruction because population statistics are fully retained as part of secondary 54040-12.</p> <p>NOTE: As part of the follow-up process to local government boundary extensions, local governments are directed by the branch to conduct a census in the area newly included within its boundary. The ministry uses the census figure submitted by the local government to determine the new population; e.g., population based on census of area newly included within the local government plus population in the original area. This determines local government grant amounts which are paid on a per capita basis.</p>	SO	5y	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54030 FINANCIAL ADVISORY SERVICES

Records relating to the provision of financial advisory services to local government staff, provincial government staff, and members of the public about the governance of local government finances under the [Local Government Act \(RSBC 2015, c. 1\)](#) and the [Community Charter \(SBC 2003, c. 26\)](#).

This includes providing advice on relevant legislation and local government draft bylaws. It also includes review and analysis of bylaws that require approval of the inspector of municipalities, such as those authorizing borrowing, development cost charges (DCCs), and regional district service establishment. For those bylaws that do not require statutory approval (which is the majority), advice is provided in advance of bylaw adoption.

This primary covers records documenting the provision of general financial advice, the incorporation of local government corporations by municipalities and regional districts, and the following bylaw development and approval files: development cost charges (DCCs), annual budgets (municipalities), financial plans (regional districts), and taxing treaty First Nations.

NOTE: The inspector of municipalities is responsible for oversight of local government financial matters and approval of certain local government decisions to ensure consistency with provincial legislation.

For agreements, see [ARCS primary 146](#).

For a description of the bylaw tracking/Lotus Approach system, see the Simple Systems List.

For a description of the Local Government Information System (LGIS), see the System Overview.

For loan authorization and security issuing bylaws, see secondary 51030-31.

For municipal tax bylaws, see secondary 54040-40.

For operational policy, guides, and manuals, see secondary 51000-00.

For planning bylaws, see primary 52100.

For reference material/topical files, see [ARCS secondary 358-20](#).

For regional district annual budget bylaws, see secondary 51030-31.

The ministry OPR is Infrastructure and Finance unless otherwise noted below. See specific secondaries for OPR retention schedules.

54030	FINANCIAL ADVISORY SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-30	Development cost charge files (also known as "101" files) (includes correspondence and copies of development cost charge (DCC) bylaws and reports) (covers records outlining the purpose, analysis, and calculation of development cost charges)	SO	2y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54030	FINANCIAL ADVISORY SERVICES	A	SA	FD
	<p>SO: when a DCC bylaw is repealed or is fundamentally rewritten</p> <p>NOTE: Development cost charges are monies levied on a new development to pay for extended municipal infrastructure (sewer, water, roads, drainage, parkland). Imposed by bylaw, the charges are intended to facilitate development by providing a method to finance capital projects.</p> <p>NOTE: Local governments cannot adopt DCC bylaws until they have been approved by the inspector of municipalities. An exception is the City of Vancouver, which does not have a statutory requirement for submitting DCCs for approval. Vancouver is not governed by the Local Government Act (RSBC 2015, c. 1) but by the Vancouver Charter (SBC 1953, c. 55).</p>			
-50	<p>General financial advisory case files (also known as "40" files) (includes correspondence, memoranda, and minister's letters containing general financial information, as well as covering letters and other supporting correspondence relating to audited financial statements, reporting forms, and debt records classified under primary 54040) (arrange by local government classification, and then alphabetically by the name of the municipality or regional district)</p> <p>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.</p>	FY+6y	1y	DE
-60	<p>Municipal corporation files (also known as the "100" files) (arrange by local government classification, and then alphabetically by the name of municipality or regional district) (covers records documenting local government resolutions approving the incorporation of or purchase of shares in a corporation, copy of the agreement between the local government and the corporation, and copies of the articles of incorporation)</p> <p>SO: when corporation is disincorporated</p>	SO	nil	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54030	FINANCIAL ADVISORY SERVICES	A	SA	FD
	<p>FR: The government archives will fully retain municipal corporation case files because they document special situations in which municipalities establish or join corporations for the purpose of carrying on such commercial enterprises as community forests, and provincial approval of these corporate ventures.</p> <p>NOTE: The Local Government Act (RSBC 2015, c. 1) provides that a local government may engage in any commercial, industrial or business undertaking and incorporate a company for that purpose or buy shares in a company already engaged in the undertaking with the requirement that the local government first receive approval of the inspector of municipalities.</p>			
-80	<p>Annual budget bylaw files-municipalities (also known as the "45" files) (includes correspondence, memoranda, and background information relating to tax rate bylaws) (arrange by local government classification and then alphabetically by municipality) (covers budget and financial plan bylaws (which most governments submit as attachments to their financial reporting documents classified under secondary 54040-30))</p> <p>NOTE: The actual tax rate bylaws are classified with the local government financial reporting records under secondary 54040-40 because they are used for purposes of statistical analysis and reporting.</p>	CY+2y	2y	DE
-85	<p>Financial plan bylaws-regional districts (also known as the "45" files) (arrange alphabetically by the name of the regional district) (includes financial plans, correspondence, and background material relating to approved annual regional district budget bylaws, copies of BC assessment role summary reports pertaining to specific regional districts, and copies of the inspector of municipalities' memoranda to the Ministry of Finance)</p> <p>NOTE: Financial plan bylaws related to Islands Trust are classified here.</p>	CY+2y	2y	DE
-90	<p>Taxing Treaty First Nations (TTFN) bylaw approvals (includes bylaw data and data from other sources such as BC assessment rates regulations, LGDE Tax forms (municipal tax rates), school tax rate regulations, and Taxation (Rural Area))</p>	SO+12y	5y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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54030	FINANCIAL ADVISORY SERVICES	A	SA	FD
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- tax rates)
(covers records relating to analyzing taxation bylaw
compliance with the respective First Nation's tax agreement)
- SO: when tax rate regulation adopted
- 17y: The active retention period meets the requirements
of the Real Property Tax Coordination Agreement
(RPTCA) and the semi-active retention period is
consistent with other local government bylaw
approval files.
- DE: These records have been appraised for destruction
because RPTCA tax agreements are published in the
British Columbia Gazette which is fully retained under
the *Queen's Printer Publishing Services ORCS*
(schedule 170405), and the final disposition is
consistent with the retention period of other financial
bylaws classified in this ORCS.
- NOTE: The Province enters into a RPTCA with each First
Nation which stipulates all TTFN bylaws must be
reviewed and approved by the provincial government
on an annual basis for a period of 12 years after
initial bylaw submission.
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END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54040 MUNICIPAL FINANCIAL REPORTING

Records relating to the review of municipal and regional district financial reporting information, municipal tax rate bylaws, municipal debt records, and property assessment summary records, and the compilation of statistical reports from that information in order to facilitate the assessment of local government activities.

