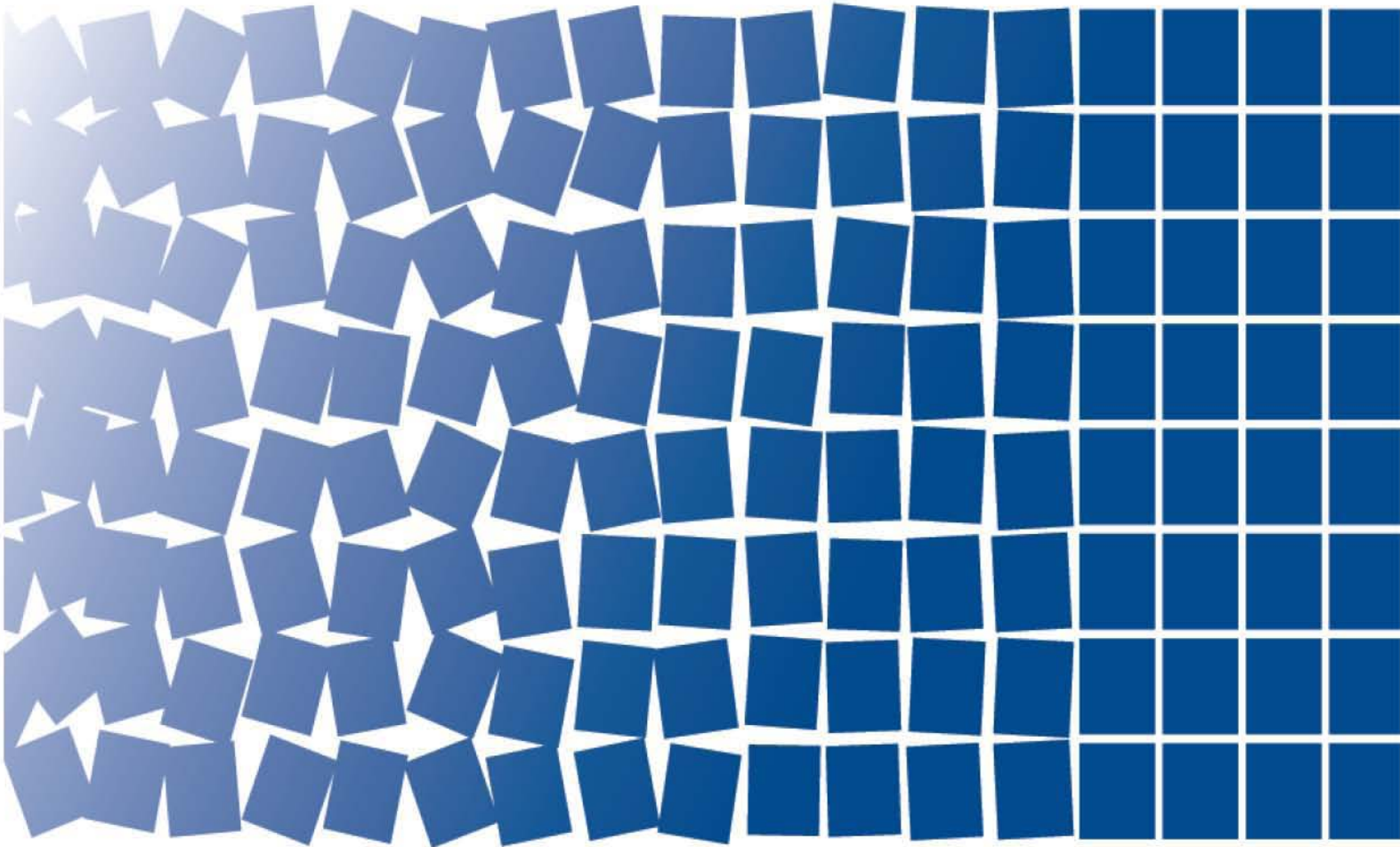


# **PARKS AND PROTECTED AREAS OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT RECORDS SERVICE**



# **PARKS AND PROTECTED AREAS OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**Province of  
British Columbia**

**Information Access  
Operations**

ISBN 978-0-7726-6506-5

Date: June 23, 2011

British Columbia. Records Management Operations

Parks and Protected Areas operational records classification system

## ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Parks and Protected Areas ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Records Management Operations (RMO), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Records Management Operations (RMO); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy entitled “Administrative Amendment of Approved Records Schedules” (CORP006) and *Standard ORCS Kit* chapter 3, section 3.3.

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

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
ADAM 48	2014-05-14	Section 1: 98500-25	Deleted a NOTE that read: “Active regional facility files may be sent into active storage under ongoing accession number (OAN) 90-7465.”



**ADMINISTRATIVE AMENDMENT APPROVAL FORM (ARS 636)****DESCRIPTION**

This administrative amendment will delete a note in Section 1 of the Parks and Protected Areas ORCS. The note is currently under secondary 98500-25 Facilities project case files, and reads as follows:

NOTE: Active regional facility files may be sent into active storage under ongoing accession number (OAN) 90-7465.

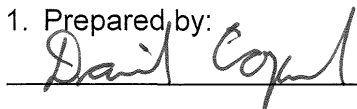
The note is recommended for deletion as the specified OAN number only applies to the records of a specific BC Parks office in Surrey, and its inclusion in an organization-wide ORCS is consequently misleading. Moreover, the note implies that an OAN can be issued as a matter of course with respect to records classified under this secondary, when in fact an OAN would only be approved if circumstances – such as high record volumes - warranted it.

See attached amended page from the approved schedule, and a memo from the Records Officer authorizing the change.

**REVIEW AND APPROVAL SIGNATURES**

Records Management Operations (RMO) approves the schedule change as an administrative amendment.

