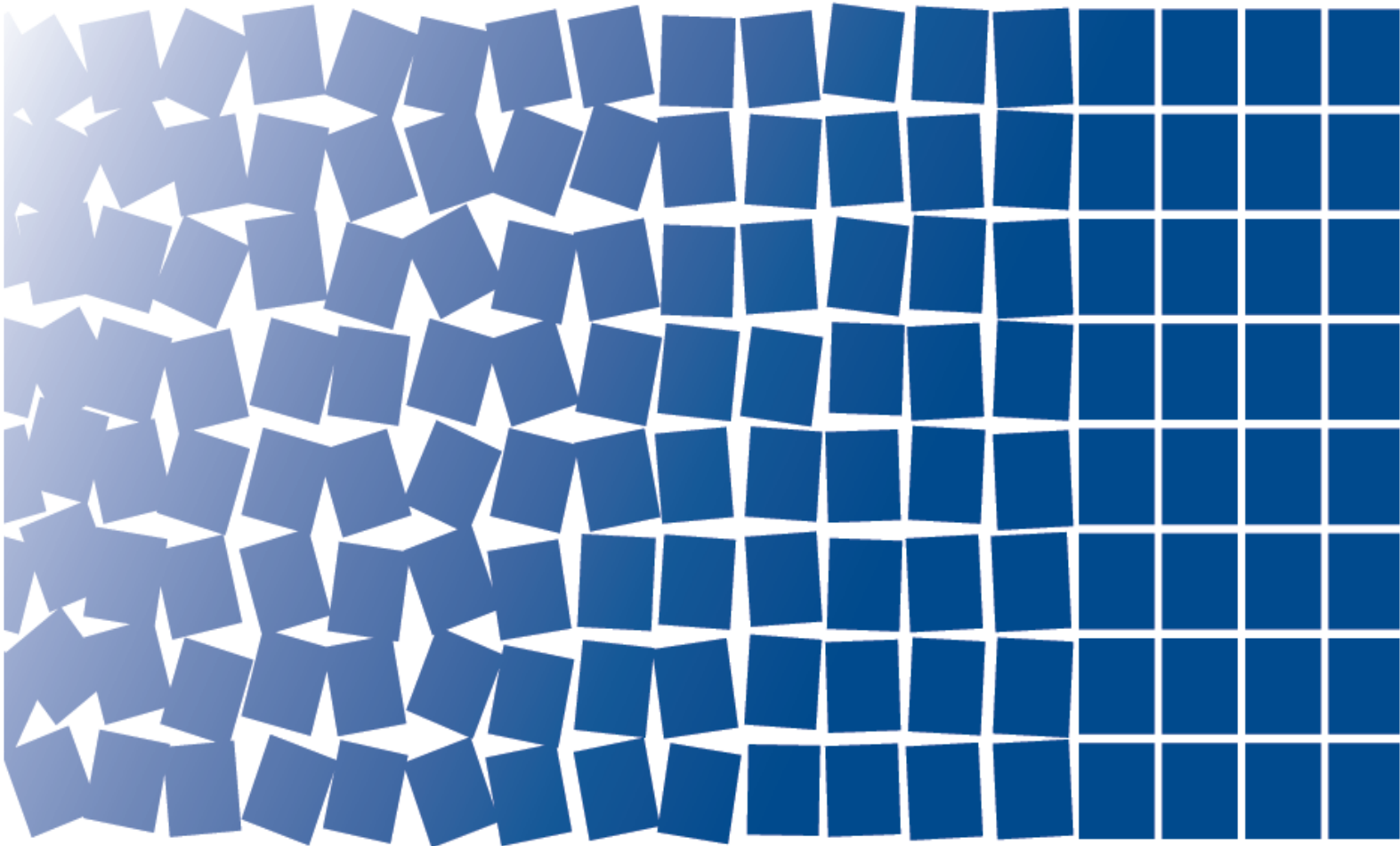


OIL AND GAS REGULATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



OIL AND GAS COMMISSION

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

USEFUL INFORMATION

EXECUTIVE SUMMARY

SECTION 1 20000 – 21900 OIL AND GAS REGULATION

SYSTEMS SECTION

APPENDIX A SUMMARY OF AMENDMENTS

APPENDIX B SUMMARY OF RETENTIONS



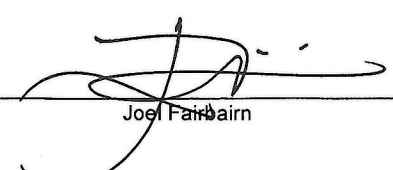

USEFUL INFORMATION

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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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

INFORMATION SCHEDULE APPROVAL	
Title: <i>Oil and Gas Regulation Operational Records Classification System (ORCS)</i>	
Oil and Gas Commission	
<p>Scope of Schedule:</p> <p>This ORCS amendment updates the classification system and retention and disposition schedule for the operational records of the Oil and Gas Commission under the <i>Oil and Gas Activities Act</i> (SBC 2008, c. 36) and associated regulations, the <i>Environmental Management Act</i> (SBC 2003, c. 53), the <i>Forest Act</i> (RSBC 1996, c. 157), the <i>Heritage Conservation Act</i> (RSBC 1996, c. 187), the <i>Land Act</i> (RSBC 1996, c. 245), and the <i>Water Sustainability Act</i> (SBC 2014, c. 15).</p> <p>The ORCS classifications and retentions apply to all relevant digital and physical operational records, both in the office and in storage. Records under a closed secondary may finish their lifecycle with the original retention.</p> <p>The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.</p> <p>For more information, see the attached schedule.</p>	
Earliest date of records covered by this schedule: 1945	
<p>The government body endorses this schedule and its implementation.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  Government body endorsement Name: LEN DAWES </div> <div style="text-align: center;"> <u>01/03/2019</u> Date </div> </div> <p>The Information Management Advisory Committee recommends this schedule for approval.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  Susan Laidlaw, Chair </div> <div style="text-align: center;"> <u>20 Mar 2019</u> Date </div> </div> <p>APPROVED BY THE CHIEF RECORDS OFFICER:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  Joel Fairbairn </div> <div style="text-align: center;"> <u>21 Mar 2019</u> Date </div> </div>	<p><i>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.</i></p> <p>Schedule Developer: Mahia Frost Archivist: Joni Mitchell</p> <p>Endorsed by Government Records Service.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  Alexander Wright, Chief Archivist Date Dec. 17, 2018 </div> </div>

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This ORCS amendment updates the classification system and retention and disposition schedule for the operational records of the Oil and Gas Commission under the *Oil and Gas Activities Act* (SBC 2008, c. 36) and associated regulations, the *Environmental Management Act* (SBC 2003, c. 53), the *Forest Act* (RSBC 1996, c. 157), the *Heritage Conservation Act* (RSBC 1996, c. 187), the *Land Act* (RSBC 1996, c. 245), and the *Water Sustainability Act* (SBC 2014, c. 15).

This amendment reflects current Commission business practices and requirements, embodies modern ORCS standards, and aligns with legislative changes made since the original ORCS was approved in 2005.

It is the first phase in a two-part ORCS modernization project. Amendment 1 readies the Commission for its goal of using an Electronic Document Records Management System (EDRMS), and managing its digital records, while still taking care of the physical records that remain in Commission custody. The second phase will address the Commission's complex system environment and create comprehensive system data management plans.

The ORCS classifications and retentions apply to all relevant digital and physical operational records, both in the office and in storage. Records under a closed secondary may finish their lifecycle with the original retention (see Appendix A for details regarding closed secondaries). Active and semi-active retention periods meet operational, administrative, legal, fiscal, and audit requirements, and the final dispositions ensure that records with enduring evidential and historical values are preserved.

This executive summary highlights records held longer than seven years in the Commissions' custody, and those to be retained by the government archives. The information is grouped in categories to aid in understanding significant aspects of the schedule. Primary and secondary numbers link record categories to the ORCS; please consult relevant primaries for further information.

Executive summary categories:

New classifications with long-term retentions	page 2
New classification for records transferring out of government custody	page 3
Original classifications with changed final disposition	page 3
Original classifications where retention has increased	page 4
Classifications with inter-dependent retentions	page 4

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](#).

A SA FD

NEW CLASSIFICATIONS WITH LONG-TERM RETENTIONS:

- 1) Reservoir analysis and management (21400-35) SO nil FR

Commonly called the “field and pool files”, this secondary covers records relating to the approval and monitoring of projects related to managing and analysing reservoir contents. It also covers records that document the reservoir properties, characteristics and boundaries.

The files are closed according to the following criteria, after which they will be transferred to the government archives:

- for records relating to production management, such as Good Engineering Practices (GEPs), 20 years after pool abandonment;
- for records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, when no longer required in the Commission’s custody to provide evidence of the activities;
- for records which document the composition and structure of the field or pools, when that information is no longer required.

- 2) Major incident and emergency response files (20750-50) SO nil FR

These incidents may potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre (EOC).

The files are kept until the incident and response is complete, the information is no longer relevant for site reclamation, and are then transferred to the government archives.

- 3) Contravention decisions and orders (20300-60 and 65) SO+10y nil FR

These are the decision files for administrative findings of contravention, per the *Administrative Penalties Regulation* (B.C. Reg. 35/2011), and the issuance of orders to enforce a company’s compliance with legislation and regulation, to mitigate risk to public safety, to protect the environment, or to promote the conservation of petroleum and natural gas resources.

The files are kept for 10 years after administrative penalties have been paid, or the conditions of the order have been satisfied, and the review and appeal periods have expired. Then they are transferred to the government archives.

- 4) External audit and compliance assessment records
20550-10 CY+10y nil DE
20550-20 SO nil DE

These are records of the Commission’s audit programs, which evaluate a permit holder’s activities, programs, and/or management systems against established criteria.

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](#).

A SA FD

The audit working files are kept for 10 years to provide reference in subsequent audits, and the final reports are kept until they are no longer required for tracking a company's history of compliance with their regulatory requirements.

- 5) Emergency management company correspondence (20750-05) CY+9y nil DE

This correspondence covers approvals/amendments for emergency response plans, timelines for emergency response exercises, and variances for regulatory requirements.

The files are kept for 10 years to ensure that the correspondence is retained for a similar period as the associated exercises and emergency response plans, and that the company's compliance/activity information is available in support of determining administrative penalties.

NEW CLASSIFICATION FOR RECORDS TRANSFERRING OUT OF GOVERNMENT CUSTODY

- 1) Corporate asset files for transferred assets (20850-21) SO nil OD

These corporate asset files are received from insolvent or at risk companies whose assets may potentially be orphaned, to support the future transfer of the asset to a responsible party and prevent the site from being orphaned. Many parts of the corporate file duplicate the Commission's files, and hold no value to the Commission, yet have great value to the receiving company so they may understand the operations and details of the assets they are acquiring.

The file will be transferred to the responsible party / new permit holder when the ownership of the asset has been transferred, to assist in the ongoing management and eventual reclamation of the site.

ORIGINAL CLASSIFICATIONS WITH CHANGED FINAL DISPOSITION

- 1) Indigenous relations (20100-20) SO nil FR

The final disposition for this category changed from selective retention (SR) by the government archives to full retention (FR). The original classification included permit-specific indigenous consultation working files, but defined them as eligible for destruction because the record of consultation is preserved on the permit application file. Those permit-specific working files are now classified under a different secondary, and the original records selected for full retention are the only records being covered here.

- 2) External communication products (21600-06) CY+3y 6y FR

The final disposition for this category changed from destruction to full retention by the government archives. This is consistent with the full retention of communication projects in the *Government Communication ORCS*. It also reflects the fact that the records provide evidence of the information conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of government about oil and gas operations and activities in British Columbia, and the methods and tools used to communicate that information.

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](#).

A SA FD

ORIGINAL CLASSIFICATIONS WHERE RETENTION HAS BEEN INCREASED

- 1) Enforcement case files (20300-40) CY+14y nil DE

The retention for these files has lengthened to 15 years to ensure that the case file is available when establishing administrative penalties, and that it remains available while associated contravention decisions and orders are open.

- 2) Corporate Registry (20000-20) SO nil DE

The original classification for these “company files” did not have a defined closing trigger. This has been updated to keep the records until five years after the company is no longer active in the province, or for longstanding companies, when 12 calendar years has elapsed from the receipt of the information. This ensures the information is available if a company restarts activities, and retaining 12 years of longstanding company information is consistent with the name change and amalgamation records classified under 20200-18.

CLASSIFICATIONS WITH CONNECTED RETENTIONS

The classifications in this category were in the original *ORCS*, and document core Commission functions. The retentions have changed, and closing triggers clarified, but they are grouped together in this summary to highlight that their retentions are linked to each other.

To begin, a primary function of the Commission is to process applications for oil and gas and related activities:

- Application Files (20200-20) SO nil SR

Covers all permit and license applications received and approved by the Commission. These records are kept until all permits and licences have expired, conditions have been met, and, where relevant, the retentions in the associated activity files have expired.

The exceptions to this are archaeological permits, which are kept until no longer required to provide evidence of permitted archaeological activities.

Most application files will be transferred to the government archives.

For most of the applications in the Commission, once an application is approved there is an associated “activity” file, which holds the ongoing monitoring and technical material related to the activity. The application file is held for the duration of the activity file. These are the activity file retention plans:

Facility files (20300-30): kept until the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site. Then they are transferred to the government archives.

Road files (20900-20): kept for 5 years after the road has been cancelled or deactivated, and restoration is complete. Then they are transferred to the government archives.

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](#).

A SA FD

Pipeline projects (21000-35): kept until the pipeline has been removed, or no longer exists. Then they are transferred to the government archives.

Well files (21900-30): kept until a certificate of restoration is issued, and the well information is no longer needed for environmental and safety management. Then they are transferred to the government archives.

These categories of records also connect to the activity files:

- 1) Inspection records (20300-30) SO nil DE

Covers site inspections performed on activities such as wells, pipelines, facilities, roads, bridges, dams, crossings, rigs and more; some of which are tied to an activity file, and some more “general” and associated to a company. Inspections associated with a permitted activity are kept as long as the associated activity file (e.g., well file) is kept; more general inspections that are not connected to a permitted activity are kept for 10 years after remediation actions are completed.

- 2) Incident files (20750-45) SO nil DE

Covers minor incidents and lower level emergencies that are the result of an oil and gas activity; these may be spills, equipment failures or small fires. Incident records are kept until the incident and follow up activities are complete, and the information is no longer relevant for site reclamation. Major incidents (page 2) are also kept until the information is no longer relevant for site reclamation.

ALL OTHER ORCS CLASSIFICATIONS

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS, such as summary reports, policy records, executive briefing notes (ARCS secondary 280-20), and annual service plan reports (ORCS secondary 21600-20). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

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

OIL AND GAS REGULATION

PRIMARY NUMBERS

20000 – 21900

Section 1 covers records relating to the regulation of oil and gas activities, related activities and certain approvals relating to NEB pipelines in British Columbia by the Oil and Gas Commission. This includes: the review of permit applications to ensure that approved applications are in the public interest and have regard to environmental, economic and social effects; encouraging the participation of communities, landowners and Indigenous peoples in processes affecting them; compliance and enforcement activities to ensure safe and efficient practices; participating in planning processes; and delivering programs of education and communication for stakeholders.

The Commission is a crown corporation that exercises authorities pursuant to a number of enactments, including:

- The *Oil and Gas Activities Act* (SBC 2008, c. 36) and its associated regulations, to regulate through permits, authorizations, orders and regulations, oil and gas and related activities in B.C., including wells, facilities, oil refineries, natural gas processing plants, pipelines and oil and gas roads.
- The *Environmental Management Act* (SBC 2003, c. 53), and the *Oil and Gas Waste Regulation* (B.C. Reg. 254/2005), to regulate oil and gas waste permits, such as air emissions. The *Environmental Management Act* also delegates authority to act as Special Conservation Officers to regulate environmental protections.
- The *Petroleum and Natural Gas Act* (RSBC 1996, c. 361) and associated regulations which, for example, regulate subsurface tenures and royalties for oil and gas, or terms and conditions of surface leases.
- The *Forest Act* (RSBC 1996, c. 157), to regulate oil and gas Master Licences to Cut, cutting permits and use of forestry roads.
- The *Heritage Conservation Act* (RSBC 1996, c. 187), to regulate cultural and heritage (archaeology) sites in the province.
- The *Geothermal Resources Act* (RSBC 1996, c. 171), and associated regulations, to regulate development and use of geothermal resources
- The *Land Act* (RSBC 1996, c. 245), to regulate Crown land licences of occupation, statutory right of ways and rents.
- The *Water Sustainability Act* (SBC 2014, c. 15), to regulate water diversion, storage and use of water through issuance of water licences and regulation of any associated dams.