The [Local Government Act \(RSBC 2015, c. 1\)](#) requires municipalities and regional districts to submit audited financial statements and completed financial reporting forms for the previous year ending December 31st.

Section 197 of the [Community Charter \(SBC 2003, c. 26\)](#) requires that each year, municipal councils must adopt an annual property tax rate bylaw in order to impose rates on all taxable land and improvements according to their assessed value and submit tax forms. Regional districts do not submit these.

This primary also relates to the collection and compilation of other statistical information relating to municipalities and regional districts such as population estimates from BC Stats, assessment roll summary reports from the BC Assessment Authority, and debt reports from the Municipal Finance Authority (MFA) and the Ministry of Finance.

For a description of the Local Government Information System (LGIS), see the System Overview.

For policies, procedures, and manuals, see secondary 51000-00.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Infrastructure and Finance unless otherwise noted below. See specific secondaries for OPR retention schedules.

54040	MUNICIPAL FINANCIAL REPORTING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-02	BC Assessment Authority data and reports (includes assessment roll summary and converted value reports) (arrange by report number and name) (covers assessment information that is summarized by local government jurisdiction, as well as reports showing taxable assessment figures multiplied by the percentage prescribed by regulation (BC Reg 371/2003), which are used to apportion annual regional district requisitions)	SO	nil	DE
	SO: when no longer required for statistical, reporting, or research and analysis purposes			

NOTE: Program area staff extract selected information from

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54040	MUNICIPAL FINANCIAL REPORTING	A	SA	FD
	these reports for entry into LGIS. Financial analysts also use these reports to check that the service areas on a regional district's requisition are actually coded on the assessment roll for the year under review. For more information, see secondary 54030-85.			
-10	Municipal Finance Authority (MFA) debt files (includes debt position reports) (covers long term debt information annually received from the MFA for the purposes of annual financial data verification and bylaw approval) NOTE: The MFA is the holder of long term debt for local governments.	CY+2y	nil	DE
-12	Statistical schedules (covers summary reports of local government statistical, financial, and tax rate information generated from LGIS such as assessed values, home owner grant analysis, and tax burden) SO: when updated and no longer required for research, analysis, or reference purposes FR: The government archives will fully retain final statistical schedules because they summarize significant financial information compiled by the province about local governments. NOTE: 25 schedules are currently generated for regions and municipalities.	SO	nil	FR
-16	Statement of Financial Information (SOFI) reports tracking documents (includes correspondence and tracking documents) (covers the collection and review of SOFI reports submitted by local governments) SO: when the review is complete and SOFI reports have been transferred to the Legislative Library NOTE: The Local Government Division administers the Financial Information Act (RSBC 1996, c. 140) as it applies to local governments on behalf of the Ministry of Finance. The division collects and reviews SOFI reports prior to submission to the Legislative Library by the end of July each year.	SO	nil	DE
-17	Statistical data import files	SO+5y	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

54040	MUNICIPAL FINANCIAL REPORTING	A	SA	FD
	(covers data files from external sources such as BC Assessment and BC Stats)			
	SO: when data has been imported into LGIS and is no longer required for error verification purposes			
	NOTE: These raw data files are modified into an LGIS ready format prior to importing to LGIS.			
-30	Local Government Data entry (LGDE) forms (arrange alphabetically by the name of the municipality or regional district) (covers documentation required for financial reporting purposes such as the LGDE forms, correspondence, and audited financial statements)	CY+4y	nil	DE
-40	LGDE tax rate bylaw files (includes tax forms) (arrange alphabetically by municipality) (covers municipal bylaws specifying the tax rates each municipality imposes for a given year)	CY+4y	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

55100 BOARD OF EXAMINERS ADMINISTRATION

Records relating to administering the board of examiners, a statutory body established under the [Local Government Act \(RSBC 2015, c. 1\)](#) that recognizes and supports the work of local government employees through the certification program, which awards certificates in local government administration to local government employees, and the scholarship program, which provides scholarship awards/financial assistance to individuals working in local government who are pursuing courses leading to certification. Financial assistance is also available to local government workers who wish to upgrade their professional skills by attending relevant courses, workshops, and seminars.

The legislation provides for a three member board appointed by Cabinet with a representative from the Union of BC Municipalities (UBCM), the Local Government Management Association (LGMA), and the ministry. Board members serve a three year term or remain on the board until a successor is appointed.

The board issues certificates recognizing an employee's level of proficiency in local government administration. The criteria for awarding certificates, set out in the [Local Government Employees Certification Regulation \(BC Reg. 324/2005\)](#) are based on the attainment of a recognized level of academic qualification, together with the appropriate amount of work experience in the local government field.

This primary documents the provision of technical support services to the board of examiners such as reviewing certification and scholarship applications for completeness and eligibility; preparing agendas for the board meetings; presenting the applications to the board at those meetings; summarizing the proceedings of the meetings; responding to general inquiries about the certification and scholarship programs; and maintaining all the records associated with the board.

For annual reports, see [ARCS secondary 400-02](#).

For operational policy and guides, see secondary 51000-00.

For program development, see secondary 51000-45.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Board of Examiners, Administrator unless otherwise noted below. See specific secondaries for OPR retention schedules.