1. Prepared by:



2014/05/14

Archivist, RMO

YYYY/MM/DD

3. Approved by:

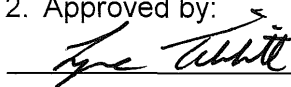


2014/05/14

Glen Isaac, Manager, RMO

YYYY/MM/DD

2. Approved by:



2014/05/14

Lynne Tibbitt, Secretary  
Public Documents Committee

YYYY/MM/DD

Effective date:

(if different than approved date)

20 / /

YYYY/MM/DD

approver initials



Schedule No. 186896

# RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see "How to Use ORCS" part 3.9.1

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

Title Parks and Protected Areas

Ministry of Environment  
Parks and Protected Areas Division

## Description and Purpose:

The *Parks and Protected Areas (PPA) Operational Records Classification System (ORCS)* covers operational records created, received, and maintained by the Parks and Protected Areas Division. This *ORCS* covers records created and received since 1871. It overlaps with the *BC Parks ORCS* (schedule 113827), in both time span and function. Files closed and sent to offsite storage before the *PPA ORCS* approval date will be managed in accordance with the retention and disposition schedules in the *BC Parks ORCS*. Files that are active when the *PPA ORCS* is approved and those opened on or after the approval date of the *PPA ORCS* will be managed in accordance with the retention and disposition schedules in the *PPA ORCS*.

The records document the identification, establishment, management, operation, and preservation of provincial parks and protected areas (PPA).

For more information, see attached schedule.

Date range: 1871 ongoing

Physical format of records: see attached schedule

Annual accumulation: 10 cubic meters

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

## THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer

Date

Executive Director/ADM

Date

Deputy Minister/Corporate Executive

Date

## THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC

Date

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

J.T.

Feb. 10, 2011  
Date

## APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

J.T.

May 19, 2011  
Date

## OTHER STATUTORY APPROVALS:

Signature

Date

Signature

Date

Title:

Title:



## CONTACT:

## RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of the *Park Act* (RSBC 1996, c. 344), the *Park (Conservancy Enabling) Amendment Act* (SBC 2006, c. 25), the *Land Act* (RSBC 1996, c. 245), the *Protected Areas of British Columbia Act* (SBC 2000, c. 17), the *Environment and Land Use Act* (RSBC 1996, c. 103) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

  
Records Analyst

May 12/10  
Date

  
Team Lead, ORCS Development

May 12/10  
Date

## ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

"Selective Retention" indicates record series or groups of records that will be retained in part. Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

  
Archivist

2010-04-19  
Date

The undersigned endorses the appraisal recommendations:

  
Manager, Policy, Appraisal and Storage

2010-05-17  
Date



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A      SA      FD

### PARKS AND PROTECTED AREAS

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

##### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Parks and Protected Areas branch under the *Land Act* (RSBC 1996, c. 245), the *Protected Areas of British Columbia Act* (SBC 2000, c. 17), the *Park Act* (RSBC 1996, c. 344), the *Environment and Land Use Act* (RSBC 1996, c. 117), the *Wildlife Act* (RSBC 1996, c. 488), the *Ecological Reserve Act* (RSBC 1996, c. 103) and the *Park (Conservancy Enabling) Amendment Act* (SBC 2006, c.25).

These records document the identification, establishment, management, operation, and preservation of provincial parks and protected areas (PPA). This ORCS includes conservation lands within the scope of parks and protected areas. Typically, PPA includes parks (Class A, B and C), conservancies, recreation areas, ecological reserves and protected areas. Conservation lands include wildlife management areas, and, in accordance with the *Land Act*, other areas administered for purposes of conservation, such as transfers of administration, reserves (including use, recreation, and enjoyment of the public [UREP] reserves), leases, and other long term management designations.

This ORCS includes records relating to: setting management directions, PPA policies and guidelines; conserving and managing natural resources; planning and managing recreational activities, facilities, and services; issuing and monitoring permits; monitoring compliance with PPA statutes and regulations; and encouraging the involvement of the public and private sectors in the management of PPA.

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

This ORCS covers records created and received since 1871. It coincides with the BC Parks ORCS (schedule 113827), in both time span and function. Files closed, sent to offsite storage, and scheduled under the BC Parks ORCS before the PPAR ORCS approval date will be managed in accordance with BC Parks ORCS retention and dispositions, because they are still appropriate for those records. Files that are active or unscheduled when the PPAR ORCS is approved and those opened on or after the approval date of the PPAR ORCS will be managed in accordance with the retention and disposition schedules in the PPAR ORCS.

(continued on next page)

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y = year

SO = Superseded or Obsolete  
DE = Destruction  
SR = Selective Retention  
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VR = Vital Records

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A SA FD

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

- 1) Policy and Procedures SO 5y FR  
(secondary -00 throughout ORCS)

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

- 2) Parks and protected areas land use/occupancy permit case files SO+1y 24y FR  
(secondary 98700-30)

These records document the agreement for a long term land user/occupancy permit which may have an environmental impact on the land or resources within a provincial park or protected area.

25y = The twenty-five year retention is based on the need to retain land use permit documentation for issue management and land use planning.

FR = The government archives will retain parks and protected areas land use/occupancy permit case files because they document government's authorization and monitoring of permitted activities in provincial parks and protected areas. These records have significant historical and evidential value.

- 3) Parks and protected areas systemic plans SO 10y FR  
(secondary 98800-05)

These records document the province wide plans for the management of parks and protected areas.

10y = The ten-year retention is required for long term research and reference in past activities.

FR = The government archives will retain parks and protected areas systemic plans because they document government planning in relation to the management of provincial parks and protected areas. These records have evidential value.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Parks and protected areas trust fund summary</u> (secondary 99600-03)	SO	10y	FR

These records document the government's management of monies provided for the betterment of provincial parks and protected areas.