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](#).

- The *Agricultural Land Commission Act* (SBC 2002, c. 36), to regulate the non-farm use of land in the Agricultural Land Reserve for oil and gas purposes.
- The *Mines Act* (RSBC 1996, c. 293) to regulate extraction of aggregates.

SECTION 1 TABLE OF CONTENTS

OIL AND GAS REGULATION

20000 - 21900

20000	OIL AND GAS REGULATION – GENERAL
20100	INDIGENOUS RELATIONS
20200	APPLICATION REVIEW
20250	ARCHAEOLOGICAL ACTIVITY MONITORING (NEW)
20300	COMPLIANCE AND ENFORCEMENT
20550	EXTERNAL AUDIT AND ASSESSMENT (NEW)
20600	FACILITIES REGULATION AND MONITORING
20750	INCIDENT AND EMERGENCY RESPONSE (NEW)
20850	LIABILITY MANAGEMENT (NEW)
20900	ROAD REGULATION AND MONITORING
21000	PIPELINE REGULATION AND MONITORING
21100	POLICY AND PROCEDURES DEVELOPMENT
21400	RESERVOIR REGULATION AND MONITORING
21600	STAKEHOLDER RELATIONS
21700	TIMBER CUTTING LICENSING
21900	WELL REGULATION AND MONITORING

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](#).

20000 OIL AND GAS REGULATION – GENERAL

Records not shown elsewhere in this ORCS that relate generally to regulation of the oil and gas industry and the activities of the Commission. Covered in this primary are general records categories that apply to all staff in the Commission, such as notebooks, ad hoc advisory material, and the Commissions' website. The corporate registry tracks information regarding companies with assets in British Columbia.

This primary also covers the board of directors' records. The board of directors manage the affairs of the Commission, provide guidance, approves budgets, service plans and regulatory initiatives, pass regulations per the *Oil and Gas Activities Act* (SBC 2008, c. 36, s.106-109), and establish the Commission's organizational structure.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For convenience copies, and routine reports of temporary usefulness, see special schedule 102901 (Transitory Records).

For legal opinions, see ARCS primary 350.

For legislation and regulations, see ARCS primaries 125-140.

For policies, procedures, standards, and guidelines, see secondary 21100-00.

For program planning, see ARCS secondary 400-20.

For publications such as *The Pipeline*, see ARCS primary 312.

For reference material/topical files, see ARCS secondary 358-20.

For tracking lists, spreadsheets and registers, see ARCS secondary 100-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-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.

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](#).

20000 OIL AND GAS REGULATION – GENERAL

	A	SA	FD
-02 Ad hoc analysis projects (covers ad hoc, issue driven projects, which may include technical analysis, advisory services, or assessing potential impacts of change in policy, regulation, industry, etc.) SO: if related to a plan or policy, when it has been abandoned or approved and there is no need to reference the records; for all other ad hoc analysis projects, when it no longer has reference value NOTE: This secondary applies to records of advisory and analysis work done throughout the Commission, sometimes with the sector, municipalities, or ministries. Examples of these projects would be: compliance and enforcement's equipment inventory; evaluating the status of dams when legislation changed; resource assessments; or assessing the potential impact government's policies and plans, such as land use planning, would have on Commission processes. This secondary does not apply to studies, major projects, permit-specific work, or field and pool technical analysis. NOTE: Classify project records relating to business or program planning under ARCS 400, and strategic engagement projects under secondary 21600-35.	SO	nil	DE
-06 Notebooks (covers staff notebooks containing day to day planning, meeting notes, assignments, and field notes; these are used to support compliance, investigations or to provide background information in subsequent situations) SO: when no longer necessary for reference purposes NOTE: Where there is a consistent practice of transcribing notes of inspections, investigations, or stakeholder conversations into the official file (usually in a system such as KERMIT) the original notebook/notes can be considered transitory. For notebooks that are not transcribed, and document conversations with First Nations, community, industry, or investigations, notebooks must be kept as long as necessary for providing continuity in relationship, documentation of conversation, and reference.	SO	nil	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](#).

20000 OIL AND GAS REGULATION – GENERAL

		A	SA	FD
-07	Oil and Gas Commission website (http://www.ogc.gov.bc.ca/)	SO	nil	DE
	SO: when the website is altered, updated, redesigned, or closed			
	DE: As the website is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the website is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
	NOTE: All documents presented on this website are classified under appropriate secondaries within this ORCS or in ARCS.			
-10	Statistical and activity reports (covers ad hoc, statistical and routine reports that are not part of an operational file, such as a compliance file or well file)	SO	nil	DE
	SO: when information is no longer required for statistical, reporting, or analysis purposes			
	NOTE: This secondary covers the various reports produced by the Commission, such as weekly/monthly/quarterly reports, which are not classified elsewhere in this ORCS. It does not cover, for example, annual reports, service plans and annual activity reports, which are classified under secondary 21600-20, or technical/data reports for operational activities such as wells or pipelines, which belong on the individual activity file.			

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](#).

20000 OIL AND GAS REGULATION – GENERAL

		A	SA	FD
-20	Corporate registry (formerly called “company files”, this secondary covers information about specific companies such as address changes, company approvals, copies of insurance, and other company information) (arrange by company name) SO: when it has been five years since the company ceased operation in the province, or for longstanding companies, when 12 calendar years have elapsed from the receipt of the information NOTE: The retention ensures the information is available if a company restarts activities; in this event, the company is reinstated and the file reactivated. Retaining 12 years of longstanding company information is consistent with the name change and amalgamation file under 20200-18. DE: Information about companies will be destroyed because it is also in the application (20200-20) and related activity files.	SO	nil	DE
-35	OGC Board of Directors files (includes board briefing material, such as agendas, minutes, presentations, and reports) 10y: The combined active and semi-active retention period of ten years is in keeping with special schedule 102906 (Executive records). FR: The government archives will fully retain OGC Board of Directors case files because they provide evidence of how the Board guides the affairs of the Commission and approves the Commission’s budget, service plans, and regulatory initiatives.	FY+1y	8y	FR

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](#).

20000 OIL AND GAS REGULATION – GENERAL

A SA FD

-40 Compliance evaluation files

SO nil DE

(covers the assessment and evaluation of a company's compliance with regulatory requirements; this is sometimes done in conjunction with the Compliance and Enforcement team and is more of a "compliance support" working file, and other times the compliance evaluation is performed independently, such as archaeology's non-compliance files) (arrange by company, then by year)

SO: when outstanding issues have been resolved, and when no longer useful for researching a company's compliance history

NOTE: This secondary does not cover compliance and enforcement investigations and inspections, which are classified under primary 20300, or audits, which are classified under primary 20550.

DE: Compliance evaluation records will be destroyed because they serve as working files done in conjunction with the Compliance and Enforcement Branch (20300). Archaeology compliance evaluations will be destroyed because the functions and activities are sufficiently documented in the applications (20200-20) and enforcement actions related to non-compliance are fully retained under contravention decisions and orders (20300-60 and -65).

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](#).

20100 INDIGENOUS RELATIONS

Records relating to communication and engagement with Indigenous communities to identify the impact of oil and gas development activities on those communities, and to promote a resolution of those impacts. The Commission works with communities to: assist with their understanding and involvement in decisions which may affect their interests; develop the capacity to participate in the review and approval of oil and gas projects; act as a facilitator between industry and Indigenous peoples, and enter agreements with Indigenous communities.

To support Indigenous peoples' participation in processes affecting them and to build relationships, Commission staff facilitate meetings with senior leadership and statutory decision makers, take part in community visits and participate in community events, and identify two-way training and information sharing opportunities to enhance relationship building and mutual understanding of interests. Commission staff also consult with Indigenous communities on proposed oil and gas activities for which the Commission has received an application. Multiple groups may be consulted in relation to an individual application.

For capacity funding agreement negotiation and management, see *ARCS* primary 146.

For engagement surveys, see *ARCS* 338.

For memoranda of understanding and agreement development and negotiation, see *ARCS* primary 146.

For operational policy, procedures, and protocol, including the *Compendium*, see secondary 21100-00.

For permit-specific application review working files, see 20200-40.

For reference material/topical files, see *ARCS* secondary 358-20.

For regulatory development see *ARCS* primary 140.

For strategic projects, see secondary 21600-35.

For tracking sheets and lists, such as the election schedule or First Nation consultation spreadsheet, see *ARCS* secondary 100-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below.
See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

20100 INDIGENOUS RELATIONS

	A	SA	FD
-20 Indigenous relations (includes reports, copies of agreements, compliance and enforcement complaints, correspondence, issue resolution, meeting notes, maps, photos, and guidance documents) (arrange by band, consultancy, community, or tribal council)	SO	nil	FR
SO: when no longer required to support the Commissions relationship and provide immediate access to its history with Indigenous communities			
FR: The government archives will fully retain Indigenous relations records because they provide evidence of the Oil and Gas Commission's consultation and liaison with Indigenous groups that are or may be affected by natural resource sector activities. Indigenous relations records specific to a particular application are documented on the relevant application file, which is fully retained under secondary 20200-20.			
NOTE: Permit-specific Indigenous consultation records are classified and managed accordingly: consultation working files, kept for reference, are classified under 20200-40, and the record of consultation is fully retained in the application file under 20200-20.			
-40 Cultural awareness and training (covers cultural and relationship building events and training, both internal and external; this includes cultural awareness workshops such as community events, culture camp, OGC 101, as well as multi-agency and internal cross-cultural initiatives and training opportunities) (arrange by event, workshop or initiative name, and then year)	SO	nil	DE
SO: when no longer used or referenced			

END OF PRIMARY

20200 APPLICATION REVIEW

Records relating to the review of all industry applications and proposals seeking issuance of permits, licenses and approvals as they pertain to oil and gas activities. The Commission is responsible for ensuring that approved applications are in the public interest with regard to environmental, economic and social impacts. Application files are historically known as “OGC” files.

The Commission’s specific permitting authority is defined in the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA). In order to function as a single-window regulator for oil and gas activities in British Columbia, delegation agreements are in place to allow the Commission to make decisions on certain oil and gas uses. In addition, authorizations granted through specific acts provide the Commission permitting powers under specified enactments.

Permits and authorizations granted by the Commission include:

- Oil and gas activity permits under OGAA, including well, pipeline, facilities, road and geophysical permits.
- Associated oil and gas activity authorizations under the *Petroleum and Natural Gas Act* (RSBC 1996, c. 361) or *Land Act* (RSBC 1996, c. 245), as applicable, including activities such as investigative use, aggregate operations, work spaces and camp sites.
- Authorizations and approvals under the *Water Sustainability Act* (SBC 2014, c. 15), including authorizations and approvals for changes in and about a stream, short-term water use and water licences.
- Non-farm use of lands included in the Agriculture Land Reserve (ALR), under delegated authority under the *Agriculture Land Commission Act* (SBC 2002, c. 36).
- Master licences to cut, cutting permits, and road use permits under the *Forest Act* (RSBC 1996, c. 157).
- Archaeology-related permissions under the *Heritage Conservation Act* (RSBC 1996, c. 187).
- Specific provincial authorizations related to pipelines subject to the *National Energy Board Act* (R.S.C., 1985, c. N-7).
- Approvals and permits for waste treatment and disposal by the oil and gas industry per the *Environmental Management Act*, (SBC 2003, c. 53).

The application review process of these permits and authorizations consists of a sequence of steps. A company submits an application, which includes consultation and technical information. The application is reviewed for impacts affecting stakeholders, Indigenous communities, environmental issues and archaeological interests. Enhanced consultation may be required, including: public safety and emergency response planning; records of community input; assessing commitments by applicant; and comments provided by the application review team. The majority of applications are processed through the Application Management System (AMS); see the Systems Section for an overview of how the system manages application processing.

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](#).

20200 APPLICATION REVIEW

A SA FD

Approved oil and gas applications give permission to the company to carry out construction and operations pertinent to the activity. The permit expires where construction activities have not started within two (2) years of permit issuance. Unless expired, the permit remains active until cancelled, suspended or declared spent.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a description of the Application Management System (AMS), Integrated Resource Information System (IRIS), and KERMIT, see the Systems Section. For declined, cancelled or withdrawn archaeological permits, see secondary 20250-20.

For General development permits, see *Appendix A: Summary of amendments*. For operational policies, procedures, and guidelines, including manuals such as the *Oil and Gas Activity Application Manual*, see secondary 21100-00.

The agency OPR is the Applications Department, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Cancelled, expired, or refused applications (covers applications which were approved, but no activities occurred so they were cancelled or expired without land disturbance, and applications which were refused)	SO	nil	DE
SO: when four years has elapsed since application approval with no activity occurring, or since refusal of the application			
NOTE: The retention provides time to cover the authorized two year permit period, a year for extension, and an extra year as a "grace period", to discover if activity has actually occurred on the site.			
NOTE: This secondary applies to activity files (such as well files or pipeline project applications), which fit the criteria outlined above.			
NOTE: This secondary does not apply to declined or cancelled archaeological applications, which are classified under 20250-20.			

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](#).

20200 APPLICATION REVIEW

		A	SA	FD
-18	Name changes, transfers and amalgamations (covers name changes, transfers and company amalgamations for oil and gas activities such as wells, pipelines, facilities and roads)	CY+2y	10y	DE
	12y: The twelve-year combined active and semi-active retention period is based on operational requirements to reference asset ownership history			
	DE: Name changes, transfers, and amalgamations will be destroyed because the function and activities are sufficiently documented by BC Registries and Online Services.			
-20	Application files (covers all permit and license applications received and approved by the Commission) (includes application forms, reviews, approval letters, permits, licenses, Indigenous consultation records, archaeological assessments, maps, mitigations, and other supporting documentation)	SO	nil	SR
	SO: the application file will be considered closed when: <ul style="list-style-type: none"> the permit or licence has expired, and for multi-authorization sites, all related permits and licences have expired; permit conditions have been met; and where relevant, the retention in the associated permitted activity file [i.e. well file] has expired for archaeological permits, when no longer required to provide evidence of permitted archaeological activities 			
	SR: The government archives will selectively retain application files because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. They document the Commission's comprehensive review of the applications for permits and authorizations. This includes the technical review of engineering, land and habitat, forestry, agriculture, archaeology, and environmental management, and the engagement process with Indigenous peoples, stakeholders, land owners and partner agencies. The records also			(cont.)

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](#).

20200 APPLICATION REVIEW

A SA FD

-20 Application files (cont.)

document the decisions of the Commission, the permits and authorizations issues, the conditions imposed by the Commission for oil and gas development, and the rights and obligations of permit holders.

The records complement other records appraised for full retention: facilities (20600-30), pipeline projects (21000-35), well authorizations (21900-30) and reservoir analysis and management files (secondary 21400-35).

Applications for campsites, short-term use approvals (*Water Sustainability Regulation* (B.C. Reg. 94/2016), Part 4) and water notifications (*Water Sustainability Act*, (SBC 2014, c. 15, s.9) may be destroyed because these records relate to activities that have a minimal effect on the environment. All other types of application files will be fully retained.

NOTE: Permits and authorizations granted by the Commission include well, geothermal well, pipeline, facility, LNG facility, road, geophysical permits and all associated oil and gas authorizations including ancillary sites, investigative use, geotechnical investigation, aggregate operations, borrow pits, workspaces, campsites, water storage sites, changes in and about a stream, short-term water use and water licences. They also include non-farm use of lands in the Agricultural Land Reserve, master licences to cut, cutting permits, land tenure, waste management, archaeological investigation, inspection and alteration permissions, provincial authorizations related to pipelines subject to the *National Energy Board Act* and other miscellaneous oil and gas applications.