55100	BOARD OF EXAMINERS ADMINISTRATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-02	Board of examiners appointments (covers copies of orders in council (OICs) documenting board member appointments, which occur every three years)	SO	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

55100	BOARD OF EXAMINERS ADMINISTRATION	A	SA	FD
	SO: when a board member is not reappointed			
PIB	-03 Certification and scholarship registers and data (arrange by applicant or recipient surname) (covers hard copy applicant indexes and data in tracking databases)	SO	nil	DE
	SO: when program is discontinued or no longer required for research, analysis, or reference purposes			
	-20 Board of examiners meeting files (includes correspondence, agendas, notes, annotations, and other meeting materials) (arrange chronologically)	FY+4y	nil	DE
	DE: These records have been appraised for destruction because annual reports providing a high-level comprehensive record of board decisions are fully retained under ARCS 400-02 .			
PIB	-25 Board of examiners minutes (arrange chronologically) (covers records documenting board resolutions, program development decisions)	SO	nil	FR
	SO: when no longer required for research, analysis, or reference purposes			
	FR: The government archives will fully retain board of examiner meeting minutes because these provide a high-level, comprehensive record of the local government employee certification program.			
PIB	-30 Board of examiners certification case files - successful (arrange by type of certificate, then numerically by certificate number) (covers applications, supporting educational qualifications and work experience, resolutions of the council or regional board currently employing the applicant recommending certification, correspondence, and may include press releases reporting certification for their local government employees and executive management certificate papers)	SO+40y	nil	DE
	SO: when certification awarded			
	40y: The retention period is sufficient to provide a comprehensive record of board decisions about			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

55100	BOARD OF EXAMINERS ADMINISTRATION	A	SA	FD
	individual employee applications to the certification program over the course of a career, often spanning several decades. The certification process is cumulative, with each award building on the previous certification.			
	NOTE: These case files date back to 1948 when the first certificates were awarded. The anticipated annual growth is eight to twelve application files per year.			
PIB	-35 Board of examiners certification case files - denied (arrange alphabetically by applicant surname) (covers applications, supporting educational qualifications and work experience, and copies of letters from the board containing the reasons for refusing to grant the certificates)	FY+4y	nil	DE
PIB	-40 Board of examiners scholarship case files (arrange by meeting date, then alphabetically by applicant surname) (covers applications and letters of endorsement from the council, regional board or chief administrative officer currently employing the applicant, and copies of letters approving or denying the award, and may contain a rationale for the denial)	FY+1y	nil	DE
PIB	-41 Withdrawn or abandoned applications (arrange alphabetically by applicant surname) (covers withdrawn or abandoned application forms, correspondence, and related data)	SO+60d	nil	DE
	SO: when application is withdrawn or abandoned			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

LOCAL GOVERNMENT SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
COMMON SYSTEM NOTES	50
BYLAW TRACKING/ LOTUS APPROACH DATABASE	51
LOCAL GOVERNMENT INFORMATION SYSTEM (LGIS)	52

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

System Title	System Overview	Retention Schedule		
		A	SA	FD
Bylaw tracking/ Lotus Approach database	The bylaw tracking/Lotus Approach database is a relational database that is used to track the progress and approval status of municipality, regional district, and improvement district bylaws; improvement district dissolutions and boundary extensions; grant program financial matters; ministerial orders; orders in council; and regional district services. The bylaw tracking database currently in use is commonly referred to as Bylaw 14, containing bylaw tracking data from 2014 and onwards. Much of the data in the system is legacy data, dating back to 2001, which is used for reference purposes.			
Data:	Bylaw tracking/Lotus Approach data 51000-10	SO	5y	DE
Inputs:	51030-31 Bylaw advice and approval files	SO	5y	DE
	54030-30 Development cost charge files	SO	2y	DE
	52000-20 Improvement District bylaw register files	SO	nil	FR
	53000-30 Structure project files	SO	7y	SR
Outputs:	51000-56 System-produced reports	SO	nil	DE

END OF SIMPLE SYSTEMS LIST

LOCAL GOVERNMENT INFORMATION SYSTEM (LGIS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Municipal Affairs and Housing (MAH), Local Government Division

Purpose

LGIS is the Local Government Division's central application platform providing policy, analysis, and program and service delivery to local governments and regional districts.

LGIS analyzes and reports on the financial performance of and funding provided to local governments and regional districts and generates statistical and other reports.

The system, designed as a web application that runs on top of an Oracle database, was developed and is managed by a contractor, Avocette.

Information Content

Containing data back to the early 1980s, LGIS includes: names of municipalities, regional districts, and geographic areas; conditional and unconditional grants information such as project description, contract information, work completed, eligible/ineligible costs based on program formulas; and financial reporting and statistical information received from municipalities and regional districts such as financial data, tax and assessment data, third party data such as BC Assessment, Municipal Finance Authority, and other statistical information, and bylaw data.

LGIS contains the following modules and corresponding data:

- System administration module: provides user access; coding lines for payment; chart of accounts; role, permission, and task configuration; system settings; tracking worksheets, imports, and events configuration
- Client user module: BCeID local governments login/authentication, central mailing list
- Local Government Data Entry (LGDE) module: Tax and financial submissions
- Unconditional grants module: Grant awards and program grants
- Conditional grants module: project, application form, contribution agreement preparation form, adjustment form, contracts, budget forecast reports (BFRs) and periodic progress reports (PPRs), site visit form, final report, commitment adjustment form, claims, holdback release, direct disbursement, disbursement drawdowns
- Other grants: such as infrastructure planning grants and restructure grants
- Financial management module: CAS invoices, Financial Services Branch (FSB) submissions, receivables, receipts, partner reimbursement batches, accruals
- Workflow management: automates work related task assignments for LGIS staff, implements and tracks status changes for system objects, and logs relevant events for system objects as they are processed in LGIS
- Document management module: document packages, documents
- Data importer (manual and automated): captures and saves local government data submitted to the Local Government Division. Data may be submitted by parties not necessarily in the LGIS Client/User Information module such as BC Stats, the Solicitor General, and the British Columbia Assessment Authority.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

- Reports (canned and adhoc): generates existing canned reports and creates, saves, shares, transfers, and generates ad hoc reports
- Advanced search: provided ability to search LGIS without generating a report

LGIS is analogous to a large reference library. Documents are TED (task, event, document) tagged.