10y = The retention period is based on the 10-year limitation period for commencing an action with respect to a trustee under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will retain parks and protected areas trust fund summaries because they document the government's management of provincial parks and protected areas trust funds. These records have evidential value.

5) <u>Parks and protected areas case files</u> (secondary 98000-25)	SO	7y	FR
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These records document the legal creation and definition of a PPA, its history and the significant activities conducted with the PPA.

FR = The government archives will retain parks and protected areas case files because they document the history of the provincial government's management and operation of provincial parks and protected areas, which are a significant public trust. These records have historical and evidential value.

6) <u>Ecological reserve technical case files</u> (secondary 98000-20)	SO	7y	FR
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These records document the management, protection and ecosystems of ecological reserves.

FR = The government archives will retain ecological reserve technical case files because they document the history of the provincial government's management and protection of representative and special natural ecosystems, plant and animal species, features and phenomena; which are a significant public trust. These records have historical, evidential, and informational value.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
7)	<u>Parks and protected areas advisory committee case files</u> (secondary 99200-20)	SO	7y	FR

These records document the province's involvement with non-profit advocacy and volunteer groups with respect to various parks and protected areas efforts and activities.

FR = The government archives will retain PPA advisory committee case files because they document government interaction with advocacy and volunteer groups in relation to the operation and management of provincial parks and protected areas. These records have significant evidential and informational value.

8)	<u>Parks and protected areas policy</u> (secondary 99400-02)	SO	5y	FR
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These records document provincial policies, procedures, standards, and guidelines about the various activities, issues and management processes which concern parks and protected areas.

FR = The government archives will retain parks and protected areas policy because it documents the government's course of action regarding the acquisition, designation, planning and management of provincial parks and protected areas, which are a significant public trust. These records have evidential value.

9)	<u>Attendance statistical reports</u> (secondary 98900-02)	CY+2y	2y	FR
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These records document the public use of the province's parks and protected areas.

FR = The government archives will retain attendance statistical reports because they provide a concise summary of the public use of parks and protected areas over time. These records have evidential and informational value.

10)	<u>Parks and protected areas plans and management directions</u> (secondaries 98100-03, 98300-03, 98800-03, -04 and 98900-04)	SO	nil	FR
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These records document the conservation, recreation, annual management plans and various management directions used to manage the activities within a PPA.

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A SA FD

FR = The government archives will retain acquisition program and project approvals because they document government decisions to acquire land for a provincial park or protected area, or to transfer provincial park/protected area land. These records have significant legal and evidential value.

FR = The government archives will retain conservation and recreation related management plans because they document government decisions regarding the conservation of natural and cultural heritage values and recreation activities within parks and protected areas. These records have significant evidential value.

FR = The government archives will retain parks and protected areas annual management plans and management directions because they document government planning in relation to the management of provincial parks and protected areas. These records have evidential value.

11) Parks and protected areas reports SO nil FR  
(secondaries 98200-06, 98300-04, 99100-02, 99500-03 and - 04)

These records document the safety, security, conservation, risk assessment, satisfaction surveys and socio-economic reports associated with the management and evaluation of the provincial parks.

FR = The government archives will retain safety and security annual reports because they provide an annual summary of park and protected area incidents and investigations. These records have evidential and informational value.

FR = The government archives will retain conservation research reports because they summarize the results of government research conducted into the conservation of natural and cultural heritage values in parks and protected areas. These records have evidential and informational value.

FR = The government archives will retain risk assessments because they document the government's assessment of risks to public safety and conservation values in provincial parks and protected areas. These records have evidential value.

FR = The government archives will retain satisfaction survey reports

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A SA FD

because they document the government's measurement and evaluation of public and employee satisfaction with the administration and management of provincial parks and protected areas. These records have evidential and informational value.

FR = The government archives will retain socio-economic analysis and reports because they document government's analysis of socio-economic factors related to the administration and management of provincial parks and protected areas. These records have evidential and informational value.

- 12) Parks and protected areas publications SO nil FR  
(secondary 98600-06)

These records document the information products created by the provincial government to market the provincial parks and protected areas and educate the public about various PPA issues.

FR = The government archives will retain parks and protected areas publications because they provide information about provincial parks and protected areas and evidence of the government's dissemination of that information to its citizens and the general public. These records have significant historical and informational value.

- 13) Parks and protected areas First Nations involvement case files SO nil FR  
(secondary 99300-20)

These records document the province's involvement with First Nations organizations with respect to various parks and protected areas efforts and activities.

FR = The government archives will retain parks and protect areas First Nations involvement case files because they document government interaction with First Nations regarding the creation and management of provincial park and protected area creation and management. These records have significant historical and evidential value.

- 14) Parks and protected areas images and image data SO nil SR  
(secondaries 98600-04, -05 and -25 and the ISO for the image bank system)

These records document images which are owned or allowed to be used by the provincial government, and the associated permission documentation.

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A            SA            FD

SR = The government archives will selectively retain parks and protected areas images - owned/allowed because they provide a visual record of the geology, flora and fauna of, and facilities in, the Province's provincial parks and protected areas.

SR = The government archives will selectively retain parks and protected areas images - permissions because they provide proof of ownership for those images that are designated for selective retention under secondary 98600-05.

SR = The government archives will selectively retain parks and protected areas image bank data files because they serve as a catalogue and index to images that are designated for selective retention under secondary 98600-05.

SR = The government archives will selectively retain the image bank system because it and the data files in secondary 98600-25 serve as a catalogue and index to images that are designated for selective retention. When images and related metadata are transferred to the archives, ministry staff will, in accordance with recommended practices, include those features of the system required to maintain the ongoing accessibility and integrity of the records.

15)	<u>Parks and protected areas fee development case files</u> (secondary 99000-30)	FY+12y nil	DE
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These records document the development of fee and pricing regulations.