NOTE: The majority of permit applications are processed within the Application Management System (AMS). See the AMS System Overview for more information regarding application processes and contents.

(cont)

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](#).

20200 APPLICATION REVIEW

A SA FD

-20 Application files (cont.)

NOTE: Once an application is approved, an “activity file” is opened under the appropriate secondary for the following activities:

Facilities	20600-30
Pipelines	21000-35
Roads	20900-30
Wells	21900-30

-40 Application review working files

SO nil DE

(covers the working files of Commission staff who contribute to the application review process through consultation or technical reviews, such as archaeological, engineering, environmental, Indigenous, geological, or other reviews)
(includes emails, notes, drafts and other material)

SO: when no longer required for reference purposes, which is usually after application is approved and activity has commenced

OPR: Oil and Gas Commission

NOTE: This secondary includes permit-specific consultation with Indigenous peoples, which are currently managed in “e-binders”. Non-permit specific records regarding Indigenous relations are classified under 20100-20.

DE: The application review working files will be destroyed because the resulting decisions are documented in the application file (secondary 20200-20), which are selectively retained.

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](#).

20250 ARCHAEOLOGICAL ACTIVITY MONITORING

Records relating to archaeological activities and the monitoring of permits issued under sections 12 and 14 of the *Heritage Conservation Act* (RSBC 1996, c. 187) (*HCA*).

Archaeologists working in British Columbia to excavate or alter the land for archaeological research or search for artifacts must have a permit, issued under the *HCA*, s. 14. The permit allows a qualified and permitted archaeologist to search for evidence of the existence of a site, authorize the systematic recovery of data from sites for research or mitigate the potential loss of data from the development of an area. Alteration permits, issued under *HCA*, s. 12, allow alterations in order to facilitate development of an area.

The Commission issues and manages these permits when they relate to oil and gas activities, on behalf of Forests, Land, and Natural Resource Operations and Rural Development (FLNROD).

Those permit files are classified under primary 20200 Application Review in this *ORCS*; this primary covers the related records to the issuance and monitoring of the permitted functions. Included in this primary is tracking information regarding the classification of archaeological sites, through Borden numbers, and the refused, cancelled or withdrawn applications. Also covered are final archaeological reports submitted as a requirement for s.14 permits, which are maintained as a reference collection. These reports summarize the activities completed by an archaeologist over the duration of their permit, and describe the activities outlined above.

For alteration permits (s.12), see secondary 20200-20.

For application review working files, see secondary 20200-40.

For archaeological audits, see primary 20550.

For operational policy and procedures, see secondary 21100-00.

For pre-application issues, see secondary 21600-25.

For s. 14 permits, see secondary 20200-20.

For tracking sheets and lists, see *ARCS* secondary 100-05.

The agency OPR is the Heritage Conservation Program, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Borden numbers (covers the temporary and permanent registration information for Borden numbers for BC sites; Borden numbers are the standard alpha-numeric naming convention for archaeological sites)	CY+1y	nil	DE
	(cont)		

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](#).

20250 ARCHAEOLOGICAL ACTIVITY MONITORING

A SA FD

NOTE: Borden numbers are registered with the FLNROD Archaeology Branch; the retention allows time for lags in registration periods and tracking the numbers assigned to sites.

-10 Final archaeological reports

SO nil DE

(covers final reports submitted by archaeologists conducting work in the oil and gas sector, such as Archaeological Impact Assessments and site reports)

SO: when no longer useful for reference purposes

NOTE: These reports are initially used to reconcile permit conditions and ensure the documentation of archaeological activities and findings are complete. The set of reports have continued usefulness for reference, because they document archaeology sites and heritage inspection/investigation activities.

DE: Final archaeological permit reports will be destroyed because they are maintained by the Archaeology Branch under secondary 11200-03 in the *Archaeology ORCS*, schedule 170415, where they are designated for full retention by the government archives. Reports or assessments related to a single application are copied to the relevant application file under 20200-20, which is fully retained by the government archives.

-20 Declined, cancelled or withdrawn archaeological permits

SO nil DE

(covers the background and rationale for the decision to decline, cancel or withdraw the application)

SO: when no longer required for reference when reviewing subsequent archaeological applications

NOTE: These records have long term reference value, as the reason or rationale for the decision can endure over time. The information documented in these files is relevant if a future application is received for the same site, and contributes to the Commission's collection of archaeological information. which have long term reference value, as the reason or rationale for those actions can endure over time

END OF PRIMARY

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

20300 COMPLIANCE AND ENFORCEMENT

Records relating to ensuring permitted oil and gas activities are conducted in compliance with the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA), related regulations, specified enactments and other applicable legislation.

This function is carried out through inspections and investigations, which may be triggered internally through routine inspection cycles, or from external sources, such as an incident or complaint. A complaint usually comes from the public regarding impacts potentially caused by an oil and gas activity, or non-compliance. The Commission evaluates and responds to those that are associated with an oil and gas permit holder with respect to their regulatory requirements or permit conditions. This includes maintenance of lease sites, ground disturbances, vegetation management, impact on waterways, use and maintenance of oil and gas roads, safe operations of wells, pipelines and facilities, odours, spills, or any similar concerns that have the potential to impact health, safety or the environment.

The compliance function is performed through the monitoring and inspection of permit holder activities, and investigation and enforcement of alleged non-compliance. The enforcement process encompasses tools and actions that work to keep activities and operations in compliance with legislation, including the issuance of orders, findings of contravention, and execution of administrative penalties, per the *Administrative Penalties Regulation* (B.C. Reg. 35/2011).

The Commission may issue orders with respect to activities and obligations under the Act. Orders are not contingent on a finding of contravention; they may also be issued if a person fails to comply with the Act, regulations, the person's permit or authorizations, or a previous order. Orders may also be necessary to mitigate a risk to public safety, protect the environment, or to promote the conservation of petroleum and natural resources. They specify whatever action must be taken, stopped or modified by the permit holder and includes the date by which they must comply. The Commission monitors compliance with the order.

The Commission may pursue further enforcement actions through a contravention decision if the permit holder does not comply with order requirements by the date specified, or if the alleged compliance issue is too significant to manage via an order. In this case, a Commission investigator develops a Contravention Report, containing detailed evidence outlining the permit holder's alleged contravention. The permit holder is given written notice of opportunity to be heard, in order to present the Commission with evidence supporting their defense.

At the end of the response period, the statutory decision maker will make a determination. The determination will indicate whether the permit holder is found in contravention of their obligations, and whether an administrative penalty will be imposed.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

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 a description of the Integrated Resource Information System (IRIS), and Knowledge, Enterprise, Resource, Management, Information, and Technology (KERMIT), see the Systems Section.

For a list of classifications removed from this primary, see *Appendix A: Summary of Amendments to the OGCO ORCS*.

For legal matters, see ARCS primary 350.

For notebooks, see secondary 20000-06.

For reference material/topical files, see ARCS secondary 358-20.

For the Case File Ledger, see ARCS secondary 100-05.

For the *Compliance and Enforcement Manual*, deficiencies code list, Project Inspection Procedure form, and other operational policy or procedures, see secondary 21000-00.

For tracking spreadsheets, such as the Case File Ledger, see ARCS secondary 100-05.

The agency OPR is the Compliance and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Complaints (covers complaints in the KERMIT system)	SO	nil	DE
SO:	when complaint is closed by being referred to another jurisdiction, determined to be unfounded/no action required, or resolved, and when no longer required for statistical reporting and trend analysis		
DE:	Records in secondary 20300-05 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.		
NOTE:	Complaints are managed in the KERMIT. When a complaint triggers an inspection or investigation the original complaint stays in the system, and there is a link to the related activities.		
NOTE:	Complaints may originally come in through Emergency Management BC emails, which are scheduled under 20750-07.		

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](#).

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-40 Enforcement case files

CY+14y nil DE

(covers all investigations into alleged non-compliance with regulatory and permitted requirements; commonly called case files, the outcome of these investigations may be that: the allegations are unfounded; the company is in compliance; or an enforcement action such as an order, a ticket, a warning or contravention decision)

(includes investigation and continuation reports, background material such as notes, maps, photos, call logs and correspondence, and copies of administrative enforcement actions)

(arrange by case file number)

15y: The retention ensures that the case file is available when establishing administrative penalties, and that it remains available while associated contravention decisions and orders are open.

DE: Records in secondary 20300-40 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: Investigations which result in an enforcement action may include the issuance of a formal investigation report, order, or contravention. Copies of those documents will be in these investigation files, but for original orders, see -65, and for contravention decision files, see -60.

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](#).

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-45 Compliance issue and topic files

SO nil DE

(sometimes called “non-enforcement files”, this secondary covers collections of material from various sources, including other areas of the Commission, on topics which pertain to general compliance issues, and are useful for referencing in future inspections or investigations)

SO: when reference value has expired

DE: Records in secondary 20300-45 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: Material relevant to a specific investigation or inspection is filed under the appropriate file (-40 and -50); this secondary may include copies of that material as part of the topical information (i.e. photos or notes).

-50 Compliance site inspections

SO nil DE

(covers site inspections of wells, pipelines, facilities, roads, bridges, dams, crossings, rigs, etc., some of which are tied to an activity, and some “general” and associated with a company)
(includes inspection preparation material, reports, deficiencies, deficiency responses, remedial actions, notifications and correspondence)

SO: for inspections associated with a permitted activity, when the retention period for the activity (such as a well authorization) has expired; for general inspections not associated with a permitted activity, when 10 years have elapsed since remediation actions were completed

DE: Records in secondary 20300-50 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: The retention period ensures that access to the compliance history for permitted activities and the companies performing them is available.

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](#).

20300 COMPLIANCE AND ENFORCEMENT

		A	SA	FD
-60	Contravention decisions (covers the decision for administrative findings of contravention, per <i>Administrative Penalties Regulation</i> (B.C. Reg. 35/2011)) (includes contravention report, opportunity to be heard hearing material, company response, correspondence, legal review and final decision) SO: when administrative penalties have been paid, and the review and appeal period has expired 10y: The retention period provides time to access a company's compliance history, which is a consideration when deciding on administrative penalties. FR: Contravention decisions and Orders will be fully retained because they provide evidence of the Commission's monitoring, inspection, investigation and enforcement of permit holder activities and alleged non-compliance with the <i>Oil and Gas Activities Act</i> , related regulations, specified enactments and other applicable legislation.	SO+10y	nil	FR
-65	Orders (covers orders issued to enforce a company's compliance with legislation and regulation, mitigate risk to public safety, protect the environment, or to promote the conservation of petroleum and natural gas resources) (includes background material, legal advice, the order, any amendments, the termination, and may include follow up confirmation of compliance) SO: when the conditions of the order have been satisfied, and the review and appeal period has expired (if relevant) 10y: The retention provides time to access a company's compliance history, which is a consideration when deciding on administrative penalties. OPR: Oil and Gas Commission	SO+10y	nil	FR
(cont)				

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](#).

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-65 Orders (cont)

FR: Contravention decisions and Orders will be fully retained because they provide evidence of the Commission's monitoring, inspection, investigation and enforcement of permit holder activities and alleged non-compliance with the *Oil and Gas Activities Act*, related regulations, specified enactments and other applicable legislation.

NOTE: Orders are issued under various acts, and are not always the result of a compliance investigation. Examples of other types of orders are OGAA s. 38 orders, which require a company to prepare, maintain and submit documents; s. 30 orders, which require a company to submit a security to ensure the performance of an obligation under the *Act*, permit or an authorization; or s. 50 action orders which allow the Commission to carry out an action referred to in the order. This secondary applies to all orders issued by the Commission, with the exception of orders relating to reservoir management, under s.75, which are filed under 21400-35.

NOTE: Records relating to compliance with the order are filed in the associated investigation file.

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](#).

20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT

Records relating to the Commission's audit programs, which evaluate, through a systematic and documented process, a permit holder's activities or programs and /or management systems against established criteria. For instance, evaluating a permit holder's compliance with regulatory requirements to have safety, management and procedural plans in place; or focus on a company's management system, including how the system is working in the field.

Examples of current external auditing programs performed by the Commission:

- Integrity Management Program Compliance Assurance: mandated by regulation, Integrity Management Programs (IMPs) provide a systematic approach for assuring asset integrity throughout the entire life cycle of the asset. The IMP audits focus on determining that the permit holders have a fully developed and implemented Integrity Management Program (IMP) that adheres to the requirements of the Canadian Standards Association, such as the CSA Z662 standard for Oil and Gas Pipelines Systems.
- Archaeological Audit Program: this program ensures client management systems are in place to support compliance with legislative, regulatory and permit obligations, and gathers baseline data to establish best management practices for archaeology management within the oil and gas sector.
- Restoration Verification Audit Program (RVAP): the objective of this program is to determine that Certificate of Restoration (CoR) regulatory requirements are being met, and that contamination at reclaimed oil and gas sites is being addressed in accordance with provincial regulatory requirements.

For emergency response exercise evaluations, see secondary 20750-30.

For policy, procedures and guidelines, both internal and external, such as the *Restoration Verification Audit Program Procedure Manual*, see secondary 21100-00.

For program development, see ARCS 400.

For reference material/topical files, see ARCS secondary 358-20.

For review/evaluation of programs, see ARCS 400.

The agency OPR is the Oil and Gas Commission unless otherwise noted below.
See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT

		A	SA	FD
-10	Final audit reports (covers final audit reports, produced specifically for the company/audit project, and associated technical/scientific/lab data reports [for the RVAP audits]) SO: when no longer required for tracking a company's overall history of compliance with their regulatory requirements NOTE: Classify program reports produced on an annual basis, such as the cumulative Archaeological Audit Report, under 21600-30.	SO	nil	DE
-20	Audit working files (includes research, correspondence, maps, site forms, checklists, tracking sheets, notifications, transcriptions, interview notes, self-assessment and supporting documents from the company, draft reports, copies of final reports, corrective action plans and follow-up) 10y: The retention ensures that the working file is available for reference in subsequent audits, and also ensures that the budget and invoicing material in the RVAP files are available for fiscal accountability. NOTE: Classify final audit reports under -10.	CY+10y	nil	DE
	DE: Final audit reports and audit working files will be destroyed because the audit framework is retained under 21600-00 Policy and procedures, and the annual reports that summarize audit implementation, processes involved in assigning ratings, audit results and recommendations for improvement, are retained under 21600-20, which is designated for full retention by the government archives. Also, final assessment reports and working files relating to the restoration of exploration and production sites will be destroyed because final assessment reports and the associated technical data are copied to the relevant well authorization file (21900-30), which is fully retained by the government archives.			

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](#).

20600 FACILITIES REGULATION AND MONITORING

Records relating to the ongoing monitoring of gas processing plants, production facilities and any other surface equipment deemed by the *Oil and Gas Activities Act* (OGAA) (SBC 2008, C. 36) to be a facility. OGAA defines a facility as “a system of vessels, piping, valves, tanks and other equipment used to gather, process, measure, store or dispose of petroleum, natural gas, water or substance.” For example, gas processing plants are designed primarily for the extraction from natural gas of hydrogen sulphide, carbon dioxide, helium, ethane, natural gas liquids or other substances. A production facility is designed primarily to accommodate production or disposal or both production and disposal of well effluent products and byproducts.

The Commission monitors and regulates construction, modification and operation of all facilities, ensuring they meet the design and operational requirements outlined in the OGAA, *Oil and Gas Waste Regulation* (OGWR) (B.C. Reg. 254/2005), *Drilling and Production Regulation* (DPR) (B.C. Reg. 282/2010), the *Environmental Protection and Management Regulation* (EPMR) (B.C. Reg. 200/2010) and the *Liquefied Natural Gas Facility Regulation* (LNGFR) (B.C. Reg. 146/2014).

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For emergency response plans, see primary 20750.