Inputs, Processes, and Outputs

The LGIS application is used by internal administration users with IDIR accounts, internal and external business users with IDIR accounts, and external users with BCeID accounts. Users log in to LGIS using IDIR/BCeID validation through the BC Government's SiteMinder site. Data reporting and access to data is limited through settings and assignment of roles within the application. Administrative staff manually update client user and distribution lists on a monthly basis using the CivicInfo BC database.

Grant inputs and processes: Local governments and program area staff ensure grant application data is input into LGIS. Local governments send grant application data to the program area via email or through an external database accessible directly from the grant program's website. Eventually local governments will apply for grants directly through LGIS. Program area staff review and rank the grant applications, developing a list for consideration for decision makers. The Program Director performs a final review and recommends or does not recommend the grant for approval. Branch staff enter scores and project benefits into a technical assessment form in LGIS. If a project is approved, contracts (contribution agreements) are sent out via email which are then printed, signed, and mailed to the program area. Staff enter data in mandatory fields and upload a pdf copy of the duly signed contract to LGIS. During the course of the program, staff manage claims, monitor programs via periodic progress reports (PPRs) submitted directly to LGIS by local government users, perform audits and site visits, and are responsible for reporting. Final reports are almost entirely produced outside of LGIS. Local Government users also submit BFRs and claims for approved infrastructure projects through the LGIS interface.

Municipal Financial reporting inputs and processes: Local governments submit audited financial statements and completed financial reporting forms, referred to as Local Government Data Entry (LGDE) forms, for the previous year ending December 31st via LGIS.

After adoption of the financial plan but before May 15th, municipal councils must adopt an annual property tax rate bylaw in order to impose rates on all taxable land and improvements according to their assessed value. The Local Government Data Entry (LGDE) tax forms, are submitted electronically via LGIS. Regional districts do not submit these. Program area staff review the financial reporting documents (LGDE forms) and tax rate bylaws (LGDE tax) for completeness and accuracy. In addition, they enter relevant information from those records into LGIS which facilitates the analysis of each local government's financial performance and also generates statistical reports. Other statistical information relating to municipalities and regional districts such as population estimates from BC STATS, assessment roll summary reports from the BC Assessment Authority, and debt reports from the Municipal Finance Authority and the Ministry of Finance are uploaded to LGIS.

Outputs: Examples of ad hoc or canned reports exported to Excel include: project progress reports, application review reports, eligible costs, client user reports, contract and financial information, and statistical schedules and other financial reports.

Reports also include details of infrastructure grants and other conditional grants, unconditional grants, local government contact information and financial and property tax data from LGDE.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

DataBC feed: approved grants data (unconditional and conditional).

Historical Note

In 2008, LGDE data from the Municipal Financial Information System (MFIS) was migrated to LGIS (Phase 1).

Phase 1: release 1 workflow and client user information was uploaded.

Phase 1: release 2 Capital grants - infrastructure grants data uploaded.

Phase 1: release 2 Financial management - Expense Authority (EA) approved claims (batched, printed, and delivered to Financial Services (FS)). Tracking of accruals and receivables.

Grant data from bylaw tracking system and grant spreadsheets migrated to LGIS.

When complete, phase 2 will include “other grants” such as infrastructure planning grants, restructure grants, and bylaw approvals.

Once fully implemented, LGIS will replace Lotus Approach.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

LOCAL GOVERNMENT INFORMATION SYSTEM (LGIS)**Classification of Records that Relate to the System**

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
LGSE	51000-15	LGIS data	SO	nil	DE
Inputs					
ARCS	470-40	User IDs and access authority files	CY+2y	nil	DE
LGSE	51030-31	Bylaw advice and approvals files	SO	5y	DE
LGSE	51080-20	Grant application/ project files - approved	SO	7y	DE
LGSE	51080-25	Grant application/ project files - not approved	SO	3y	DE
LGSE	51080-30	Grant program development and delivery files	SO	7y	DE
LGSE	51080-05	Incomplete grant applications	SO	nil	DE
LGSE	51080-40	Ongoing conditional grant program files - approved	SO	7y	DE
LGSE	51080-45	Ongoing conditional grant program files - not approved	SO	nil	DE
LGSE	54040-30	Local Government Data entry (LGDE) forms	CY+4y	nil	DE
LGSE	54040-40	LGDE tax rate bylaw files	CY+4y	nil	DE
LGSE	53000-30	Structure project files	SO	7y	SR
LGSE	54040-13	Statistical data import files	SO	5y	DE
ARCS	1150-20	Grant accounting files (unconditional grants)	SO	7y	DE
Outputs					
LGSE	51000-56	System-produced reports	SO	nil	DE
LGSE	54040-12	Statistical schedules	SO	nil	FR
ARCS	1180-20	Period-end financial reports	FY+1y	6y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	see appropriate	INFORMATION TECHNOLOGY			
Section 6	secondaries				
102902		Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
ORCS = *Local Government Services*, schedule 126379

END OF OVERVIEW

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

APPENDIX A: Summary of Amendments to the *LGSE 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 approved *Local Government Services (LG) ORCS* and the amended *Local Government Services (LGSE) ORCS*. The new classifications and retention periods are to be applied to all relevant digital and physical operational records stored in the office and unclassified records in offsite storage. Classifications are designated as closed because the function is no longer performed or there is no evidence of use.

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.