13y = The thirteen-year retention is required for long term research and reference into previous fee development decisions.

16)	<u>Compliance incident and investigation case files</u> (secondary 98200-20)	SO	10y	DE
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These records document safety, security and criminal incidents and the park rangers' investigations. Some investigations may include copies of documentation from other sources such the police and coroner's office.

10y = The ten-year retention period allows investigators time to research past incidents and issues if warranted by a future investigation.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
17) <u>Parks and protected areas trust fund case files</u>	SO	10y	DE
These records document the details of the government's management of parks and protected areas trust funds.			
10y = The retention period is based on the 10-year limitation period for commencing an action with respect to a trustee under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
18) <u>Unsolicited and rejected proposals for new PPA</u> (secondary 98100-60)	CY+9y	nil	DE
These records document the proposals for new parks received by staff which are not feasible.			
10y = The ten year retention assures that the proposals maintained are fresh and relevant with respect to land use and government policy.			
19) <u>Delegation of authority letters</u> (secondary 98000-02)	CY+9y	nil	DE
These records document the history of delegated ministerial authority with respect to parks and protected areas.			
10y = The ten-year retention is required to maintain evidence of delegated ministerial authority.			
20) <u>Parks and protected areas complaints, ranger note books, and occurrences</u> (secondaries 98200-03, -04 and -30)	CY+2y	5y	DE
These records document complaints received by parks and park rangers.			
8y = The eight year retention period allows for trend analysis and for a review of past incidents.			
21) <u>Electronic Records</u>			DE
The following electronic databases are covered by this ORCS: the Attendance Reporting System (ARS), the Conservation Lands Database (CLD), the Conservation Risk Assessment (CRA), the Ecological			

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Reserve Collection (ERC), the Facilities Management System (FMS), the Impact Assessment (IA) database, the Management Levels (ML) database, the Observation Card System (OBS), the Park Use Permit System (PUPS), the Electronic Park Use Permit System, the Protected Areas Catalogue (PAC), the Protected Areas Registry (PAR), the Protected Areas Registry (PAR VAX), the Public Safety and Park Security (PSPS) database and the Species at Risk in Protected Areas (SARPA) database. The following web sites are covered by this ORCS: the BC Parks internet and extranet web sites. The Information System Overview section provides information about the electronic systems, web sites, inputs and outputs and routine back-ups. Notes under the relevant ORCS secondaries provide information about the classification and scheduling of the records. With the exception of the Image Bank System, these records have no enduring value to government at the end of their scheduled retention periods.

### 22) All Other Records

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. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this ORCS, as well as in briefing notes to the ministry executive (ARCS secondary 280-20) and the annual reports (ARCS secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

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### *PARKS AND PROTECTED AREAS*

## *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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EXECUTIVE SUMMARY

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	CRA	Conservation Risk Assessment
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	FMS	Facilities Management System
	Image Bank	Image Bank System
	IA	Impact Assessment
	ML	Management Levels
	OBS	Observation Card System
	PATT	Park Attendance System
	PUPS	Park Use Permit System
	e-PUPS	Electronic Park Use Permit System
	PAC	Protected Areas Catalogue
	PAR	Protected Areas Registry

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	PAR VAX	Protected Areas Registry
ISO SECTION	PSPS	Public Safety and Park Security
	SARPA	Species at Risk in Protected Areas
ISOW		BC Parks web sites
APPENDIX A	CODES FOR PARKS AND PROTECTED AREA TYPE	
APPENDIX B	FACILITY CATEGORY AND ITEM CODES	
APPENDIX C	REFERENCE AND ISSUES TOPICS	
APPENDIX D	REFERENCE AND ISSUES RESOURCE GROUPINGS	
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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## **HOW TO USE *ORCS***

For further information, call your Records Officer,  
Jeff Barber, (250) 356-9153

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### HOW TO USE ORCS

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PART 1

## THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

### 1.1 General Introduction

The purpose of this chapter of the ORCS Manual is to explain the nature, purpose, and usage of the ORCS. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the ORCS. It is also a reference tool which can help users understand how to implement the ORCS and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of ORCS in general and an introduction to this ORCS in particular. Part Two explains how to read a primary, the basic building block of the ORCS. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the ORCS as part of this system.

### 1.2 What is an ORCS?

ORCS is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as ORCS is the cornerstone of an effective records management program. Each ORCS is tailored to fit the specific operational records relating to a function or program of government.

ORCS is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into ORCS ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the ORCS is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization.

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System* (ARCS). Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The ARCS manual is available in hardcopy from your Records Officer, or online at <http://www.lcs.gov.bc.ca/CIMB/arcs/admin/main.asp>.

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by ARCS and ORCS.

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

<b>Schedule No.</b>	<b>Schedule Title</b>
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

### The Purpose of ORCS

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

### Responsibility for ORCS

The Corporate Records Management Branch (CRMB) is responsible for establishing standards for the development of ORCS for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c.99).

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

The BC Archives is responsible for preserving and providing access to records of enduring value to the province. The BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at <http://www.bcarchives.gov.bc.ca>. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 1.3 Introduction to the Parks and Protected Areas ORCS

The operational records in this ORCS relate to the operations and services provided by the Parks and Protected Areas (PPA) Branch of the Ministry of Environment in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the province's efforts to identify, establish, manage, operate, and preserve provincial parks and protected areas.