For facility applications that are cancelled or expire without land disturbance, see 20200-05.

For facility applications, see primary 20200.

For facility Integrity Management Plan (IMP) compliance assessments, see primary 20550.

For operational policy, such as the *Oil and Gas Activity Operations Manual*, see secondary 21100-00.

For pipeline projects, see primary 21000.

For reference material/topical files, see ARCS secondary 358-20.

For wells, see primary 21900.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

20600 FACILITIES REGULATION AND MONITORING

A SA FD

-30 Facility files

SO nil FR

(covers facilities such as gas plants, Liquid Natural Gas (LNG) facilities, refineries, dehydrator stations or compressor stations)
(includes forms, specifications, schematics, drawings, testing, analyses, exemptions, construction plans, system diagrams, inspection reports and permits)
(arrange by facility number)

SO: when the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site

NOTE: While a facility may be removed from a site, there is often sub-surface infrastructure (such as cut off pilings) remaining on site; these files document both the infrastructure and activity information.

FR = The government archives will fully retain facilities records because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of the permit holders in regards to gas processing plants and production facilities and the Commission's statutory responsibilities concerning the monitoring and inspection of these plants and facilities. The records also provide information about the ongoing evolution of oil and gas production in British Columbia; the management of the province's oil and gas resources; and government priorities regarding environmental protection, sustainable resource development, public and worker health and safety, cultural heritage, and Indigenous relations. The records complement the related facility permit applications, which are fully retained under secondary 20100-20.

END OF PRIMARY

20750 INCIDENT AND EMERGENCY RESPONSE

Records relating to the Commissions' response to incidents, per the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA) and the *Emergency Management Regulation* (B.C. Reg. 204/2013) (EMR).

During an oil and gas activity, an incident may occur that is outside of normal operations. Response includes the activities that address the short-term, direct effects of an incident. Depending on the magnitude of the incident, response may also include the execution of emergency plans.

Per the *EMR*, a permit holder is required to prepare and maintain an emergency response program and an emergency response contingency plan (or plans). The objective is to protect people, property and the environment by establishing a framework for emergency preparedness, planning and response. This is supported in the Commission by:

- Reviewing industry emergency management programs and plans.
- Evaluating permit holder emergency response exercises.
- Administering incident and complaint response processes.
- Leading emergency and incident follow-up and investigation.

Permit holders are the primary responders when incidents occur; they evaluate the situation, and take appropriate actions based on the nature and magnitude of the incident.

All emergency level incidents are reported through Emergency Management BC (EMBC). EMBC provides notification to the Commission, including a direct call to the emergency officer (EO.) The EO then contacts the permit holder, evaluates the situation, determines the appropriate actions and notifications, and will act accordingly. The Commission provides oversight and monitors events during incident and emergency response, and may direct additional resources to respond to any incident, or in rare cases, assume overall management of the incident.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For external audits, see primary 20550.

For external communications, such as safety advisories, see secondary 21600-06.

For inspections and investigations, see primary 20300.

For ledgers and tracking spreadsheets, see *ARCS* secondary 100-05.

For memoranda of understanding, such as with the National Energy Board, see *ARCS* primary 146.

For mutual aid agreements, see *ARCS* primary 146.

For operational policy and procedures, such as the *Emergency Management Manual*, or the exercise evaluation audit checklist, see secondary 21100-00.

For seasonal briefings, and other liaison with the emergency community, see *ARCS* secondary 230-20.

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](#).

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

The agency OPR is the Security & Emergency Management Branch, unless otherwise noted below. See specific secondaries for OPR retention schedules.

All non-OPR offices will retain these records for:

SO nil DE

-01 General

CY+1y nil DE

-05 Company correspondence

(covers correspondence, commonly called letters, regarding timelines for exercises, approvals / amendments for emergency response plans, and variances for regulatory requirements)

CY+9y nil DE

10y: The retention ensures the correspondence is retained for a similar period as the associated exercises and emergency response plans, and that the company's compliance / activity information is available in support of determining administrative penalties.

-07 Emergency Management BC reports

(covers the full set of emails, commonly called Dangerous Goods Incident Reports (DGIR's) or General Incident Reports (GIR's) which document all reported incidents that appear to be related to the oil and gas industry)

CY+1y nil DE

NOTE: Complaints and incidents are manually entered into the KERMIT system, where they are managed as follows: incident reports which warrant a response are classified under -45 Incidents, and complaints and investigations under primary 20300.

-20 Emergency response plans (ERP's)

(includes plans, checklist, correspondence)
(arrange by company name)

SO nil DE

SO: when there have been three subsequent plans received, or when the asset that the supplemental plan relates to has had a certificate of restoration issued or remedial actions completed

NOTE: The retention ensures the Commission will have the current plus two previous plans, for compliance support, and trend tracking. It also ensures that the plans for an orphaned well are available for the reclamation process.

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](#).

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

-20 Emergency response plans (ERP's) (cont)

NOTE: An ERP has two components: a core plan, which holds basic information about the company and its emergency policies that are not site-specific, and supplemental plans, which contain site specific information and plans for appropriate response.

Currently, the Commission receives both an electronic and a hard copy of the ERP. The most recent hard copy is held for convenience purposes, as it is easily transportable in case of an emergency and for field work. However, it is a duplicate of the electronic ERP, and may be destroyed when replaced by an updated version, under the authority of special schedule 102901 (*Transitory Records*).

-30 Exercise evaluations

SO nil DE

(covers the evaluation of a company's emergency response exercises, which test the emergency response program and the plan, and confirms that emergency response personnel know their duties)

(arrange by company name)

(includes notes, evaluation checklist and report, and follow up correspondence)

SO: when no longer required to monitor whether a company is meeting response objectives and commitments; this will usually be two exercise cycles (6 years), and include at a minimum two full scale exercises

NOTE: Permit holders usually perform emergency response exercises on a three-year cycle: two annual "table-top" exercises, followed by a full-scale functional exercise.

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](#).

20750 INCIDENT AND EMERGENCY RESPONSE

	A	SA	FD
-45 Incident files (covers minor incidents and lower level emergencies that are the result of an oil and gas activity; these may be spills, equipment failures or small fires) (includes reports and correspondence) (arrange by incident number) SO: when the incident and follow up activities are complete, and the information is no longer relevant for site reclamation OPR: Oil and Gas Commission DE: Incident files may be destroyed because major incident responses are fully retained under secondary 20750-50. In addition, information about incidents involving a fatality will be fully retained in Coroner's investigations case files (schedule 116356) and Commission guidance to industry about emergency planning, response and Emergency Response Plan requirements is fully retained under secondary 21100-00. NOTE: Because most incidents are spills, incident information is highly relevant to the reclamation of a site. Part of the reclamation process is assessing potential contaminants on the site by reviewing historical activities, spills etc. Incident information ultimately supports due diligence in addressing outstanding environmental concerns and helps to ensure sites are properly restored. NOTE: Classify major incidents, that potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre (EOC) under -50.	SO	nil	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](#).

20750 INCIDENT AND EMERGENCY RESPONSE

		A	SA	FD
-50	Major incident and emergency response files (covers incidents that may potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre [EOC]) (includes notebooks, correspondence, shape files, and reports) (arrange by incident, and if managed through the EOC, then by role, such as incident commander, planning, operations, logistics, and finance & administration)	SO	nil	FR
SO:	when the incident and follow up activities are complete, and the information is no longer relevant for site reclamation			
OPR:	Oil and Gas Commission			
FR:	The government archives will fully retain Major incident responses because they provide evidence of the Commission's responsibilities regarding the coordination, support, follow-up, and investigation of incidents and accidents that are significant due to their location or the nature of the incident and the potential effect on people and the environment. Incident responses also provide evidence of the collaboration that occurs within the Commission, between the Commission and other agencies or government bodies, and between the Commission and permit holder to ensure public and environmental safety.			
NOTE:	Because most incidents are spills, incident information is highly relevant to the reclamation of a site. Part of the reclamation process is assessing potential contaminants on the site by reviewing historical activities, spills etc. Incident information ultimately supports due diligence in addressing outstanding environmental concerns and helps to ensure sites are properly restored.			
NOTE:	Classify minor incidents under -45.			

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](#).

20850 LIABILITY MANAGEMENT

Records relating to the management of liability with regards to oil and gas assets, through the Liability Management Rating (LMR) program and orphan site management.

The intent of the LMR program is to identify permit holders whose estimated oil and gas decommissioning liabilities exceed their estimated oil and gas assets. In such cases, the identified permit holders are required to take steps to address the financial risk related to their operations. The LMR program enables the Commission to determine security deposit requirements of the permit holders as a protection measure, in the event they are not capable of meeting abandonment and reclamation obligations.

This primary also covers orphan site management. Under the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA), the Commissioner can designate orphan sites (a well, facility, pipeline and/or area affected by oil and gas activity) when a regulated permit holder cannot be located or is insolvent. Before the Commissioner designates an orphan site, the Commission exhausts every possibility to ensure those responsible, even in bankruptcy, are held financially accountable. When an orphan site is designated, the Commission may use the Orphan Site Reclamation Fund (OSRF) to decommission and restore the site. The restoration process provides assurance to stakeholders that oil and gas infrastructure has been removed, and that all known contamination risks or other hazards have been mitigated.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For annual LMR Summary reports, see secondary 21600-20.

For policy and procedures, such as the *LMR Program Manual*, see secondary 21100-00.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

20850 LIABILITY MANAGEMENT

		A	SA	FD
-03	Security deposit files (covers the liability calculation files for both drilling deposits, created under the <i>Petroleum And Natural Gas Act</i> , RSBC 1996, C. 361, S. 160, and security deposits, created under the <i>Oil And Gas Activities Act</i> , SBC 2008, C. 36, S. 30 and pursuant to the <i>Fee, Levy and Security Regulation</i> , (B.C. Reg. 8/2014)) (includes security drilling deposit requirements for companies, cost estimates, correspondence, financial statements and reviews) SO: when the security has been returned to the company, or transferred to another operator or the Orphan Site Reclamation Fund 10y: The retention period allows for fiscal accountability and aligns with Board policy which allows 10 years to reclaim an orphan well. NOTE: The Commission may return security deposits to the permit holder when they have achieved a consistent and sustainable liability rating, and have demonstrated compliance with regulatory obligations, or when they no longer hold assets in the province. If the related asset(s) become an orphaned site, the security will be transferred to the OSRF.	SO+1y	9y	DE
-20	Corporate asset files for orphaned or at-risk sites (covers corporate asset files received from insolvent or at-risk companies whose assets have either been designated as orphaned, or may potentially be orphaned. The Commission receives these files to support the future transfer of the asset to a responsible party and prevent the site from being orphaned, or in the interest of having all information possible to assist in the restoration of the orphaned site) SO: when no longer useful to support the transfer of the site or the restoration of the orphaned site DE: These records may be destroyed because records relating to the Commission's permit and licence approvals and the monitoring and regulating of oil and gas activities are fully retained under 20200-20, 20600-30, 20750-50, 20900-20, 21000-35, 21400-35 and 21900-30.	SO	nil	DE
(cont)				

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](#).

20850 LIABILITY MANAGEMENT

A SA FD

-20 Corporate asset files for orphaned or at-risk sites (continued)

NOTE: If the Commission is successful in finding a company who will take on the management of the assets, the associated files may be transferred to the new responsible party. Those files are classified under -21 Corporate asset files for transferred assets.

-21 Corporate asset files for transferred assets SO nil OD (covers corporate asset files which are being transferred to a responsible party to assist them in the ongoing management and eventual reclamation of the site)

SO: when the ownership of the asset has been transferred to the responsible party / new permit holder

NOTE: These files are originally created by oil and gas companies and transferred to the Commission because of their value in assisting with the transfer of the asset to another company for ongoing management. Many parts of the corporate file duplicate the Commission's files, and hold no value to the Commission, yet have great value to the receiving company so they may understand the operations and details of the assets they are acquiring.

OD: These records may be transferred to a new permit holder so they can understand the operations and details of the assets that they are acquiring, and because records relating to the Commission's permit and licence approvals and the monitoring and regulating of oil and gas activities are fully retained under 20200-20, 20600-30, 20750-50, 20900-20, 21000-35, 21400-35 and 21900-30.

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](#).

20900 ROAD REGULATION AND MONITORING

Records relating to permits for use of and access to roads as part of the infrastructure required for oil and gas activities such as wells, pipelines, and facilities. All permits are issued in accordance with the *Oil and Gas Road Regulation* (B.C. Reg. 56/2013) (*OGRR*), but this primary also covers roads or portions of a road originally authorized and constructed under the *Land Act* (RSBC 1996, c. 245) or the *Petroleum and Natural Gas Act* (RSBC 1996, C. 361), as a Petroleum Development Road. Authorization for the permit holder to make changes in or about a stream comes from the *Water Sustainability Act* (SBC 2104, c. 15).

There are a variety of types of oil and gas roads applicants may apply for, such as:

- Long-term, all-weather roads: roadbeds surfaced with gravel.
- Short-term, low-grade roads: constructed during non-frozen ground conditions.
- Snow and/or ice roads: activities carried out during frozen ground conditions with minimal soil disturbance.

The records in this primary document the road “activity file.” Road permit holders have obligations regarding the construction, maintenance, use and deactivation of oil and gas roads, including clearing widths, bridges and culverts, hazard warnings and post-construction reporting.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For inspections, see secondary 21300-50.

For operational policy, see secondary 21100-00.

For road permit applications, see secondary 20200-20.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 Road files (formerly called Petroleum Development Roads (PDR's), this secondary covers the post-approval activity information for road permits, which approve the construction of roads, bridges and culverts for oil and gas activity) (includes maps, special studies, reports and notices, and for original PDR files, the applications)	SO+5y	nil	FR
SO: when the road has been cancelled or deactivated, and restoration is complete	(cont)		

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](#).

20900 ROAD REGULATION AND MONITORING

A SA FD

-20 Road files (continued)

- 5y: The retention provides time to ensure there are no issues with the deactivation, cancellation, or restoration of the road.
- FR: The government archives will fully retain Road files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. They also provide information about the construction, maintenance, use and deactivation of oil and gas roads. The records complement the related road permit applications, which are fully retained under secondary 20200-20.

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](#).

21000 PIPELINE REGULATION AND MONITORING

Records relating to the regulating and monitoring of all pipelines within the boundaries of the province which have been constructed or are operating under the jurisdiction of the government of British Columbia. The *Oil and Gas Activities Act* (OGAA) SBC 2008, c. 36) defines a pipeline as “piping through which any of the following is conveyed: petroleum or natural gas; water produced in relation to the production of petroleum or natural gas or conveyed to or from a facility for disposal into a pool or storage reservoir; solids; substances prescribed under section 133 (2) (v) of the *Petroleum and Natural Gas Act* (RSBC 1996, c. 361); other prescribed substances, and includes installations and facilities associated with the piping”.

The Commission monitors the construction, modification and operation of all pipelines, ensuring they meet the design and operational requirements outlined in the OGAA, the *Pipeline Regulation* (B.C. Reg. 281/2010) and the *Environmental Protection and Management Regulation* (B.C. Reg. 200/2010). Of particular note, as required under Section 3 of the *Pipeline Regulation*, every permit holder designing, constructing, operating, maintaining or abandoning pipeline infrastructure in British Columbia must follow the most current version of CSA Z662, including Annex N.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For facilities, see primary 20600.

For operational policy, such as the *Oil and Gas Activity Operations Manual*, see secondary 21100-00.

For pipeline applications, see primary 20200.

For pipeline Integrity Management Plan (IMP) compliance assessments, see primary 20550.

For reference material/topical files, see ARCS secondary 358-20.

For wells, see primary 21900.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

21000 PIPELINE REGULATION AND MONITORING

A SA FD

-35 Pipeline projects

SO nil FR

(includes forms, maps, drawings, specifications, exemptions, schematics, permits, testing results, analyses, correspondence, and photographs)

(arrange by pipeline project number)

SO: when the pipeline has been removed, or no longer exists

NOTE: These records will be retained by the Commission for an indefinite period of time because pipelines are rarely removed from the ground after being cancelled, and even when parts are removed, sections which could be disruptive to the environment to take out (such as under a river) will remain underground. This lengthy retention period is required to document the activities and the locations of the lines.