SECTION 1 – LOCAL GOVERNMENT SERVICES			
51000	LOCAL GOVERNMENT SERVICES - GENERAL		
51000-00	Policy and procedures	Supersedes all -00 secondaries within Sections 1 and 2.	UNCHANGED
51000-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
51000-10	Bylaw tracking/Lotus Approach data	NEW. Supersedes secondaries 51020-25 and 51020-31.	UNCHANGED
51000-15	LGIS data	NEW	SO nil DE
51000-20	Division history files	NEW	SO 7y DE
51000-30	Final program summary reports	NEW	SO 5y FR
51000-35	Issues management files	NEW	SO 7y DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51000-40	Policy and procedure development files	NEW	SO 5y DE
51000-45	Program development and delivery files (not covered elsewhere)	NEW	SO 5y DE
51000-55	Provincial responses to yearly UBCM convention resolutions	NEW	SO nil FR
51000-56	System produced reports	NEW	SO nil DE
51000-60	UBCM convention program planning and administration files	NEW	SO nil DE
51000-65	University Endowment Lands permit appeal files	NEW	SO 10y DE
51020	BYLAW ADVICE AND APPROVALS - GENERAL	Primary closed	
51020-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
51020-01	General	Secondary closed	
51020-02	ARDSA inspector's approvals	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51020-20	Bylaw tracking system (electronic database)	Secondary closed. Superseded by Bylaw tracking/Lotus Approach simple system description.	
51020-25	Bylaw tracking system (electronic records)	Secondary closed. Superseded by secondary 51000-10.	UNCHANGED
51020-30	Certificate of approval (COA) register (electronic database)	Secondary closed. Superseded by Bylaw tracking/Lotus Approach simple system description.	
51020-31	Certificate of approval (COA) register (electronic records)	Secondary closed. Superseded by secondary 51000-10.	UNCHANGED
51020-32	Certificate of approval (COA) register (paper)	Secondary closed	
51020-35	Certificates of approval (COAs)	Superseded by secondary 51030-47 New title: Certificates of approval and statutory approval certificates	Changed from CY+2y 2y DE to SO 5y DE
51020-40	Local government minister's approval register (electronic database)	Secondary closed	
51020-41	Local government minister's approval register (electronic records)	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51020-42	Local government minister's approval register (paper)	Secondary closed	
51020-45	Local government minister's approvals	Secondary closed	
51020-50	Local government topical case files	Superseded by <i>ARCS</i> 358-20	
51020-60	Municipal and regional district letters patent case files	Superseded by secondary 53000-60 New title: Letters patent files – convenience copies The final disposition was changed from FR to DE because these records are convenience copies of letters patent notices published in the <i>British Columbia Gazette</i> which are fully retained under <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405).	Decreased from SO nil FR to SO nil DE
51030	BYLAW ADVICE AND APPROVALS – MUNICIPALITIES	New title: BYLAW ADVICE AND APPROVALS	
51030-00	Policy and procedures	Superseded by secondary 51000-00	
51030-01	General		Decreased from CY+2y nil DE to CY+1y nil DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51030-20	Discontinued bylaw registration files	Secondary closed	
51030-30	Municipal administration pre-1986 restructure files	Secondary closed	
51030-31	Bylaw advice and approval files	NEW. Supersedes secondaries 51030-45, 51030-50, 51030-55, 51030-60 and 51040-40, 51040-45, 51040-50, 51040-65, 51040-70.	Changed from CY+2y 2y DE to SO 5y DE
51030-32	Municipal administration regulatory amendment files	Secondary closed	
51030-33	Municipal administration procedure files	Secondary closed	
51030-34	General governance advisory files	NEW	SO nil DE
51030-35	Municipal agreement files – inter-governmental	Secondary closed	
51030-37	Municipal agreement files – all other	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51030-40	Municipal complaint investigation files (pre-1977)	Secondary closed	
51030-42	Municipal complaint referral files	Secondary closed	
51030-45	Municipal highway abandonment bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51030-47	Certificates of approval (COAs) and statutory approval certificates	NEW Supersedes 51020-35 Title and scope expanded.	Changed from CY+2y 2y DE to SO 5y DE
51030-50	Municipal park exchange bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51030-55	Municipal regulatory bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51030-56	Resort association bylaw files	NEW	SO 5y DE
51030-60	Municipal service bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51040	BYLAW ADVICE AND APPROVALS – REGIONAL DISTRICTS	Primary closed	
51040-00	Policy and procedures	Superseded by secondary 51000-00	
51040-01	General	Secondary closed	
51040-02	Discontinued bylaw advice and approved files	Secondary closed	
51040-20	Regional district administration pre-1986 restructure files	Secondary closed	
51040-22	Regional district administration regulatory amendment files	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51040-23	Regional district administrative procedures files	Secondary closed	
51040-30	Regional district complaint investigation files (pre-1977)	Secondary closed	
51040-32	Regional district complaint referral files	Secondary closed	
51040-40	Regional district reserve fund bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51040-45	Regional district regulatory bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51040-50	Regional district security issuing bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51040-60	Regional district service area maps	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51040-65	Regional district services bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51040-70	Registration of annual budget bylaw files	Superseded by secondary 51030-31	Changed from CY+2y 2y DE to SO 5y DE
51050	BYLAW ADVICE AND APPROVALS – SPECIAL ARRANGEMENTS	Primary closed	
51050-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
51050-01	General	Secondary closed	
51050-20	Fire protection area bylaw approval case files	Secondary closed	
51050-30	Greater board bylaw advice and approval case files	Secondary closed	
51050-35	Greater Vancouver transit authority regulatory amendment case files	Secondary closed	