This ORCS covers all operational record series created or received by your branch since 1871. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section (ISO), which identifies and describes electronic records. This ORCS includes the following sections:

#### **Section Number   Primary Numbers   Section Title**

Section 1	98000 - 99999	<b>PARKS AND PROTECTED AREAS</b> Covers records relating to the identification, establishment, management, operation, and preservation of provincial parks and protected areas (PPA). PPA includes parks (Class A, B and C), conservancies, recreation areas, ecological reserves and protected areas as defined by the <i>Park Act</i> (RSBC 1996, c. 344). Conservancies are a recent addition to the <i>Park Act</i> , added by the <i>Park (Conservancy Enabling) Amendment Act</i> (SBC 2006, c.25). This ORCS includes conservation lands within the scope of parks and protected areas. Conservation lands include wildlife management areas, and, in accordance with the <i>Land Act</i> (RSBC 1996, c. 245), other areas administered for purposes of conservation, such as transfers of administration, reserves (including use, recreation, and enjoyment of the public [UREP] reserves), leases, and other long term management designations. The designations of the areas and the authority to manage them result from various legislation, including the <i>Land Act</i> , the <i>Park Act</i> , the <i>Protected Areas of British Columbia Act</i> (SBC 2000, c. 17), the <i>Environment and Land Use Act</i> (RSBC 1996, c. 117), the <i>Wildlife Act</i> (RSBC 1996, c. 488) and the <i>Ecological Reserve Act</i> (RSBC 1996, c. 103).
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This section includes records relating to: setting management directions, policies and guidelines for PPAs; conserving and managing natural resources; planning and managing recreational activities, facilities, and services; issuing and monitoring permits; monitoring compliance with PPA statutes and regulations; and encouraging the involvement of the public and private sectors in the management of PPAs.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO	ARS	Attendance Reporting System
	<p>The purpose of the Attendance Reporting System is to record, track and monitor attendance and revenue in parks and protected areas (PPA, including conservation lands). Attendance data is the most valuable statistical measure of program performance and is used for strategic planning, to monitor, evaluate and report and finally, for protection and stewardship.</p> <p>Strategic planning provides statistics and information on visitor attendance and revenue to support service plan objectives for decisions and rationalization of park closures, service withdrawals and capital project funding. Monitoring, evaluating and reporting provides statistics and information on visitor attendance and revenue which enables monitoring, evaluating and reporting on park and facility use, system and program analysis, and compatibility with operational databases for reporting on an array of environmental and recreational activities based on visitation. Protection and stewardship provides statistics and information in support of PPA stewardship and the protection of biodiversity.</p>	
ISO	CLD	Conservation Lands Database
	<p>The purpose of the CLD is to manage data about the approximately 800 provincial conservation sites. These sites include several types of Crown land reserves under the <i>Land Act</i>, Wildlife Management Areas under the <i>Wildlife Act</i>, fee simple purchases, and lands owned by conservation organizations that are leased back to the ministry to manage under 99-year lease.</p> <p>Until 1984, paper records of conservation sites were maintained centrally in Victoria and most sites were also recorded in a VAX database. After 1984, conservation site data was left primarily to the eight regional offices, with the exception of Crown land reserves under the <i>Land Act</i>, which were and continue to be recorded in Tantalus (see the Tantalus Information System Overview).</p>	
ISO	CRA	Conservation Risk Assessment
	<p>The purpose of the CRA is to help identify conservation values and values at risk (risk factors) in parks and protected areas (PPA, including conservation lands) to assist regional offices in providing direction and identifying priorities for risk management and to determine the threats and stresses in the PPA. Conservation values include ecological and cultural values (e.g., rarity and diversity of marine and terrestrial ecosystems, presence and diversity of rare species and habitats, rarity and diversity of special landforms and cultural features and naturalness of the area). Risk factors include factors which make the PPA more susceptible to threats and stresses (e.g., PPA shape, watershed integrity, marine and terrestrial replication and size). A stress is a disturbance to an ecosystem and a threat occurs when a stress is of sufficient magnitude and duration as to cause an undesirable change in the system (e.g., transportation and utility corridors, urbanization, tourism and recreation activities, facilities, hunting and invasive species).</p>	

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ISO	ERC	Ecological Reserve Collection	The purpose of the ERC is to catalogue ecological reserves, proposals and related ecological reserve reference collections. Reference collections include reports and articles relevant to specific ecological reserves, proposals as well as non-site specific subjects related to ecological reserves.
ISO	FMS	Facilities Management System	The purpose of the FMS is to maintain an inventory of the facilities administered and managed by the Parks and Protected Areas Branch. It also tracks proposed and completed facility maintenance and is used in developing facility budget requirements.
ISO	Image Bank	Image Bank System	The purpose of the Image Bank System is to catalogue and provide access to digital images of provincial parks and protected areas (PPA, encompassing conservation lands) and to store metadata about the images.
ISO	IA	Impact Assessment	The purpose of the IA database is to provide a catalogue of the impact assessments conducted in parks and protected areas (PPA, including conservation lands).
ISO	ML	Management Levels	The purpose of the ML system is to help manage parks and protected areas (PPA, encompassing conservation lands) by planning and monitoring management targets and priorities, and incorporating risk assessments and gap analyses.
ISO	OBS	Observation Card System	The purpose of the OBS is to record and summarize information gathered from observation cards. Observation cards are tools used to record natural and cultural heritage values in parks and protected areas (PPA). Observation cards are used by park rangers, field staff and volunteers.
ISO	PATT	Park Attendance system	The purpose of the Park Attendance System is to record, track and monitor PPA attendance and revenue. Attendance data is the most used statistical measure of program performance and is used for strategic planning, to monitor, evaluate and report of PPA activities, and for protection and stewardship of the PPA.
ISO	PUPS	Park Use Permit System	The purpose of PUPS is to track permits within all parks and protected areas (PPA, including conservation lands). In addition to the permit tracking functions, PUPS includes accounts receivable functions related to permit management.
ISO	E-PUPS	Electronic Park Use Permit System	The purpose of E-PUPS is to track the creation and monitoring of permits within all parks and protected areas (PPA, including conservation lands). In addition to the permit

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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tracking and issuance functions, E-PUPS manages the administration and accounts receivable functions related to permit management.