FR: The government archives will fully retain pipeline project records because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of the permit holders in regards to pipeline construction and operation, and the Commission's statutory responsibilities concerning the monitoring of pipelines. The records also provide information about the ongoing evolution of the technical aspects of pipeline design and construction in British Columbia and the Commission's priorities regarding environmental protection, sustainable resource development, public and worker health and safety, cultural heritage, and Indigenous relations. These records complement the related permit applications, which are fully retained under secondary 20200-20.

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](#).

21100 POLICY AND PROCEDURE DEVELOPMENT

Records relating to the development of operational guidelines and policies, including procedures, standards, protocols, recommended practices and directives, that are for internal use, and also for external use to assist clients, First Nations and stakeholders with clarification of operational requirements. The requirements are a resource tool for companies and provide direction to industry to ensure safe and efficient practices.

For committees, see ARCS secondary 200-20.

For fee and levy changes, see ARCS primary 140.

For legislation and regulation development, see ARCS primary 140.

For program planning, see ARCS secondary 400-20.

For reference material/topical files, see ARCS secondary 358-20.

The agency OPR is the Oil and Gas Commission unless otherwise noted below.
See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - final (covers final/approved policies, procedures, standards, protocols and guidelines pertaining to the functions and activities documented in this ORCS, and developed for internal or external use, including operational manuals such as the <i>Oil and Gas Activity Operations Manual</i> , the <i>Compendium</i> , and OGC process maps) (arrange by category if necessary, and then by policy name or registration number)	SO	5y	FR
SO: when the policy/procedure is replaced or becomes irrelevant; for policy/procedures which are required to provide point-in-time evidence, such as environmental and wildlife policy, when no longer needed to provide evidence for decisions			
FR: The government archives will fully retain final versions of operational policy and procedural documentation because they provide evidence of the governance of the functions and programs covered by this ORCS.			
-01 General	CY+1y	nil	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](#).

21100 POLICY AND PROCEDURE DEVELOPMENT

A SA FD

-20	Policy, guideline, and procedure development files (includes briefing notes, correspondence, drafts, and working materials)	SO	5y	DE
------------	---	----	----	----

SO: when the final product is approved and distributed, or abandoned, and when no longer required for reference

DE: Policy, guidelines and procedure development files will be destroyed because final products are fully retained under secondary -00.

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](#).

21400 RESERVOIR REGULATION AND MONITORING

Records relating to the regulation and monitoring of petroleum and natural gas reservoirs in the province, and the subsurface storage or disposal of associated products or by-products. The Commission ensures compliance with requirements for wells, the allowable production of wells, and the development of effective and efficient engineering practices through the approval and monitoring of reservoir projects.

An example of a reservoir project includes storage of natural gas in depleted high porosity/permeability reservoirs to provide supply during peak demand periods. Traditionally, this means that gas injected in summer is withdrawn to meet winter heating requirements. Another project type is concurrent production, the controlled simultaneous production of an oil accumulation and its associated gas cap.

This primary also includes the records which map the oil and gas field and pool boundaries. These boundaries are outlines on the earth's surface that define a subsurface oil or gas accumulation.

For operational policy and procedures, see secondary 21100-00.

For reports produced on an annual basis, such as the *Hydrocarbon and By-product Reserves Report*, see 21600-20.

The agency OPR is the Field Engineering and Technical Services, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-25 Geological topical files (covers information regarding subsurface composition and contents, gathered for convenience and reference purposes) (arrange by field, formation or topic)	SO	nil	DE

SO: when no longer useful for reference purposes

NOTE: This secondary covers a compilation of material gathered from outside sources, as well as material that is part of other Commission applications and files (i.e. well reclassification applications or geological maps, plats and cross-sections from field and pool applications that are classified under -35).

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](#).

21400 RESERVOIR REGULATION AND MONITORING

	A	SA	FD
-35 Reservoir analysis and management (commonly called field and pool files, this secondary covers projects that relate to managing and analysing reservoir contents; also covers records that document the reservoir properties, characteristics and boundaries) (arrange by field, then by pool, then by project type) (includes applications, analysis, approvals, orders, tests and reports for projects such as water disposal, good engineering practice (GEP), concurrent production, waterflood, gas reinjection, experimental/innovative technology, acid gas disposal, acid gas disposal progress reports, commingling, spacing and target areas, reservoir worksheets, initiating well testing waivers and observation wells, as well as field or pool net pay maps, designations and lists)	SO	nil	FR
SO: the files are closed according to the following criteria: <ul style="list-style-type: none">• for records relating to production management, such as Good Engineering Practices (GEPs), 20 years after pool abandonment;• for records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, when no longer required to provide evidence of the activities;• for records which document the composition and structure of the field or pools, when that information is no longer required.			
FR: The government archives will fully retain Reservoir analysis and management files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of permit holders and the Commission's statutory responsibilities to ensure safe and effective reservoir management. The records also provide information about the ongoing evolution of engineering principles used to maximize resource recovery. The records complement other permit application and related oil and gas activity records, which are appraised for full retention under secondaries 20200-20 and 21900-30.			

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](#).

21400 RESERVOIR REGULATION AND MONITORING

		A	SA	FD
-40	Production allowable reports (covers oil and gas allowable reports, which document managed production flows from oil and gas wells) (arrange by company, then by production year)	SO	7y	DE
	SO: the end of the production year the report covers			
	7y: The retention ensures the information is available to track a company's compliance with their regulatory requirements and permitted production rates; support royalty calculations; and provide rationale for decisions made around changes to production rates.			
	NOTE: The production year runs from November 1 st to October 31 st .			

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](#).

21600 STAKEHOLDER RELATIONS

Records relating to communication with stakeholders involved in the development of the province's oil and gas sector. This includes informational communications regarding Commission directives, advisories and initiatives. It also includes consultation on matters related to rights, terms of entry on private and agricultural leased lands, and oil and gas activities, which provides an opportunity for public participation, identification of any issues or concerns, and education for affected parties about oil and gas development projects.

This primary also covers the communication of both sector and corporate performance. Corporate performance reports identify goals, objectives, performance measures, and other strategic information. Corporate performance objectives are formally communicated in service plans, and performance actuals in annual reports.

For news releases, see ARCS primary 330.

For policy and procedures, see secondary 21100-00.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-03 General inquiries	CY+1y	2y	DE
-06 External communications (covers communication products such as information letters, industry bulletins, directives, safety advisories, fact sheets and other methods of communicating Commission information to external stakeholders) (includes drafts, correspondence, and final products)	CY+3y	6y	FR

10y: The retention provides sufficient time to reference the way the Commission addressed issues and communicated to stakeholders over time. It also aligns with special schedule 102906, *Executive Records*.

NOTE: Classify reports produced on an annual basis (both technical and performance reports) under -20.

FR: The government archives will fully retain External communications. They provide evidence of what information is conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of

(cont)

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](#).

FR: The government archives will fully retain External communications. They provide evidence of what information is conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of (cont)

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](#).

21600 STAKEHOLDER RELATIONS

A SA FD

-06 External communications (continued)

government about oil and gas operations and activities in British Columbia, and the methods and tools used to communicate that information. This is consistent with the full retention of communication projects in the *Government Communication ORCS* (schedule 881035, secondary 23100-30). The records also complement policies and procedures, which are appraised for full retention under secondary 21100-00.

-20 Annual activity reports

SO nil FR

(covers technical, analytical and performance reports created by the Commission on an annual basis that document both Commission and industry activities, such as the Hydrocarbon and By-Product Reserves in British Columbia, the Pipeline Performance Summary, the Annual Service Plan and others)
(arrange chronologically by fiscal year)

SO: when no longer being used for trend analysis, and understanding Commission and activity history

NOTE: Classify report development under secondary -30

FR: The government archives will fully retain Annual activity reports because they provide evidence of the Commission's structure, activities, priorities, and finances.

PIB -25 Pre-application issues case files

SO nil DE

(covers issues and concerns that are raised at the pre-application stage of the permit process, such as landowner liaison issues, archaeological inquiries, or technical advice for the preparation of applications)
(arrange by name of company or landowner)

SO: when issue is resolved or no longer relevant, or the permit is approved and activity has commenced, and when no longer needed for reference and tracking purposes

DE: Pre-application issues case files will be destroyed because the Commission's role in dispute resolution is well documented in Policy and procedures – final (secondary 21100-00) and the mitigation of issues is documented on the related Applications file (20200-20), which will be fully retained by the government archives.

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](#).

21600 STAKEHOLDER RELATIONS

		A	SA	FD
	-30 Report development files (covers the development material for reports that are created on an annual basis) (arrange by report) SO: when report has been published, or abandoned, and when development material is no longer required for reference purposes NOTE: Classify final annual activity and service plan reports under -20.	SO	nil	DE
PIB	-35 Stakeholder issues (covers the resolution of issues and concerns that are not related to specific permits, applications, or part of the pre-application process) SO: when issue is resolved or no longer topical, and when no longer needed for reference purposes	SO	nil	DE
	-40 Strategic engagement projects (covers strategic projects regarding consultation or engagement plans) (arrange by project) SO: when project is completed, cancelled, or abandoned 7y: The retention period ensures that the records are available for a sufficient period for reference and program planning purposes. NOTE: Classify business planning and strategic planning for the Commission under ARCS primary 400. DE: Strategic engagement projects will be destroyed because sufficient information about these functions are documented in service plans and annual reports (secondary 21600-20) and application files (secondary 20200-20), which are fully retained by the government archives.	SO+7y	nil	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](#).

21700 TIMBER CUTTING LICENSING

Records relating to the issuance, monitoring and administration of Master Licenses to Cut (MLTC), which are required where the removal of Crown timber is necessary to conduct oil and gas activities. The MLTC allows the company to cut and/or remove timber during the term of the license, from areas of Crown land that are located within a specified forest district; cutting permits are issued under the master license to authorize the cutting on specific individual blocks. All master licenses are issued pursuant to the *Oil and Gas Activities Act* (SBC 2008, c. 36) and the *Forest Act* (RSBC 1996, c. 157).

For a description of the Integrated Resource Information System (IRIS), see the Systems Section.

For operational policy, see secondary 21100-00.

For records relating to cutting permits, see primary 20200.

The agency OPR is the Applications Department, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 Master licenses to cut (arrange by company, then by master license number)	SO	nil	DE
SO:	when replacement master license is issued, or license has expired		
DE:	Master licenses to cut will be destroyed because they do not have long-term value. Individual cutting permits related to these licenses are filed on the appropriate application file (secondary 20200-20), which is fully retained by the government archives.		

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](#).

21900 WELL REGULATION AND MONITORING

Records relating to the technical information and analyses related to the potential for and methods of extracting petroleum, natural gas or other energy resources from specific wells. The Commission regulates and monitors the exploration and development of oil and gas activities, including the management, long term protection and conservation, control and treatment of wells. All data connected with or derived from drilling, production or other work performed on a well must be submitted to the Commission. Submission requirements include reports, surveys, testing and analyses, samples, cores and logs. The Commission must give approval for any changes, transfers or amendments made to a well authorization as well as issue associated certificates, permits, and authorizations.

Wells are classified according to criteria outlined in the *Drilling and Production Regulation* (B.C. Reg. 282/2010, s. 2); well reports and data are held confidential for the associated periods of time established in the *Oil and Gas Activities Act General Regulation* (B.C. Reg 274/2010, s. 17). After the confidential periods have expired, well information held by the Commission is routinely released. For example, wells classified as developmental are held confidential for two calendar months, after which the well data and well reports are available to industry and the public.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a description of the Integrated Resource Information System (IRIS), see the Systems Section.

For convenience copies, kept for administrative purposes and ease of reference, see special schedule 102901 (Transitory Records Schedule).

For facilities, see primary 20600.

For liability management, see primary 20850.

For operational policy, see secondary 21100-00.

For orphan wells, see primary 20850.

For pipelines, see primary 21000.

For security deposits, see secondary 20850-03.

For well applications, see primary 20200.

For well authorization applications that are cancelled or expire without land disturbance, see 20200-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	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](#).

21900 WELL REGULATION AND MONITORING

A SA FD

-30 Well authorization files

SO nil FR

(arrange by well authorization number)

(includes well and test hole amendments, revisions, exemptions, title clearance sheets, drill stem test, applications and approvals (e.g., to alter or abandon a well, for allowable production), well summary reports, work-over and completion reports, geological reports, well site access and cleanup reports, certificates of restoration, correspondence, well name changes and transfers, well logs or formation evaluation logs)

SO: when a certificate of restoration is issued and the well information is no longer needed for environmental and safety management

NOTE: These records will be retained for an indefinite period of time because the geological and technical well information holds long-term value for future exploration, as well as for managing the lifecycle of the well. Also, well integrity issues can arise long after a well is considered remediated or "closed". In these situations, immediate access to the file is necessary to manage safety and environmental issues.

FR: The government archives will fully retain Well authorization files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of permit holders and the Commission's statutory responsibilities to ensure safe and effective extraction of resources. The records also provide information about the ongoing evolution of the methods of extracting petroleum, natural gas, or other energy resources. The records complement other records appraised for full retention: applications (secondary 20200-20); facilities (20600-30), pipeline projects (21000-35), and reservoir analysis and management (secondary 21400-35).

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](#).

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
COMMON SYSTEM NOTES	2
Application Management System (AMS)	3
Integrated Resource Information System (IRIS)	8
Knowledge, Enterprise, Resource, Management, Information, and Technology (KERMIT)	11

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems are 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 have 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 a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.

APPLICATION MANAGEMENT SYSTEM (AMS)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose and overview

The Application Management System (AMS) is an online system for the submission, payment, review and approval of the majority of oil and gas and associated activity applications received by the Commission. It provides a consistent process for oil and gas activity permit applications, related activity authorization applications, applications for provincial approvals for National Energy Board (NEB) pipelines, and holds historical data submissions.

The system has three modules: AMS Application, AMS Payment, and AMS Review.

AMS Application (also called ePermits)

Inputs

Application information depends on the type and location of the activity. The information collected regarding an application is organized by the following categories:

- Spatial data
- Administrative information
- Land
- Forestry
- Stewardship
- Agriculture
- Archaeology
- Consultation and notification
- Rights holder
- First Nations
- Maps and plans
- Attachments

Also documented in the application are activity details, which outline the planning, design and technical requirements. Additional supplementary information may be required depending on the type of oil and gas activity, location, and engineering and technical details provided.

Examples of activity details for type of application:

- Wells: well/facility application area spatial (WFAA), well details, and land information
- Facilities: WFAA spatial, facility overview, facility details including equipment details, technical specifications and exemptions; and land information
- Roads: road application area spatial (RAA), road type and overview, road details, and road land information
- Short-term water use: points of diversion spatial, overview and points of diversion details
- Pipeline: pipeline application area polygons (PAA), pipeline overview, pipeline details including segment linkages; installation details and exemptions; and land information
- Geophysical: geophysical details such as program type, energy source and construction method, and geophysical land information
- Associated Oil and Gas Activities (AOGA), such as access, above ground fresh water line, aggregate / borrow pits, airstrips, campsites, fresh water storage sites, monitoring sites: activity details and land information
- Changes in and about a stream: stream details, planning and design, and exemptions

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

The final record of an application file will hold the consultation, mitigation plans, conditions and technical details of the permitted activity.

Process

Application information is entered by or derived from data submitted by the applicant. Attachments are uploaded directly. The online application submission process includes:

- Using the Application Analysis Tool (not mandatory)
- Reviewing the dashboard
- Creating a new application
- Uploading spatial data
- Completing, validating, and submitting the application.

Applicants can either start building their application directly, or test/build the application using the “Application Analysis Tool” provided.