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51050-40	Islands Trust administration advice and approval case files	Secondary closed	
51060	BYLAW ADVICE AND APPROVALS – VILLAGE BYLAWS	Primary closed	
51060-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
51060-01	General	Secondary closed	
51060-02	Village bylaw register	Secondary closed	
51060-20	Village bylaw registration case files	Secondary closed	
51070	GOVERNANCE RELATIONS, ADVICE, AND SUPPORT	New primary	
51070-01	General	NEW	CY+1y nil DE
51070-20	Advice and support files	NEW	SO 5y DE
51070-25	Crown grants files (sponsorships)	NEW	SO 5y DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51070-55	Partnership association cooperation and liaison files	<p>NEW</p> <p>Supersedes secondary 55500-50</p> <p>Title, scope, SO definition amended.</p> <p>The final disposition was changed from FR to DE because partnership association cooperation and liaison activities that result in final reports or policy/guidance materials are fully retained under secondaries 51000-30 and 51000-00, providing sufficient evidence of the function.</p>	Decreased from SO 2y FR to SO 5y DE
51070-60	Treaty negotiation support files	<p>NEW</p> <p>Supersedes secondary 55500-60</p> <p>Title and scope amended.</p>	Increased from SO 2y FR to SO 5y FR
51080	GRANT PROGRAMS MANAGEMENT	New primary	
51080-01	General	NEW	CY+1y nil DE
51080-05	Incomplete grant applications	NEW	SO+ 60 days nil DE
51080-20	Grant application/project files-approved	NEW	SO 7y DE
51080-25	Grant application/project files-not approved	NEW	SO 3y DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
51080-30	Grant program development and delivery files	NEW	SO 7y DE
51080-40	Ongoing grant programs and one-off funded projects - approved	NEW	SO 7y DE
51080-45	Ongoing conditional grant program files-not approved	NEW	SO+1y nil DE
51080-50	Value added projects	NEW	SO 7y DE
52000	IMPROVEMENT DISTRICTS		
52000-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
52000-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
52000-20	Improvement district bylaw registration case files	New title: Improvement district bylaw register files Scope and notes amended.	UNCHANGED
52000-30	Improvement district case files	Scope and notes amended. The final disposition was changed from FR to DE because these records consist of background analysis and working documents relating to bylaw development and adoption. Secondary 52000-20 covers approved bylaws which are fully retained, providing sufficient evidence of the history of improvement districts.	Decreased from SO 5y FR to SO 5y DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52000-40	Improvement district letters patent files	The final disposition was changed from FR to DE because these records are convenience copies of letters patent published in the <i>British Columbia Gazette</i> which are fully retained under the <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405). Furthermore, the <i>Order in Council Administration ORCS</i> (schedule 107559) fully retains OICS under secondary 93500-20.	Decreased from SO nil FR to SO nil DE
52000-50	Improvement district OIC convenience files	New title: Improvement district OICs, minister's regulations convenience files and registers Scope expanded	UNCHANGED
52000-60	Improvement district topical files	Superseded by ARCS secondary 358-20.	UNCHANGED
52100	LAND USE PLANNING - GENERAL	New title: PLANNING AND LAND USE MANAGEMENT	
52100-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
52100-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
52100-20	Ministerial authorizations for land use planning	Secondary closed	
52100-22	Dispute resolution program and client files	NEW	SO 5y DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52100-30	Bulkley-Nechako planning bylaw files	<p>Secondary closed</p> <p>The branch stopped approving Regional District bylaws in 2014.</p>	
52100-31	Islands Trust planning bylaw files	<p>New title: Official Community Plans (OCPs) and land use planning bylaw files</p> <p>Scope expanded to include all OCP and land use planning bylaw files requiring ministerial approval.</p>	Increased from SO+1y 5y FR to SO 7y FR
52100-32	Nanaimo Regional District planning bylaw files	<p>Secondary closed</p> <p>The branch stopped approving Regional District bylaws in 2014.</p>	
52100-33	Official regional and community plan files	<p>Secondary closed</p> <p>NOTE: Classify new/amended official community plans requiring ministerial approval from 2014 and onwards in secondary 52100-31; for example, Islands Trust, Resort Municipalities such as Whistler and Sun Peaks, the Stikine unincorporated region, UBC, and Atlin Community planning area.</p>	

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52100-34	Okanagan-Similkameen planning bylaw files	<p>Secondary closed</p> <p>The branch stopped approving Regional District bylaws in 2014.</p>	
52100-35	Planning bylaw files – all other	<p>NEW TITLE: Regional District planning bylaw files</p> <p>SO definition, scope, and notes included.</p> <p>The branch stopped approving Regional District bylaws in 2014.</p> <p>NOTE: Do not use this secondary for new files. It is a legacy classification for RD planning bylaw files that required ministerial approval prior to 2014.</p> <p>This secondary covers all regional district planning bylaw files with the exception of closed secondaries 52100-30 (Bulkley-Nechako); 52100-32 (Nanaimo); and 52100-34 (Okanagan-Similkameen).</p>	Decreased from SO+1y 5y DE to SO 5y DE
52100-36	Phased development agreements (PDAs) bylaw files	NEW	SO nil DE
52100-37	Planning bylaw referral files – regional districts and municipalities	NEW	SO nil DE

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52100-40	Planning grant review and approval files	Superseded by secondary 51080-40	Increased from SO +1y 5y DE to SO 7y DE
52100-45	Program/project and policy initiative files	NEW	SO 7y DE
52100-50	Regional Growth strategy files	<p>NEW</p> <p>Supersedes secondary 55700-20</p> <p>Title, scope, and notes amended.</p> <p>The final disposition was changed from FR to DE because these records consist of the provision of program area advice and support to local governments on the regional growth strategy adoption process. They do not document government decisions or approvals. The program area's supporting role is adequately captured in policies/procedures relating to RGSSs such as <i>Reaching Agreement on Regional Growth Strategies</i> and in published guides such as <i>Regional Growth Strategies: An Explanatory Guide</i> which are fully retained under secondary 51000-00.</p>	Decreased from SO 3y FR to SO 5y DE
52120	LAND USE PLANNING - CONSULTATIONS	Primary closed	
52120-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
52120-01	General	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52120-20	Land use planning client case files	Secondary closed	
52120-30	Land use planning referral case files	Secondary closed	
52120-40	Land use planning topical files	Superseded by ARCS 358-20	UNCHANGED
52130	LAND USE PLANNING – INDIVIDUAL LOCAL GOVERNMENTS	Primary closed	
52130-00	Policy and procedures	Superseded by secondary 51000-00	
52130-01	General	Secondary closed	
52130-20	Atlin, Dease Lake, and Stikine planning files	Superseded by secondary 52100-31 NOTE: Following a boundary amendment in 2008, Dease Lake became part of the Regional District of Kitimat-Stikine. NOTE: Classify planning bylaw referral records relating to Dease Lake created after 2008 under secondary 52100-37.	Changed from CY+1y 5y FR to SO 7y FR
52130-22	Community planning area official plan files	Secondary closed NOTE: Classify new community planning area official plan files requiring ministerial approval created in 2014 and onwards under secondary 52100-31; for example, CPA 30 – Atlin and CPA 24 – Gulf Islands.	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
52130-25	Community planning area files – all other	Secondary closed	
52130-30	Islands Trust official plan files	Secondary closed	
52130-35	Island Trust planning files – all other	Secondary closed	
52130-40	Municipality planning bylaws approved by minister	Secondary closed	
52130-45	Municipality planning files – all other	Secondary closed For planning grant application records created after approval of this schedule, see secondary 51080-40.	
52130-50	Regional district official plan files	Secondary closed	
52130-55	Regional district planning files – all other	Secondary closed	
53000	LOCAL GOVERNMENT STRUCTURE	New title: STRUCTURE PROGRAM	
53000-00	Policy and procedures	Superseded by secondary 51000-00.	UNCHANGED
53000-01	General		Decreased from CY+2y nil DE to CY+1y nil DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
53000-20	Consultants' restructure studies - implemented	New title: Restructure studies SO definition, scope, and notes expanded.	UNCHANGED
53000-25	Restructure studies – other	New title: Restructure studies – not implemented	UNCHANGED
53000-30	Implemented restructure projects – core files	New title: Structure project files Scope note amended, retention rationale statement included The final disposition was changed from FR to SR to target records with enduring value that should be transferred to the government archives. The SR criteria is specific and easy to implement and will not impact current recordkeeping practices.	Increased from SO nil FR to SO 7y SR
53000-32	All other restructure project files	Secondary closed	
53000-35	Local government structure maps	New title: Legal local government administrative boundary maps SO definition updated	UNCHANGED