ISO	PAC	Protected Areas Catalogue	The purpose of the PAC is to summarize and track all the information about protected areas (not including conservation lands). It is a catalogue (i.e., metadata) of what information exists and where it may be found.
ISO	PAR	Protected Areas Registry	The purpose of PAR is to store the legal, administrative and operational information (i.e., also known as the green file) about all provincial parks and protected areas (PPAs, including conservation lands).
ISO	PAR VAX	Protected Areas Registry	The purpose of PAR VAX is to manage the foundational legal, administrative and operational data (i.e., also known as the green file) about provincial parks and protected areas (PPAs, including conservation lands).
ISO	PSPS	Public Safety and Park Security	The purpose of PSPS is to track security and safety incidents in parks and protected areas (PPAs, excluding conservation lands) in order to provide an accurate and consistent reporting of visitor injuries, accidents, deaths, human-wildlife conflicts and damage and theft incidents to park and visitor property.
ISO	SARPA	Species at Risk in Protected Areas	The purpose of SARPA is to track the presence and status of species at risk within the provincial parks and protected areas (PPA, including conservation lands). The database includes a cross-reference between PPAs and the Red and Blue Lists (conservation status ranks for rare and endangered species) and the list prepared by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC).
ISOW		BC Parks web site	The purpose of the BC Parks web site is to provide Internet access to information about the provincial parks and protected areas (PPA, encompassing conservation lands). It also provides access to PPA policies and guidelines; information about recreation, conservation and management planning in PPAs; educational and promotional material; PPA permitting; and campground reservation services.

Within each section, primaries are presented in numerical order and grouped as follows:

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section ("reserved secondaries" - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- Groups of related primaries, called “primary blocks”, appear together, indicated by two-part titles and an initial “general” primary (for example, “Client Group Issues - General” and “Client Group Issues - Families”).

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Index (aids in classifying and finding records - see 3.6 for further discussion)
- Appendices (provide codes and other information useful for classifying and understanding the records - see 3.6 for further discussion)

This *ORCS* was reviewed by CRMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the branch. This means that this *ORCS* is a legally binding document, i.e. it has statutory authority.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PART 2

#### HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the ORCS schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
  - 2.4.1 Active retention period column
  - 2.4.2 Semi-active retention period column
  - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
  - 2.6.1 Reserved secondaries
  - 2.6.2 Secondaries -02 to -19 (subject secondaries)
  - 2.6.3 Case file secondaries (-20 and higher)
  - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
  - 2.7.1 Terms used in the active and semi-active disposition columns
  - 2.7.2 Terms used in the final disposition column
  - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
  - 2.9.1 Qualifiers
  - 2.9.2 Other notes
- 2.10 Physical Format Designations
- 2.11 Vital Records Flags

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2.1

ASAFD23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2

Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

Record types include registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

2.3

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section.

For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see *ARCS* primary 415.

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

CY+1y

3y

DE

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

2.6

SOnilDE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPRSOnilDE

-01 General

-02 Complaints and inquiries

-03 Extraterrestrial reports and statistics

CY+1y

3y

FR

FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

PIB = Personal Information Bank

PUR = Public Use Records

OPR = Office of Primary Responsibility

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CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

Schedule 777777

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

FOI - Freedom of Information/Privacy

VR = Vital Records

ORCS/UFO

HOW TO USE - 10

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23120	<u>EXTRATERRESTRIAL REGISTRATION AND TRACKING</u> (continued)				
-04	Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified)		SO	NA	NA
	NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified.				
	2.8 — FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the <i>Freedom of Information and Protection of Privacy Act</i> (RSBC 1996, c. 165, s. 15(1)(b)).				
PIB	-20 Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs)		SO+3y	300y	SR
	2.9 — SO = when extraterrestrial visitor leaves the province				
	NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111.				
	303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime.				
	SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.				
VR	-30 Extraterrestrial Registration System (ERS) (electronic database)		SO	nil	DE
	2.10 —				
	2.11 — SO = when the function supported by the database is no longer performed by government				

A = Active  
SA = Semi-active  
FD = Final Disposition  
PIB = Personal Information Bank  
PUR = Public Use Records  
OPR = Office of Primary Responsibility  
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CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week m = month  
y = year

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

ORCS/UFO HOW TO USE - 11

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 2.1 **Primary Number and Title**

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within ORCS. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

### 2.2 **Scope Note**

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning "Includes" or "Record types include". If this paragraph does not appear to be comprehensive, the information should appear in "includes" qualifiers under the relevant secondaries.

### 2.3 **Cross References**

Cross references link the primary to related primaries, both within the ORCS and in ARCS. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

### 2.4 **Records Retention and Disposition Schedule**

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

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, "Key of Terms."

For further information regarding the scheduling system used in ORCS, see 3.7.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 2.4.1 Active Retention Period Column

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

Active records are used frequently and therefore are retained and maintained in the office space and equipment of the user.

Entries in the active column often use the designations of "CY" or "FY", with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using "CY" and "FY".

#### CY+1y

Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

#### FY+1y

Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

### 2.4.2 Semi-active Retention Period Column

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

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no

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longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

For boxing and transfer instructions for semi-active records, see 3.9.

### 2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

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

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website <http://www.bcarchives.gov.bc.ca>). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

### 2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every ORCS primary contains two statements regarding the levels of responsibility for records within an ministry or agency (known as the “unless and except statements”).

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

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

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

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Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and CRMB are aware of these changes.

### 2.6 **Secondary Number and Title**

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

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

#### 2.6.1 **Reserved Secondaries**

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

Secondaries -00 and -01 are reserved throughout all ORCS and in ARCS.

Secondary number -00 is always reserved for "Policy and procedures" records. These files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

Secondary number -01 is always reserved for "general" records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to



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warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of ORCS.

- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under "General" because this will cause access and scheduling problems.

### 2.6.2 Secondaries -02 to -19 (subject secondaries)

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

### 2.6.3 Case File Secondaries (-20 and higher)

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

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### 2.6.4 Coded Series

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.

In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier "(arrange by registration number)". A reference to one of these files might read "23120-20/000326".

### 2.7 Key of Terms (Abbreviations in Footer)

The key at the bottom of each ORCS page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

#### 2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

**w** = week

**m** = month

**y** = year

**CY** = Calendar Year (1 January to 31 December)

**FY** = Fiscal Year (1 April to 31 March)

**SO = Superseded or Obsolete**

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

### i) Routine Records

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

The most common form of delegated disposition authority is:

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

This retention category is used throughout ORCS to streamline the disposition of records with short-term retention value, especially for non-OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

### ii) Specific Definition of SO

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

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

**NA = Not Applicable**

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"NA" is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the "NA" designation may be stated in a "NA =" note, or in an "SO =" note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of "NA" because files are reclassified to secondary -20 when the visitor is identified.

### **nil = no semi-active retention period**

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

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

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

## **2.7.2 Terms Used in the Final Disposition Column**

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of BC Archives for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

### **FR = Full Retention**

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. BC Archives, also known as the government archives, preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may

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destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an "FR =" statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR "because they document and analyse extraterrestrial visitors to the province."

### **SR = Selective Retention**

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. BC Archives, also known as the government archives, preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an "SR =" statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR "because they document extraterrestrial visitors to the province" and the selection criteria is to retain "all files relating to green extraterrestrials."

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from CRMB. The instructions for extraterrestrial registrant case files require that after records to be retained are identified, they are to be boxed separately from records to be destroyed.

**Do not destroy records scheduled for selective or full retention.** For instructions on how to box and transfer archival records to off-site storage, see 3.9.

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

### **DE = Destruction**

The final disposition of inactive records that have no residual value or insufficient public value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan at the time of their final disposition. The final disposition of such records is:

### **NA = Not Applicable**

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See explanation of NA in 2.7.1.

### 2.7.3 Other Terms

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

<b>FOI =</b>	<b>Freedom of Information/Privacy</b>	see 2.8
<b>OPR =</b>	<b>Office of Primary Responsibility</b>	see 2.5
<b>PIB =</b>	<b>Personal Information Bank</b>	see 2.8
<b>PUR =</b>	<b>Public Use Record</b>	see 2.8
<b>VR =</b>	<b>Vital Record</b>	see 2.11

### 2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions). The flags are placed in the left-hand column, next to the relevant secondary. In the sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the Act to justify restricting access.

For further information about FOI issues, see 3.10.

### 2.9 Explanatory Notes

Explanatory notes are used in the ORCS to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 2.9.1 Qualifiers

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- “Includes” qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the “Includes ...” sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) “includes reference materials relating to visits and visitors as yet unconfirmed and unidentified.”
- “Arrange” qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to “arrange by registration number.”
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

### 2.9.2 Other Notes

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a “303y =” note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.
- SR/FR/DE =** These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.
- FOI:** This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.

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**NOTE:** This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored “under ongoing RCS accession number 99-9111.” For discussion of ongoing accession numbers, see section 3.9.1(b).

### 2.10 Physical Format Designations

All government records, regardless of physical format, must be classified under either an ARCS or an ORCS secondary number. Different physical format versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or “hardcopy”) version and a microfilm version of the same series.

When records are held in several different physical formats each version is identified and scheduled under the same ORCS secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

Some physical format designations used in ARCS and ORCS are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in “special media” (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an “(includes)” qualifier or in the paragraph of the scope note beginning “Includes” or “Record types include”. All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

*NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.*



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### 2.11 Vital Records Flags

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see glossary for more detailed definition).

CRMB recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

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### PART 3

## ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

### 3.1 The Purpose of ORCS

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

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

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

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

### 3.2 Records and Recorded Information

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

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

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by CRMB, government ministries, and other government agencies. This ORCS was reviewed by CRMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this ORCS as the retention and disposition schedule for the operational records of the branch. This means that this ORCS is a legally binding document.

### **3.3 An Effective Records Management System**

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

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

### **3.4 The Classification System**

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

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

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

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

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or “section default” primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, “How to Read a Primary.”

The classification system is the basis for other finding aids, such as file lists and indexes. ORCS describes all of the operational records which might exist in an office responsible for the functions covered by the ORCS. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

### 3.4.1 Staff Responsibilities and Procedures

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

CRMB also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the

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addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

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

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

### 3.4.2 Classifying Records

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

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

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

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

#### a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

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### b) Broad Subject Approach

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

### 3.5 The File List

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

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

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

### 3.6 Other Finding Aids

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

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

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

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As a further aid in the retrieval and classification of administrative and operational records, CRMB provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see *ARCS Appendix A*.

Codes and categories are attached as Appendices to this *ORCS* in order to assist in the creating coded series for various files.

### 3.7 **The Scheduling System**

An essential element of *ORCS* is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

During the “active” stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the “semi-active” stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, CRMB (see 3.9 for boxing and transfer instructions).

When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become “inactive,” and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved *ORCS*.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and notes). These columns are labelled “A” for active, “SA” for semi-active, and “FD” for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

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### 3.8 **Filing and Maintenance Procedures**

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

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

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

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

To effectively implement and maintain ORCS, offices should develop and document records management procedures. Filing and maintenance procedures are classified in ARCS 423-00. Your Records Officer can help to develop appropriate procedures for your office.

#### 3.8.1 **File Maintenance**

An ORCS covers many types of operational records stored in various physical formats. The ministry or agency responsible for the records has special needs and requirements



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for its filing system. Each ministry or agency must establish standards for maintaining their files. The following system of file maintenance works well.