If the client chooses to use the Application Analysis Tool, they have the capability to submit their spatial data and run a Spatial Overlay Engine (SOE) report. This report will identify known environmental, social and land considerations, such as highlight areas overlapping the surface location of the proposed activity, including tenures, land and resource planning zones, and areas established by order. Applicants can use this information to plan engagement activities (notification and consultation) and/or mitigation strategies, and allows applications to pinpoint the best location for a project at the beginning of the process. Using this tool will not generate any activity identifiers. If the user so chooses, they can directly move this data into an official application submission (they cannot start an amendment in this fashion at this time).

AMS is the system of records for the majority of applications to the Commission. Once an application is approved and the permit issued, additional material cannot be added to it.

AMS Payment (also called ePayment):

Application fees must be paid by companies who have submitted applications to the Commission for oil and gas activity permits. Application fees are transferred to the Commission via electronic funds transfer (EFT) through the Application Management System (AMS) payment module. AMS Payment is the secure, online portal used to electronically pay for applications submitted through the AMS using Pre-Authorized Debit. Applicants are required to register and set up security roles for a secure payment account with AMS Payment.

Process:

Invoices for new AMS applications of type ‘Application’ are automatically generated on the dashboard on the basis of the:

- Activity information for the application
- Inventory codes for each activity

Invoices for AMS applications of type ‘Amendment’, and manual payments (not associated with AMS activities) are generated manually by finance staff based on:

- Activity information for the amendment
- Inventory codes for each activity according to the activity and information provided by reviewers through a manual process.

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](#).

Only users with Payor permissions can pay for an invoice. Invoices are paid through the ePay dashboard using the authorization code and EFT set up in ePayment

Outputs

Invoices are the sole output of AMS Payment. These can be downloaded as .PDF documents from within the ePayment application.

AMS Review (also called Categorization and Review Determination [CRD]):

All review and determination data is recorded in this application. This includes the multiple review type recommendations, and the final decision and rationale. There can be many attachments included with each application review in support of any of the recommendations or the decision. In the case of a partial or full approval, a permit will also be attached to the record. AMS is the system of record for the majority of applications to the Commission. Once an application is approved and the permit issued, additional material cannot be added to it.

Process

Applications submitted through AMS Application are moved into the AMS Review system. The Commission conducts a comprehensive technical review of the application based on the characteristics, location and circumstances of the activity. Technical reviews include engineering (facilities, pipelines or drilling and production), land and habitat, forestry, agriculture, archaeology and environmental management.

During this review and determination process, the Commission also conducts a wide range of engagement processes, liaising with Indigenous peoples, stakeholders, land owners and partner agencies. If the Commission finds minor and/or major deficiencies in the application, the Commission contacts the applicant to clarify details, make revisions and/or provide additional information.

Based on activity types and location, the system assigns specific reviews types or tasks to appropriate staff for completion. These include the following:

- Historical Pipeline Land Review
- Historical Pipeline Engineering Review
- Historical Facility Review
- Commission Initiated Amendment Determination
- CIA Post Decision Tasks
- First Nations
- Land and Habitat
- Forestry
- Agriculture
- Consultation and Notification
- Composite Application
- Pipeline Engineering
- Facility Engineering
- Drilling and Petroleum Engineering
- Community Relations
- Archaeology
- Environmental Management
- Hydrogeology
- Post Decision Tasks

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](#).

Details from the review and engagement processes are recorded in the CRD database by the AMS Review system.

The permit decision maker ensures that all aspects of an application – indigenous, archeological, landowner and community liaison, environmental, land, geology and technical are reviewed and signed off by the appropriate commission staff before approving and issuing the permit.

Once an application is approved, the associated data is moved to the operational databases and made available to the Commission's operational systems. The approved activities are available in KERMIT and IRIS for the ongoing collection of information.

Outputs

The main outputs of AMS system are approved activities and Permit documents. Permit documents are manually created by Commission staff and attached to the CRD review and determination record manually.

Historical Note

AMS was implemented in July 2016, and replaced a paper-based process in which staff provided all application analysis and processing.

Previous to AMS, pipeline applications were submitted to KERMIT. The KERMIT database is still operational and is now the system of record for "pipeline activity files", among other activities. Pipeline applications are now submitted through AMS.

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](#).

APPLICATION MANAGEMENT SYSTEM (AMS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
OGCO	20200-05	Cancelled, expired or refused applications	SO	nil	DE
OGCO	20200-20	Application files	SO	nil	SR
Inputs					
OGCO	20200-40	Application review working files	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
OGCO = *Oil and Gas Regulation ORCS*, schedule 163507

END OF OVERVIEW

INTEGRATED RESOURCE INFORMATION SYSTEMS (IRIS)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose

The purpose of the Integrated Resource Information System is to track and maintain a database of all oil and gas related development from its initial proposal to its approval, eventual project completion and continuous monitoring and inspection.

Information Content

IRIS is the operational management system for wells, roads, geophysical, associated activity and Changes In and About a Stream (CIAS) operational activities. The information in IRIS relates to all aspects of operational data for well engineering/production data

Inputs, Processes, and Outputs

Inputs

Information is entered into IRIS in multiple ways:

- Application Management System (AMS): Approved activities are moved from AMS Application into a database, which IRIS reads and presents the data directly in its screen
- eSubmission: Operational data is submitted by companies through the external eSubmission portal; this includes information such as drilling and workover submissions, water user reporting, and various other submissions.
- Data Load: Data is imported from external systems.
- Manual Data Entry: Some operational data is entered into IRIS by Commission staff.

Processes

IRIS provides the following core functionality, by activity type:

- Wells: Provides summary views of all approval and operational data such as well status, subsurface activity and reported data and associated processes. Additional information associated with operational wells is available/managed in IRIS:
 - Drilling
 - Production
 - Waste Disposal
 - Geology
 - Reserves (reporting and Pay Zone maintenance)
- Geophysical: holds approved activity data, and provides summary and required reporting.
- Roads: holds summary activity data for each road and its associated activities. Road specific reporting is also provided.
- Associated Activities: summary reporting and operational views of associated activities.
- CIAS: summary reporting.
- Water Use: reporting.

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](#).

Additional functionality is also provided for with legacy (pre AMS) application data, legacy Pipeline data, and some limited inspection functionality (specifically Surface Case Vent Flow functionality).

Outputs

- Reports.
- Outputs to databases which feed AMS Application for amendments.
- Export files for external systems.

Historical Notes

Prior to the introduction of the Application Management System (AMS), IRIS contained and managed detailed information related to well, road, geophysical and ancillary applications and data associated with their review and determination process. This functionality has since been moved to AMS, but is available through historical READ ONLY versions of the application.

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](#).

INTEGRATED RESOURCE INFORMATION SYSTEMS (IRIS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
OCGO	20200-20	Application files	SO	nil	SR
OCGO	20300-50	Compliance site inspections (covers deficiency reports)	SO	nil	DE
OCGO	20600-30	Facility files	SO	nil	FR
OCGO	20750-45	Incidents	SO	nil	DE
OCGO	20900-20	Road files	SO	nil	FR
OCGO	21000-35	Pipeline projects	SO	nil	FR
OCGO	21700-20	Master licenses to cut	SO	nil	DE
OCGO	21900-30	Well authorization files	SO	nil	FR
OCGO	21900-45	Well incidents – electronic	SO	nil	DE
Inputs					
OCGO	20100-20	Indigenous relations	SO	nil	FR
OCGO	20200-20	Application files	SO	nil	SR
Outputs					
OGCO	20000-10	Statistical and activity reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
OCGO = *OIL AND GAS REGULATION ORCS*, schedule 163507

END OF OVERVIEW

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

KNOWLEDGE, ENTERPRISE, RESOURCE, MANAGEMENT, INFORMATION, AND TECHNOLOGY (KERMIT)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose

KERMIT is a multi-function system that:

- manages the operational lifecycle of pipelines and facilities
- through the corporate registry, includes the interface by which the Commission manages most of the security roles for core Commission systems
- documents operational compliance activities

KERMIT also enables users, both internal and external, to look up legacy applications, find permits, submit notices and submit incidents, and produce reports.

Information Content/Processes

KERMIT is the primary operational management system for pipelines and facilities. It also holds compliance and enforcement information such as inspections, deficiencies, and investigations for all assets (e.g., pipelines, facilities, wells, roads etc.).

KERMIT is also used to:

- Manage name changes, amalgamations, and transfers of assets for activities managed in KERMIT (pipelines and facilities)
- Provide the interface by which internal staff and external company representatives can manage security roles
- Track and manage and liability ratings for wells and facilities (AIR)
- Calculate and report on oil and gas reserves
- Provide general reporting functions, using IRIS data when the reports use well-related data (see the IRIS system overview for IRIS information)

The information in KERMIT is organized by “tabs”, which provide the following functions:

- **To-do List:** part of the workflow element of KERMIT, this information is organized by job type, process type, or user. There are currently over 140 processes that can be performed through this tab, which range from assigning tasks, completing inspections or pipeline cancellations, to entering forest tenure, generating notices, reviewing submitted information, and updating information. The processes tab holds attachments, communication logs and documents and received responses.
- **Post Permit Actions:** this is the area where you can find permits, archaeological requirements, access notices of intent for pipelines and facilities, access legacy applications, update tenure, and start “transactions”, such as notice of construction, notice of pressure tests, as built submissions, etc.
- **Wells:** consisting of legacy data transferred from the decommissioned PIMS system, this contains data such as well index reports, wells spudded, completion data, detailed well inquiries,

year to date well statistics. Well data is actually managed in the IRIS system, but some of it is accessed through KERMIT, primarily through document search and report functions.

- **Projects and Facilities:** this starts with a search page to access pipeline projects and facility information through various criteria such as operations, locations, tenure number, or project number. Once you find your asset (i.e., facility or pipeline project/segment) you have access to multiple tabs outlining information on project/facility details, operational transactions, site equipment, linkages to other data elements such as production or injection data, operator information, design capacity and recovery efficiency, compliance and enforcement actions relating to the site, such as inspections, complaints and incidents, liability information, notes, and attachments.
- **Compliance and Enforcement:** this tab holds emergency management details, i.e., complaint and incident information; inspections and deficiencies; administrative deficiencies (e.g., when a company isn't submitting required information); and notifications. Notifications of deficiencies, for example, are emailed to the operator through KERMIT, and response is received and logged under the appropriate inspection.
- **Search and maintenance functions:** these tabs cover document search functions, to see what documents have been submitted, and where they reside in the system; also covers system/corporate registry maintenance functions such as entering new contacts, operator changes, bulk cancellations, and is the place to update standardized data elements such as checklists, LMR categories and violation codes.
- **Reports:** KERMIT produces a wide range of reports, categorized into operations, incidents and complaints, community relations, tenure, core, and pipeline reports, some with a range of reports to choose from.
- **Reservoir:** this tab accesses reserves data, produces reservoir reports, disposal well approvals, and a range of reserves and data management reports, which are accessing current data in the IRIS system, as well as data which was transferred to KERMIT from the decommissioned PIMS system. These reports gather information such as pool reserves by oil or gas, engineering pools list, completion events, gas test flow rates, and orphan reserves.
- **Geology:** provides access to geology reports, such as extraneous pools, pay zone contact type issues, pay parameters. These reports are gathering data from IRIS, the system which holds well data.
- **Production:** provides access to production reports, such as monthly and cumulative production, monthly pool production and injection summaries, and also has a production query function, which allows you to search production data through various criteria.
- **Asset Integrity and Retirement:** used to track Liability Management Ratings (LMR), this tab accesses calculators such as well liability calculation detail, facility asset and liability calculation, and runs reports such as operator summary reports, monthly summary reports, and a build report list for wells and facilities.

Historical Notes

Prior to the introduction of the Application Management System (AMS), pipeline and facility applications were submitted to KERMIT. That original application data remains in KERMIT; this includes information

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](#).

such as application submission documents, First Nation consultation, landowner consultation and notification, communication logs, and the permit.

When the Petroleum Information Management System (PIMS) system was decommissioned, PIMS data was transferred to KERMIT. PIMS was a database of well, facility, reserve, and production related information.

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 TITLE (AND ACRONYM)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention A	Schedule SA	FD
Data in the System					
OGCO	20000-20	Corporate Registry	SO	nil	DE
OGCO	20200-18	Name changes, transfers and amalgamations	CY+2y	10y	DE
OGCO	20200-20	Application files	SO	nil	SR
OGCO	20300-05	Complaints	SO	nil	DE
OGCO	20300-40	Enforcement case files	CY+14y	nil	DE
OGCO	20300-50	Compliance site inspections	SO	nil	DE
OGCO	20600-30	Facility files	SO	nil	FR
OGCO	20750-45	Incidents	SO	nil	DE
OGCO	20750-50	Major incident and emergency response	SO	nil	FR
OGCO	21000-35	Pipeline projects	SO	nil	FR
Inputs					
OGCO	21900-30	Well authorization files	SO	10y	FR
Outputs					
OGCO	20000-10	Statistical and activity reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
OGCO = *Oil and Gas Regulation*, schedule 163507

END OF OVERVIEW

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-----------------------	-------	----------------	--------------------------

This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions apply to all relevant digital and physical operational records, both in the office and in offsite storage. Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