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
53000-40	Restructure general inquiry files	New title: Regional district/municipality general inquiry files Scope expanded. The revised retention period better meets the operational requirements of the program area.	Retention period increased from CY+2y nil DE to SO 5y DE
53000-60	Letters patent files - convenience copies	NEW Supersedes secondary 51020-60 The final disposition was changed from FR to DE because these records are convenience copies of letters patent notice published in the <i>British Columbia Gazette</i> which are fully retained under <i>Queen's Printer Publishing Services ORCS</i> (schedule 170405).	Decreased from SO nil FR to SO nil DE
53000-65	Population certification files	NEW	SO 5y DE
53500	MUNICIPAL ENGINEERING ADVISORY SERVICES	Primary closed	
54000	FINANCIAL SERVICES – GENERAL	Primary closed	
54020	FINANCIAL SERVICES – INFRASTRUCTURE GRANT PROGRAM	Primary closed due to program completion.	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
54030	FINANCIAL SERVICES – INDIVIDUAL LOCAL GOVERNMENTS	New primary title: FINANCIAL ADVISORY SERVICES	
54030-00	Policy and procedures	Supersedes all -00 secondaries within Sections 1 and 2.	UNCHANGED
54030-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
54030-02	Regional district provisional budgets	Secondary closed	
54030-20	Auditor's report case files ("107" files)	Secondary closed	
54030-30	Development cost charge files	Scope expanded	Decreased from CY+2y 2y DE to SO 2y DE
54030-40	Field trip case files	Secondary closed Function is no longer performed.	
54030-50	General financial advisory files ("40" files)	Scope expanded. The revised retention period is consistent with the eight-year retention period for financial records classified in <i>ARCS</i> .	Increased from CY+2y 2y DE to FY+6y 1y DE

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
54030-60	Municipal corporation case files	New title: Municipal corporation files SO definition included	Changed from CY+2y 2y FR to SO nil FR
54030-70	Sewer and water grant case files ("106" files)	Superseded by conditional grant application/project files- approved secondary 51080-20 and 51080-25.	
54030-75	Study grant case files	Superseded by ongoing conditional grant program files, secondary 51080-40 and 51080-45.	
54030-80	Tax rate and budget bylaw case files - municipalities	New title: Annual budget bylaw files – municipalities Scope updated.	UNCHANGED
54030-85	Tax requisition and budget bylaw case files – regional districts	New title: Financial plan bylaws – regional districts Scope updated.	UNCHANGED
54030-90	Taxing Treaty First Nations (TTFN) bylaw approvals	NEW	SO+12y 5y DE
54040	FINANCIAL SERVICES – MUNICIPAL FINANCIAL REPORTING	New title: MUNICIPAL FINANCIAL REPORTING	
54040-00	Policy and Procedures	Superseded by secondary 51000-00	UNCHANGED
54040-01	General		Decreased from CY+2y nil DE to CY+1y nil DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
54040-02	BC Assessment Authority assessment roll summary reports	New title: BC Assessment Authority data and reports Supersedes secondary 54040-03 SO definition included, scope expanded.	Changed from CY+2y nil DE to SO nil DE
54040-03	BC Assessment Authority converted value reports	Superseded by secondary 54040-02	
54040-04	BC municipal debt analysis reports	Secondary closed	
54040-05	Boundary alterations	Secondary closed	
54040-06	Capital expenditure program (CEP) summaries	Secondary closed Function transferred to Municipal Finance Authority (MFA).	
54040-07	Debt guaranteed by the province report	Secondary closed	
54040-08	Municipal Debt System (MDS) repayment tables	Secondary closed	
54040-09	Municipal Finance Authority (MFA) signed agreements	Secondary closed	

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
54040-10	Municipal Finance Authority (MFA) debt issues	New title: Municipal Finance Authority (MFA) debt files	UNCHANGED
54040-11	Municipal Finance Authority (MFA) prospectus reports	Secondary closed	
54040-12	Municipal Statistics, including regional districts (the Blue Book)	New title: Statistical schedules Scope updated.	UNCHANGED
54040-13	Regional District Statistics	Secondary closed	
54040-14	Statistics Relating to Regional and Municipal Governments in British Columbia	Secondary closed Publication ceased in 1990.	
54040-16	Statement of Financial Information (SOFI) reports tracking documents	NEW	SO nil DE
54040-17	Statistical data import files	NEW	SO+5y nil DE
54040-20	Capital expenditure program (CEP) bylaw case files	Secondary closed	
54040-30	Municipal and regional district financial reporting case files	New title: Local Government Data entry (LGDE) forms	Increased from CY+2y nil DE to CY+4y nil DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
54040-35	Municipal Debt System (MDS)	Secondary closed Function moved to Municipal Finance Authority (MFA)	
54040-37	Municipal Financial Information System (MFIS)	Secondary closed System obsolete Data with ongoing operational use was migrated to LGIS	
54040-40	Tax rate bylaw case files	New title: LGDE tax rate bylaw files Scope updated.	Increased from CY+2y nil DE to CY+4y nil DE
SECTION 2 – LOCAL GOVERNMENT SPECIAL SERVICES			
55000	LOCAL GOVERNMENT SPECIAL SERVICES - GENERAL	Primary closed	
55100	BOARD OF EXAMINERS ADMINISTRATION		
55100-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
55100-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
55100-02	Board of examiners appointments	SO definition revised.	UNCHANGED