When converting files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

-00	Policy and procedures	Throughout this <i>ORCS</i> , all -00 secondaries have been superseded by 21100-00.	Unchanged.
20000 OIL AND GAS REGULATION – GENERAL			
20000-02	Ad-hoc analysis projects	NEW	SO nil DE
20000-03	Energy project review process	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20000-06	Notebooks	NEW	SO nil DE
20000-10	Statistical and activity reports	NEW	SO nil DE
20000-20	Companies	Renamed to Corporate Registry. Supersedes 21000-20. Retention changed from SO 5y DE, and SO trigger defined (added the 5 years into the SO trigger)	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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20000-25	Geographical Oracle Access Tool (GOAT)	Secondary closed. GOAT was replaced by WHISTLER.	
20000-30	Integrated Resource Information System (IRIS)	<p>Secondary closed as it does not meet ORCS standards (we no longer schedule systems with secondaries), and because the 2018 amendment does not include full system analysis which would enable updating it to current standards. Original closing criteria and appraisal note is embedded here for future reference. Original retention was SO nil SR.</p> <p>SO: when the function supported by the database is no longer performed by government</p> <p>SR: The government archives will retain records from IRIS which provide access to the following files: application files - paper (secondary 20200-20), facilities - paper (secondary 20600-30), pipeline projects - paper (secondary 21000-35) and well authorizations - paper (secondary 21900-30). These electronic records serve as an automated index to these files that are fully retained by the government archives. Production, reservoir, engineering and geology related data records may also be retained because they have ongoing scientific and research value.</p> <p>Records in the system related to application status, tracking and sign off have no long-term value and may be destroyed.</p>	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
		Decisions about the exact records in the system to be retained and any technical requirements and specifications will be decided in consultation with a government archivist at the time of transfer of records to the government archives.	
20000-40	Compliance evaluation	NEW	SO nil DE
20100 INDIGENOUS RELATIONS			
20100	ABORIGINAL RELATIONS	Primary title changed to INDIGENOUS RELATIONS.	
20100-03	Aboriginal trapping issues	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material. Or, 21600-30 Stakeholder issues.	Unchanged
20100-04	Archaeology	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20100-05	Heritage sites	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20100-06	Traditional use studies	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20100-10	Archaeology impact assessments	Secondary closed. Impact assessments are part of the application file under 20200-20. Retention changed from SO 5y DE.	SO nil SR
20100-12	Archaeology overview assessments	Secondary closed. Overview assessments are part of the application file under 20200-20. Retention changed from SO 5y DE.	SO nil SR
20100-14	Archaeology permit reports	Secondary closed. Use 20250-10 for Final archaeological reports. Retention changed from SO 5y DE.	SO nil DE
20100-16	Site information forms	Secondary closed. Use 20250-10 for Final archaeological reports.	Unchanged
20100-20	Bands / tribal councils	Title changed to Indigenous relations. SO trigger defined. Retention changed from SO 5y SR.	SO nil FR
20100-25	Cross-cultural training	Secondary closed. See -40 Cultural awareness and training. Retention changed from CY+1y 3y DE.	SO nil DE
20100-30	Cultural events	Secondary closed. See -40 Cultural awareness and training.	Unchanged
20100-35	Workshops	Secondary closed. See -40 Cultural awareness and training.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20100-40	Cultural awareness and training	NEW	SO nil DE
20200 APPLICATION REVIEW			
20200-05	Cancelled, expired or refused applications	NEW	SO nil DE
20200-18	Name changes, transfers and amalgamations	NEW (supersedes 21900-18, Well name changes and transfers)	CY+2y 10y DE
20200-20	Application files – paper	Title changed to Application files. SO trigger expanded. Supersedes 20200-25 Application files – electronic.	SO nil SR
20200-25	Application files – electronic	Superseded by 20200-20 Application files. Retention changed from SO nil DE.	SO nil SR
20200-30	General development permits - paper	Title changed to General development permits (GDP). Secondary closed; these permits are no longer issued.	Unchanged
20200-35	General development permits – electronic	Secondary closed; these permits are no longer issued. This classification applies to GDP data held in IRIS.	Unchanged
20200-40	Application review working files	NEW	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20250 ARCHAEOLOGICAL ACTIVITY MONITORING (NEW PRIMARY)			
20250-05	Borden numbers	NEW	CY+1y nil DE
20250-10	Final archaeological reports	NEW	SO nil DE
20250-20	Declined, cancelled or withdrawn archaeological applications	NEW	SO nil DE
20300 COMPLIANCE AND ENFORCEMENT			
20300-03	Safety	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20300-05	Complaints	NEW	SO nil DE
20300-20	Deficiency reports - paper	Secondary closed. Deficiencies are part of the inspection report on KERMIT, classified under 20300-50.	Unchanged
20300-25	Deficiency reports – electronic	Secondary is closed because these are not tracked in the same way and the data is no longer available.	Unchanged
20300-30	Integrity management – paper	Superseded by 20550-10 Final audit reports, and -20 Audit working files. Retention changed from SO 6y DE.	SO nil DE CY+10y nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20300-35	Integrity management – electronic	Secondary closed. This information is documented in other parts of the records system.	Unchanged
20300-40	Investigations	Title changed to Enforcement case files. Retention changed from SO 6y DE.	CY+14y nil DE
20300-45	Compliance issue and topic files	NEW	SO nil DE
20300-50	Site inspections - paper	Title changed to Compliance site inspections. Supersedes 20300-55 Site inspections – electronic. Retention changed from SO 6y DE, and SO trigger updated.	SO nil DE
20300-55	Site inspections – electronic	Superseded by 20300-50 Compliance site inspections.	Unchanged
20300-60	Contravention decisions	NEW	SO+10y nil FR
20300-65	Orders	NEW	SO+10y nil FR
20400 DISPUTE RESOLUTION – CLOSED PRIMARY			
<i>This primary is closed. The Commission stopped using the Alternative Dispute Resolution (ADR) framework in 2010 when the Oil and Gas Activities Act came into effect, and dispute facilitation was no longer regulated. Because these records are scheduled for full retention, the information from the primary is here to assist in the transfer of the records to the government archives.</i>			

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
<p>Records relating to the commission's role in resolving oil and gas development issues and disputes between affected parties, such as energy companies and landowners or First Nations. The goal of dispute resolution is to explore and understand each other's interests and develop acceptable solutions together. If the commission cannot resolve the dispute, it must encourage the use of consensual alternative dispute resolution. Pursuant to the <i>Oil and Gas Commission Act</i> (SBC 1998, c. 39, s. 8), the commission may authorize one or more persons to facilitate settlement, and make recommendations that must be considered by the commission before deciding the disputed matter.</p> <p>Pursuant to the <i>Oil and Gas Commission Act</i> (SBC 1998, c. 39, s. 9), the advisory committee's role in requests for reconsideration is that upon application by an interested person, the advisory committee may request that the commission reconsider any original decision made. The Commission may grant or refuse the request and reconsider the matter in a manner the commission deems appropriate.</p> <p>This primary also covers the practice advisory group (PAG), a joint initiative between the commission and the oil and gas industry. The PAG structure consists of a steering committee and eight sub-committees that submit recommendations to the commission.</p>			
20400-20	Alternative dispute resolution (ADR) Secondary is closed	(arrange by name of individual or company) (covers background documentation, decisions, recommendations and related ADR correspondence involving companies or individuals) FR: The government archives will fully retain alternative dispute resolution (ADR) records because these records provide evidence of citizens' concerns about the oil and gas development process and the commission's central role in resolving outstanding issues and disputes between parties.	CY+1y 9y FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20400-25	Oil and gas commission advisory committee Secondary is closed	(covers minutes, reports, briefing notes, recommendations and decisions) FR: The government archives will fully retain oil and gas advisory committee records because these records provide evidence of the deliberations and advice of citizens, representing environmental, First Nations, and other interests, to the Oil and Gas Commission.	CY+1y 9y FR
20400-30	Practice advisory group (PAG) Secondary is closed	(covers issues, concerns, suggestions and recommendations submitted to PAG and subsequent issue papers developed for submission to the commission) FR: The government archives will fully retain practice advisory group (PAG) records because these records provide evidence of the deliberations and advice of citizens, representing scientific, oil and gas industry, and government interests, to the Oil and Gas Commission.	CY+1y 9y FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20400-40	Requests for reconsideration Secondary is closed	(covers background documentation, recommendations and related correspondence from the advisory committee concerning requests for reconsideration) FR: The government archives will fully retain requests for reconsideration because these requests provide evidence of citizen involvement in the resolution of issues and disputes related to the oil and gas development. These records are also related to the oil and gas advisory committee records (secondary 20400-25) that are retained by the government archives.	CY+1y 9y FR
20500 ENGINEERING AND GEOLOGICAL MONITORING – PRIMARY CLOSED			
20500-02	Enhanced oil (tertiary) recovery	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-04	Environmental	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-05	Experimental scheme	Superseded by 21400-35 Reservoir analysis and management Retention changed from CY+2y 2y DE.	SO nil FR
20500-07	Infill drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20500-08	Flaring	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-09	Gas conservation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-10	Gas cycling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-13	Gas re-injection	Superseded by 21400-35 Reservoir analysis and management. Retention changed from CY+2y 2y DE.	SO nil FR
20500-14	Injection / disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-15	Surface casing reductions	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-18	Waivers	Superseded by 21400-35 Reservoir analysis and management or, by the well file the waiver applies to. Retention changed from CY+2y 2y DE.	SO nil FR
20500-20	Monthly injection / disposal statements (BC S-18 forms)	Secondary closed – original retention applied to paper based processes, and these forms are received through e-submission and go into IRIS. Create a new schedule for the data when doing the full system overview of IRIS, and system transformation has stabilized.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT (NEW PRIMARY)			
20550-10	Final audit reports	NEW	SO nil DE
20550-20	Audit working files	NEW	CY+10y nil DE
20600 FACILITIES REGULATION AND MONITORING			
20600-03	Facilities index	<p>Secondary is closed – indexes are no longer created.</p> <p>Original SR: The government archives will selectively retain the facility index because it provides access to facilities - paper (secondary 20600-30) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) facility index with each accession of facilities - paper files. If the facility index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	Original retention (unchanged): SO nil SR
20600-20	Emergency response plans - production	Secondary superseded by 20750-20 Emergency response plans (ERP's).	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20600-30	Facilities – paper	Name changed to Facility files. Supersedes -35 Facilities – electronic. Closing trigger redefined, and retention changed from SO+1y 10y FR.	SO nil FR
20600-35	Facilities – electronic	Superseded by 20600-30 Facility files. Retention changed from SO nil DE.	SO nil FR
20600-40	Facility incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
20600-45	Facility incidents – electronic	Superseded by secondary 20750-45.	Unchanged
20700 GEOPHYSICAL EXPLORATION – PRIMARY CLOSED			
20700-02	Flow holes	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20700-03	Trappers	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20700-04	Unexploded charges	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20700-20	Geophysical (seismic) program files – paper	Secondary is closed; these are now Investigative Use Permits (IUP) under 20200-20. The retention still applies to records offsite: SO+3y 10y DE. SO trigger: when the final plans are received.	Unchanged
20700-25	Geophysical (seismic) program files - electronic	Secondary is closed; these are no longer being created. Data still resides in IRIS.	Unchanged
20750 INCIDENT AND EMERGENCY RESPONSE – NEW PRIMARY			
20750-05	Company correspondence	NEW	CY+9y nil DE
20750-07	Emergency Management BC reports	NEW	CY+1y nil DE
20750-20	Emergency response plans (ERP's)	NEW Supersedes: <ul style="list-style-type: none"> • 20600-20 Emergency response plans – production (facilities). Retention: SO nil DE • 21000-25 Emergency response plans (pipeline) Retention: SO nil DE • 21900-20 Emergency response plans - drilling and completion Retention: SO+1y nil DE (SO = when production emergency response plan is submitted) 	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20750-30	Exercise evaluations	NEW	SO nil DE
20750-45	Incidents	<p>NEW Supersedes:</p> <ul style="list-style-type: none"> • 20600-40 Facility incidents - paper Retention: SO+2y 10y DE • 20600-45 Facility incidents – electronic Retention: SO nil DE • 21000-45 Pipeline incidents – paper Retention: SO+2y 10y DE • 21000-50 Pipeline incidents – electronic Retention: SO nil DE • 21500-30 Rig incidents Retention: SO+2y 10y DE • 21900-40 Well incidents - paper Retention: SO+2y 10y DE • 21900-45 Well incidents – electronic Retention: SO nil DE <p>SO for paper files: when the incident is resolved. SO for electronic files was undefined.</p>	SO nil DE
20750-50	Major incident and emergency response files	NEW	SO+10y nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20800 LAND USE PLANNING – PRIMARY CLOSED			
20800-03	Agricultural impact assessments	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-04	Agricultural land commission	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-05	Environmental impact assessments	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-07	Habitat conservation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-08	Issues	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-10	Protected areas	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-12	Stream crossings	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-20	Land resources management planning (LRMP)	Superseded by 20000-02 Ad-hoc analysis projects. Retention changed from CY+1y 2y DE.	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20800-30	Muskwa-Kechika management area	Superseded by 20000-25 Ad-hoc analysis projects. Retention changed from CY+1y 2y DE.	SO nil DE
20850 LIABILITY MANAGEMENT – NEW PRIMARY			
20850-03	Security deposit files	NEW. Supersedes 21900-03.	SO+1y 9y DE
20850-20	Corporate asset files for orphaned or at risk sites	NEW	SO nil DE
20850-21	Corporate asset files for transferred assets	NEW	SO nil OD
20900 ROAD REGULATION AND MONITORING			
20900	PETROLEUM DEVELOPMENT ROAD (PDR) APPROVAL	Primary title change to ROAD REGULATION AND MONITORING. This reflects the fact that PDR's are no longer issued, they are now simply "road permits", and permit approvals are scheduled under 20200.	
20900-07	Sierra Yoyo Desan (SYD) road	Secondary closed. NOTE: This classification would cover topical material. Commission records related to issuing this road permit, and subsequent material, should be on the PDR Road file, under 20900-20. The retention for 20900-20 is SO+5y nil FR.	Unchanged.

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20900-20	Petroleum development roads (PDR) – paper	Secondary renamed to Road files. Scope changed: original PDR files contained both the application and activity, whereas new road files contain the activity information, and the permit approval is classified under 20200-20. SO trigger defined. (supersedes 20900-35)	Unchanged
20900-25	Petroleum development roads (PDR) - electronic	Secondary is closed because these are no longer being issued. Retention is SO nil DE. Did not merge this classification with the paper because the data had been appraised as DE, and the nature of the data hadn't changed to warrant re-appraisal (the "official" PDR file was maintained in paper format).	
20900-30	Road use permits – paper	Superseded by 20200-20 Application files. Retention changed from SO+1y nil DE.	SO nil SR
20900-35	Road use permits – electronic	Superseded by 20200-20 Application files. Retention changed from SO nil DE.	SO nil SR
21000 PIPELINE REGULATION AND MONITORING			
21000-03	Bridge crossings	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21000-05	Pipeline codes and standards	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21000-06	Pipeline index	<p>Secondary is closed - indexes are no longer created.</p> <p>Original SR criteria: The government archives will selectively retain the pipeline index because it provides access to pipeline projects - paper (secondary 21000-35) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) pipeline index with each accession of pipeline projects - paper files. If the pipeline index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	Original retention (unchanged): SO nil SR
21000-07	Pipeline information bulletins	Secondary is superseded by 21600-06 External communications. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21000-09	Tank farms	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21000-20	Companies	Secondary is closed (it can still be applied to offsite records). Company files are now classified under 20000-20 Corporate Registry. Retention changed from SO 5y DE.	SO nil DE
21000-25	Emergency response plans	Secondary superseded by 20750-20 Emergency response plans (ERP's).	Unchanged
21000-30	Environmental assessment projects	Secondary closed. Function transferred to Major Projects, which will be covered in future ORCS amendment.	
21000-35	Pipeline projects - paper	Name changed to Pipeline projects. Supersedes -40 Pipeline projects – electronic.	SO nil FR
21000-40	Pipeline projects – electronic	Superseded by -35 Pipeline projects. Retention changed from SO nil DE.	SO nil FR
21000-45	Pipeline incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21000-50	Pipeline incidents – electronic	Superseded by secondary 20750-45.	Unchanged.
21000-55	Pipeline Information System (PLS)	Secondary is closed. The data in PLS was migrated to KERMIT when the system was decommissioned.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21100 POLICY AND PROCEDURE DEVELOPMENT			
21100-00	Policy and procedures	Scope expanded to cover all policy and procedures for the Commission. Simplifies scheduling when many products span multiple primaries.	Unchanged.
21100-02	Checklists	Closed, as there is no evidence of use. Newly created lists may be scheduled under 100-05.	Unchanged.
21100-20	Guideline and policy development files	Added SO trigger. Retention changed from SO+2y 5y DE.	SO 5y DE
21100-25	Levies and fees	Secondary closed. Levies and fees, per OGAA, are now established in regulation; files relating to amendments to levies and fees are scheduled under ARCS primary 140.	Unchanged.
21200 PRODUCTION MONITORING – PRIMARY IS CLOSED			
21200-02	Crown petroleum natural gas rights	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material. . (Ministry of Energy, Mines and Petroleum Resources is responsible for this function)	Unchanged.
21200-03	Drilling activity	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21200-04	Gas production and reserves	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-06	Numerical simulation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-07	Oil and gas activity	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-08	Oil production and reserves	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-10	Periodic progress reports	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-11	Revenue	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-13	Statistics	Superseded by 20000-10 Statistical and activity reports.	Unchanged.
21200-15	Studies and analysis	Closed because secondary is unused. Ad hoc analysis projects are classified under 20000-02. Studies and research will be properly covered in future ORCS amendment.	Unchanged.
21200-20	Petroleum Information Management System (PIMS)	Secondary is closed. Data was migrated to Kermit when the system was decommissioned.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21200-30	Production audits	Secondary is closed – no longer doing these.	Unchanged.
21300 PROJECT FUNDING – PRIMARY CLOSED			
		<p>Primary is closed because the original funding program, SCEK, was superseded by the BC Oil and Gas Research and Innovation Society (BC OGRIS), which acts as an independent society. The commission no longer receives the project applications, as outlined in the original schedule.</p> <p>Commission staff who are on a BC OGRIS committee or board will schedule their records under ARCS primary 200.</p>	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21300-20	Environmental fund projects - pending/approved	<p>Secondary is closed.</p> <p>Original SO: when project is complete</p> <p>Original SR criteria: The government archives will selectively retain environmental fund project records. Only a copy of each final project report will be fully retained. The research documented in these reports has ongoing scientific value. These reports also provide detailed information about the type of projects funded by the commission and its industry partners. All remaining records, including applications for funds and administration of funds, may be destroyed. A summary list of approved projects and amounts awarded is available in the commission's annual report (secondary 21600-20) that is fully retained by the government archives.</p> <p>At the time of transfer to off-site storage commission staff will box final reports separately from other records that will be destroyed.</p>	Original retention (unchanged): SO+1y 6y SR
21300-30	Environmental fund projects - rejected/discontinued	<p>Secondary is closed.</p> <p>Original retention: CY+1y 4y DE.</p>	Unchanged
21300-40	Other funded projects	<p>Secondary is closed.</p> <p>Original retention: CY+1y 2y DE.</p>	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21400 RESERVOIR REGULATION AND MONITORING			
21400-02	Acid gas	Covers acid gas progress reports. Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-03	Annual pressure survey schedule	Superseded by 21900-20 Well authorization files. Retention changed from SO NA NA.	SO nil FR
21400-04	Concurrent production	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-06	Gas cap production	Superseded by 21900-20 Well authorization files. Retention changed from SO NA NA.	SO nil FR
21400-08	Good engineering practice	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-09	Hydrocarbon and by-products reserves report	Superseded by 21600-20 Annual activity reports. Retention changed from SO NA NA.	SO nil FR
21400-10	Pool drainage	Superseded by ARCS 358-20 Library/topical reference material. Retention changed from SO NA NA.	SO nil DE
21400-11	Storage of hydrocarbons in underground formations	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21400-13	Waterflood	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-20	Commingling	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-30	Field designations	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-35	Reservoir analysis and management files	NEW	SO nil FR
21400-40	Natural gas allowable production	Title changed to Production allowable reports. Retention changed from SO NA NA.	SO 7y DE
21400-50	Pool designations and lists	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-60	Reservoirs	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21500 RIG REGULATION AND MONITORING – PRIMARY CLOSED			
21500-03	Rig activity	Secondary is superseded by 21900-30 Well authorizations. Rig activity information is received through e-submission and filed to the well file.	SO nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21500-05	Rig lists	Secondary is closed – weekly rig activity lists are no longer being produced. Original retention was CY+1y 2y DE.	
21500-20	Rigs	Secondary is closed – rig information is being maintained on the well file, under 21900-30.	SO nil FR
21500-30	Rig incidents	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21600 STAKEHOLDER RELATIONS			
		Primary title changed from STAKEHOLDER COMMUNICATION.	
21600-02	Commissioner's update	Secondary closed – now part of the Pipeline newsletter, under ARCS primary 312.	
21600-05	Information bulletins	Superseded by 21600-06 External communications. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21600-06	Information letters	Title change to External communications. Supersedes 21600-05 Information bulletins. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21600-10	Preliminary mediation	Secondary closed – not a process that is used anymore.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21600-12	Public involvement guideline	Secondary closed – not being produced anymore.	
21600-20	OGC annual reports and service plans	Title changed to Annual activity reports. SO trigger defined.	
21600-25	Pre-application issues case files	SO trigger defined.	SO nil DE
21600-30	Report development files	NEW	SO nil DE
21600-35	Stakeholder issues	NEW	SO nil DE
21600-40	Strategic engagement projects	NEW	SO+7y nil DE
21700 TIMBER CUTTING LICENSING			
		Primary title changed from TIMBER CUTTING LICENCE MONITORING.	
21700-02	Forest Practices code	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21700-03	Master License Index	Secondary is closed – no longer maintaining this index.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21700-20	Master licenses to cut – paper	Title changed to Master licenses to cut. Retention changed from SO+2y 3y DE to reflect current practice.	SO nil DE
21700-25	Master licenses to cut – electronic	Secondary closed – not used in IRIS, as indicated. If Master License to Cut data is created, it will be scheduled under -20.	
21800 WASTE REGULATION – PRIMARY CLOSED			
21800-02	Contaminated sites	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-03	Deep well disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-04	Drilling spills	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-05	Drilling waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21800-07	Emissions	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21800-09	Land spraying while drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21800-10	Operator registration lists	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-12	Sour liquids	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-13	Special waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-14	Storage of waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-16	Waste discharge	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-17	Water disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-20	Waste management permits	Secondary superseded by 20200-20 Application files. This secondary was established before the Commission began issuing waste management permits. Retention changed from SO+1y 5y DE	SO nil SR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900 WELL REGULATION AND MONITORING			
21900-02	Coalbed Methane (CBM)	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-03	Drilling deposits	Superseded by 20850-03. Retention changed from FY+1y 5y DE	SO+1y 5y DE
21900-04	Drilling reports	Superseded by 21900-30, because drilling reports are part of the well file. Monthly drilling reports exported from IRIS are covered by 20000-10.	SO nil FR
21900-05	Drilling techniques and technology	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-08	Field pressures	Superseded by 21900-30. Field Pressures are filed onto the appropriate well files. Retention changed from CY+2y 3y DE.	SO nil FR
21900-09	Offshore drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-13	Segregation tests	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900-14	Sour gas	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-15	Spacing and target areas	Superseded by 21400-35 Reservoir analysis and management Retention changed from CY+4y nil DE	SO nil FR
21900-17	Well index	<p>Secondary is closed - indexes are no longer created.</p> <p>SR: The government archives will selectively retain the well index because it provides access to well authorizations - paper (secondary 21900-30) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) well index with each accession of well authorizations - paper files. If the well index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	<p>Original retention (unchanged):</p> <p>SO nil SR</p>
21900-18	Well name changes and transfers	Superseded by 20200-18 Name changes, transfers and amalgamations.	CY+2y 10y DE
21900-20	Emergency response plans – drilling and completion	<p>Secondary superseded by 20750-20 Emergency response plans (ERP's).</p> <p>Retention changed from SO+1y nil DE.</p>	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900-30	Well authorizations – paper	Title changed to Well authorization files. Supersedes -04 Drilling Reports, -08 Field Pressures, -35 Well authorizations – electronic, and 21500-05 Rig activity. SO trigger redefined. Retention changed from SO+1y 10y FR.	SO nil FR
21900-35	Well authorizations – electronic	Superseded by -30 Well authorizations. Retention changed from SO nil DE.	SO nil FR
21900-40	Well incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21900-45	Well incidents – electronic	Superseded by secondary 20750-45.	Unchanged
SYSTEM OVERVIEW SECTION			
	Application Management System (AMS)	NEW	
	Geographical Oracle Access Tool (GOAT)	System overview closed; GOAT has been replaced by Whistler, which will be covered in a future ORCS amendment.	
	Integrated Resource Information System (IRIS)	AMENDED	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

[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](#).

APPENDIX A: Summary of Amendments to the *OIL AND GAS REGULATION ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
	KERMIT	NEW	
	Petroleum Information Management System (PIMS)	System overview closed; PIMS has been decommissioned.	
	Pipeline Information System (PLS)	System overview closed; PLS has been decommissioned.	
	Oil and Gas Commission Website	Overview closed as it is no longer applicable. The Commission website is undergoing a complete overhaul at the time of ORCS amendment, and will be appraised in a future amendment.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20000	OIL AND GAS REGULATION - GENERAL		
25000-01	General <i>(throughout the ORCS)</i>	CY+1y nil DE	Keep for two years, and then destroy.
20000-02	Ad-hoc analysis projects	SO nil DE	When the project relates to a plan or policy, keep until it has been abandoned or approved, and there is no need to refer to the records; and for all other ad hoc analysis projects, keep until they no longer have reference value, and then destroy.
20000-06	Notebooks	SO nil DE	Keep until you do not refer to them, and then destroy.
20000-07	Oil and Gas Commission website	SO nil DE	Webpages will be deleted as they are updated, redesigned or closed.
20000-10	Statistical and activity reports <i>(ad hoc, statistical and routine reports (i.e. weekly/monthly/quarterly) that are not part of an operational file, such as a compliance file or well file)</i>	SO nil DE	Keep until no longer required for statistical, reporting or analysis purposes, and then destroy.
20000-20	Corporate Registry	SO nil DE	Keep until it has been five years since the company ceased operations in the province, or, for longstanding companies, when 12 years have elapsed from the receipt of the information. Then destroy.
20000-40	OGC Board of Directors files	FY+1y 8y FR	Keep for ten years, and then transfer to the government archives.
20000-40	Compliance evaluation files <i>(for the compliance work done outside of the C&E team, or in conjunction with them)</i>	SO nil DE	Keep until any outstanding issues have been resolved, and when no longer useful for researching a company's compliance history, and then destroy.
20100	INDIGENOUS RELATIONS		
20100-20	Indigenous relations	SO nil FR	Keep until no longer required to support the Commissions' relationship and document the history with Indigenous communities, and then transfer to the government archives.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20100-40	Cultural awareness and training	SO nil DE	Keep until no longer used or referenced, and then destroy.
20200	APPLICATION REVIEW		
20200-05	Cancelled, expired, or refused applications	SO nil DE	Keep until four years has elapsed and no activity has occurred since application approval, or since refusal of the application, and then destroy.
20200-18	Name changes, transfers and amalgamations	CY+2y 10y DE	Keep for 12 years, and then destroy.
20200-20	Applications <i>(Covers all permits and licence applications received and approved by the Commission)</i>	SO nil SR	Keep until all permits and licences have expired, conditions have been met, and, where relevant, the retentions in the associated activity files have expired. Keep archaeological permits until no longer required to provide evidence of permitted archaeological activities. Then most applications will be transferred to the government archives. <i>(see ORCS for details)</i>
20200-40	Application review working files <i>(Covers the working files of anyone in the Commission who is part of the application review process.)</i>	SO nil DE	Keep until you are no longer referring to them, usually after application is approved and activity has commenced, and then destroy.
20250	ARCHAEOLOGICAL ACTIVITY MONITORING		
20250-05	Borden numbers	Cy+1y nil DE	Keep for two calendar years, and then destroy.
20250-10	Final archaeological reports	SO nil DE	Keep until no longer useful for reference purposes, and then destroy.
20250-20	Declined, cancelled or withdrawn archaeological permits	SO nil DE	Keep until no longer required for reference when reviewing subsequent archaeological applications, and then destroy.
20300	COMPLIANCE AND ENFORCEMENT		
20300-05	Complaints	SO nil DE	Keep until complaint is closed and is no longer required for statistical reporting or trend analysis, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – *please refer to the ORCS document for classification details.*

Classification	Classification Title	Retention	Retention (in narrative form)
20300-40	Enforcement case files	CY+14y nil DE	Keep for 15 years, and then destroy.
20300-45	Compliance issue and topic files	SO nil DE	Keep until reference value has expired, and then destroy.
20300-50	Compliance site inspections	SO nil DE	Keep for inspections associated with a permitted activity, when the retention period for the activity (such as a well authorization) has expired; for general inspections not associated with a permitted, when 10 years have elapsed since remediation actions were completed, and then destroy.
20300-60	Contravention decisions	SO+10y nil FR	Keep for 10 years after administrative penalties have been paid and review and appeal periods have expired, and then transfer to the government archives.
20300-65	Orders	SO+10y nil FR	Keep for 10 years after conditions of the order have been satisfied and review and appeal periods have expired, and then transfer to the government archives.
20550	EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT		
20500-10	Final reports	SO nil DE	Keep until no longer required for tracking a company's history of compliance with their regulatory requirements, and then destroy.
20500-20	Audit working files	CY+10y nil DE	Keep for 10 years after the audit year is complete, and then destroy.
20600	FACILITIES REGULATION AND MONITORING		
20300-30	Facility files	SO nil FR	Keep until the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site. Then transfer to the government archives.
20750	INCIDENT AND EMERGENCY RESPONSE		
20750-05	Company correspondence	CY+9y nil DE	Keep for 10 years, and then destroy.
20750-07	Emergency Management BC reports	CY+1y nil DE	Keep for 2 years, and then destroy.
20750-20	Emergency response plans (ERP's)	SO nil DE	Keep until there have been three subsequent plans received, or when the asset that the supplemental plan relates to has had a certificate of restoration issued or remedial actions completed.
20750-30	Exercise evaluations	SO nil DE	Keep until no longer required to monitor whether a company is meeting response objectives and commitments; this will usually be two full exercise cycles (6 years), and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20750-45	Incident files	SO nil DE	Keep until the incident is complete, and the information is no longer relevant for site reclamation, and then destroy.
20750-50	Major incident and emergency response files <i>(covers the records of the EOC)</i>	SO nil FR	Keep until the incident is complete, and the information is no longer relevant for site reclamation, and then transfer to the government archives.
20850	LIABILITY MANAGEMENT		
20850-03	Security deposit files	SO+1y 9y DE	Keep for 10 years after the security has either been returned to the company, transferred to another operator, or transferred to the Orphan Site Reclamation Fund, and then destroy.
20850-20	Corporate asset files for orphaned or at risk sites	SO nil DE	Keep until no longer useful to support the transfer of the site or the reclamation of the orphaned site, and then destroy.
20850-21	Corporate asset files for transferred assets	SO nil OD	Keep until the ownership of the asset has been transferred to the responsible party / new permit holder, and then transfer the file/s to them.
20900	ROAD REGULATION AND MONITORING		
20900-20	Road files	SO+5y nil FR	Keep for 5 years after the road has been cancelled or deactivated, and restoration is complete, and then transfer to the government archives.
21000	PIPELINE REGULATION AND MONITORING		
21000-35	Pipeline projects	SO nil FR	Keep until the pipeline has been removed, or no longer exists, and then transfer to the government archives.
21100	POLICY AND PROCEDURE DEVELOPMENT		
25100-00	Policy and procedures – final <i>(covers both internal and external policies, guides, manuals, best practices, etc.)</i>	SO 5y FR	Keep 5 years after the policy is replaced or becomes irrelevant; for policy/procedures which are required to provide point-in-time evidence, such as environmental and wildlife policy, when no longer needed to provide evidence for decisions, then transfer to the government archives.
25100-20	Policy, guideline, and procedure development files	SO 5y DE	Keep for 5 years after the final product is approved and distributed, or abandoned and when no longer referred to, and then destroy.
21400	RESERVOIR REGULATION AND MONITORING		
21400-25	Geological topical files	SO nil DE	Keep until no longer useful for reference purposes, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
21400-35	Reservoir analysis and management	SO nil FR	Keep: <ul style="list-style-type: none"> records relating to production management, such as GEP's, until it has been 20 years since pool abandonment; records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, until no longer required to provide evidence of the activities; records which document the composition and structure of the field or pools, until that information is no longer required. Then transfer to the government archives.
21400-40	Production allowable reports	SO 7y DE	Keep for 7 years after the end of the production year, and then destroy.
21600	STAKEHOLDER RELATIONS		
21600-06	External communications	CY+3y 6y FR	Keep for 10 years, and then transfer to the government archives.
21600-20	Annual activity reports <i>(this covers all Commission reports produced on an annual basis)</i>	SO nil FR	Keep until no longer when being used for trend analysis and understanding Commission and activity history, and then transfer to the government archives.
21600-25	Pre-application issues case files <i>(this applies to landowner liaison case files and includes archaeology as well)</i>	SO nil DE	Keep until the issue is resolved or no longer relevant, or the permit is approved and activity has commenced, and when no longer needed for reference and tracking purposes. Then destroy.
21600-30	Stakeholder issues <i>(covers the resolution of issues and concerns that are not related to specific permits, applications, or part of the pre-application process)</i>	SO nil DE	Keep until issue is resolved or no longer topical, and when no longer needed for reference purposes, and then destroy.
21600-35	Strategic engagement projects	SO+7y nil DE	Keep for seven years after the project is completed, cancelled, or abandoned, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
21600-40	Report development files <i>(this covers the development / draft material for producing the annual reports under -20.)</i>	SO nil DE	Keep until report has been published, or abandoned, and when development material is no longer required for reference purposes, and then destroy.
21700	TIMBER CUTTING LICENSING		
21700-20	Master licences to cut	SO nil DE	Keep until replacement master license is issued, and then destroy.
21900	WELL REGULATION AND MONITORING		
21900-30	Well authorization files <i>(there is a clarifying note in the ORCS describing why this will be an indefinite period)</i>	SO nil FR	Keep until a certificate of restoration is issued, and the well information is no longer needed for environmental and safety management, then transfer to the government archives.

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