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
55100-03	Board of examiner certification register	New title: Certification and scholarship registers and data Supersedes secondary 55100-04 SO definition revised and scope note expanded.	UNCHANGED
55100-04	Board of examiner scholarship register	Superseded by secondary 55100-03	
55100-20	Board of examiner meeting files	Scope amended and DE note revised to classify annual reports under <i>ARCS</i> 200-20. The final disposition was changed from FR to DE because in the amended <i>ORCS</i> , annual reports are fully retained under <i>ARCS</i> 400-02.	Decreased from SO nil FR to FY+4y nil DE
55100-25	Board of examiner meeting minutes	New title: Board of examiner minutes SO definition amended slightly.	UNCHANGED
55100-30	Board of examiners certification case files - successful	Revised SO definition New retention rationale statement.	Increased from SO nil DE to SO+40y nil DE
55100-35	Board of examiners certification case files – declined and denied	New title: Board of examiners certification case files – denied Scope updated.	Decreased from CY+14y nil DE to FY+4y nil DE
55100-40	Board of examiners scholarship case files	Scope note amended.	Decreased from CY+4y nil DE to FY+1y nil DE

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

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
55100-41	Withdrawn or abandoned applications	NEW	SO+60 days nil DE
55300	COMMUNITY PLANNING – GENERAL	Primary closed	
55320	COMMUNITY PLANNING – ACCESSIBILITY	Primary closed	
55340	COMMUNITY PLANNING – NEIGHBOURHOOD ENHANCEMENT	Primary closed	
55400	COMMUNITY TRANSITION SUPPORT	Primary closed	
55500	FIRST NATIONS ISSUES	Primary closed	
55500-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
55500-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
55500-20	First Nation issue – band files	Secondary closed	
55500-30	First Nation issue – local government files	Secondary closed	
55500-40	First Nation topical files	Secondary closed	

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
55500-50	Local government/First Nation organization files	Superseded by secondary 51070-55 These records have been appraised for destruction because partnership association cooperation and liaison activities that result in final reports or policy/guidance materials are fully retained under secondaries 51000-30 and 51000-00, providing sufficient evidence of the function.	Decreased from SO 2y FR SO 10y DE
55500-60	Negotiation files	Superseded by secondary 51070-60	Increased from SO 2y FR to SO 5y FR
55700	REGIONAL GROWTH STRATEGIES	Primary closed	
55700-00	Policy and procedures	Superseded by secondary 51000-00	UNCHANGED
55700-01	General		Decreased from CY+2y nil DE to CY+1y nil DE
55700-20	Growth strategy case files	Superseded by secondary 52100-50 The final disposition was changed from FR to DE because the records document the provision of program area advice and support to local governments on the RGS adoption process. The key evidence of the function is captured in policies/procedures relating to RGSs such as <i>Reaching Agreement on Regional Growth Strategies</i> and in published guides such as <i>Regional Growth Strategies: An Explanatory Guide</i> which are fully retained under secondary 51000-00.	Decreased from SO 3y FR SO 5y DE

APPENDIX A: Summary of Amendments to the *LGSE ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
55700-25	Growth strategy implementation agreements	Secondary closed	
55700-30	Special regional planning project case files	Secondary closed	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX B: GUIDE TO THE CODING SYSTEM

Some of the hard copy case files covered in this ORCS, and many of the hard copy files covered in previous versions of the ORCS, are arranged according to the local government coding system based on three categories of local government: municipalities (C=City; D=District; V=Village; Towns=T, IGD=Indian Government District; IM=Island Municipality; RM=Regional Municipality; R=Resort Municipality), regional districts (RD), and improvement districts (ID), which are then subdivided by tertiary codes assigned to specific activities or functions. The bylaw tracking/Lotus Approach and LGIS (Local Government Information System) contain fields for the local government coding system.

NOTE: Several branches maintain file indexes organized by the local government coding system. These indexes will not form part of the amended *LGSE ORCS*. For further information, please consult the relevant branch.

COMMON LOCAL GOVERNMENT TERTIARY CODES		
Activity/Function	Local Government Code	Related Secondary
FINANCIAL ADVISORY SERVICES		
General financial advisory	40	Secondary 54030-50
Tax rate and budget bylaw	45	Secondaries 54030-80, 54030-85
Municipal corporation	100	Secondary 54030-60
Development cost charges	101	Secondary 54030-30
Sewer and water grants	106	Secondaries 51080-20, 51080-25.
Study grants	108	Secondaries 51080-40, 51080-45
IMPROVEMENT DISTRICTS		
Letters Patent/OIC and related information (Incorporations)	10	Secondary 52000-30
Maps of Improvement Districts	20	Secondary 52000-30
Administration	30	Secondary 52000-30
Engineering and technical	40	Secondary 52000-30
Financial - general	50	Secondary 52000-30
Financial – annual returns, budgets, financial statements, etc.	60	Secondary 52000-30
LAND USE PLANNING BYLAWS		
Official Community Plans (OCP) and land use planning bylaws	36	Secondary 52100-31

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Atlin, Dease Lake, Stikine planning files and community planning areas	850-860	Secondary 52100-31
MUNICIPAL AND REGIONAL DISTRICT BYLAWS		
Municipal and Regional District services bylaws	20-29	Secondary 51030-31
Municipal and Regional District regulatory bylaws	30-39	Secondary 51030-31
Regional District security issuing bylaws	41	Secondary 51030-31
Registration of annual budget bylaws	45	Secondary 51030-31
Regional District reserve fund bylaws	50	Secondary 51030-31
Municipal highway abandonment bylaws	64	Secondary 51030-31
Municipal park exchange	65	Secondary 51030-31
General Files	G03-G97	Secondary 51030-34

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