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

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

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

In the case of flimsy paper, such as teletype documents and facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed. Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, CRMB recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

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Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer
- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

### 3.8.2 File Circulation

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

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

### 3.8.3 Specific Maintenance Instructions for this ORCS

There are two options available for labeling and organizing Parks and Protected Areas (PPA) site specific files.

Option one is to follow the usual ARCS/ORCS labeling and filing rules. Therefore, the files will be labeled and physically organized by: 1) ORCS primary number, 2) ORCS secondary number, 3) coded series according to the secondary's arrange qualifier.

Option two is to label and file the PPA site specific files by the PPA code or name and locate all the related site files next to each other. Therefore, the files will be labeled and physically organized by: 1) PPA code or name and possibly some other qualification (e.g., facility code or "site" code), 2) ORCS primary number, 3) ORCS secondary number, 4) remaining coded series according to the secondary's arrange qualifier. See the diagram below for a schematic of how to label PPA site specific files.

With option two, all files that are not PPA site specific, are labeled and organized using the normal ARCS/ORCS rules and are essentially filed separately from the PPA site specific files.

```
=====|
Option Two      Y |  }   Code for the PPA Type (See Appendix A)
Labeling for    Y |  }
```

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Site Specific files	Z   }	
	Z   }	Name or Number
	Z   }	of individual PPA
	Z   }	
	X   }	
	X   }	
	X   }	ORCS Primary
	X   }	
	X   }	
	#   }	Secondary number
	#   }	
	Q   }	
	Q   }	
	Q   }	Arrange qualifier
	Q   }	(i.e., facility, policy, etc.)
	Q   }	
	Q   }	

=====

The list that follows reflects secondaries which cover PPA site specific files. It is not comprehensive, nor is it exclusive. For example, 98100-20 PPA acquisition program and project case files will likely be collected as a group rather than filed next to the other PPA files. If the secondary is marked with an asterisk (\*), this means that the secondary also covers general or non-site specific files. In these cases, the non-specific files will be labeled normally (primary-secondary/coded series) and collected as a group. Italicized secondaries may or may not be arranged by PPA code.

312-02	Publications*
320-20 & -30	Public comments and inquiries*
98000-25	Parks and protected areas case files
98000-40	Parks and protected areas reference and issue case files*
98000-50	PPA site boundary case files
98100-20	<i>PPA acquisition program and project case files</i>
98100-30	<i>PPA transfer program and project case files</i>
98100-50	Tenure acquisition case files
98100-60	Unsolicited and rejected proposals for new PPA
98200-03	Occurrence report batches
98200-20	Compliance incident and investigation case files
98200-30	Parks and protected areas complaint case files*
98200-40	Parks and protected areas safety and security project case files
98300-03	Conservation related management plans
98300-04	Conservation research reports*

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98300-05	Observation reports
98300-20	Conservation research and planning case files*
98300-21	Conservation research and planning vegetation case files*
98300-22	Conservation research and planning wildlife case files*
98300-40	Parks and protected areas conservation reference and issue case files*
98500-50	Regional facility project case files
98600-20	Marketing project case files*
98700-20	Parks and protected areas letter of permission case files
98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files
98800-03	Parks and protected areas annual management plans
98800-04	Parks and protected areas management directions
98800-30	Parks and protected areas annual management plan development case files
98800-40	Parks and protected areas management direction development case files
98900-02	Attendance statistical reports
98900-04	Recreation related management plans
98900-20	Parks and protected areas recreation reference and issue case files*
98900-40	Recreation research and planning project case files*
99000-20	Parks and protected areas revenue monitoring case files
99100-02	Risk assessments*
99100-20	Risk assessment project case files*
99200-20	Parks and protected areas advisory committee case files
99200-30	Parks and protected areas sponsor/partner general liaison case files*
99200-40	Parks and protected areas volunteer and advocate groups liaison case files*
99200-50	Parks and protected areas volunteer project case files*
99600-20	Parks and protected areas donation case files

### 3.9 **Boxing and Transfer Instructions**

The records schedules contained in ORCS specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, CRMB. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

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

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To identify records suitable for boxing, review the files against the ORCS schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

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

### 3.9.1 Accession Numbers

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

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

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services  
-01 = the first consecutive box number in accession 91-0123

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

#### a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

#### b) Ongoing Accession Numbers (OANs)

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

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

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

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

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

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

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

### c) Ongoing Accession Numbers for Parks and Protected Areas

In this ORCS, ongoing accession numbers have been established for the following categories of OPR records. The accession numbers are based upon semi-active retention periods and final disposition recommendations. The Records Officer is responsible for maintaining and updating the list of ongoing accession numbers relating to this ORCS.

<b>OAN</b>	<b>Primary and Secondary No.</b>	<b>Primary and/or Secondary Title</b>	<b>SA</b>	<b>FD</b>
90-7465	98500-50	Regional facility project case files	7y	DE

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### 3.9.2 Transfer of Records to Off-Site Storage

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it
- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

#### a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the *ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide*).

1. Do not put files covered by different retention and disposition schedules (ARCS - 100001 or ORCS) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).
3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
5. Place records of the same or similar retention periods and date ranges in the same box.
6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).
7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

#### b) Box Numbering

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Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

### c) Boxes With Varied Classifications, Retention Periods And Date Ranges

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

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

### d) Procedure for Closing Parks and Protected Areas (PPA) site specific files

All the **bold** secondaries are only sent offsite when the PPA is no longer managed by the provincial government. All other secondaries may be sent offsite earlier, depending on their active retention, however, once the PPA is no longer managed by the provincial government, all remaining files in these secondaries should be closed and packed up with the other site files. Of course, files bound for DE are boxed separately from files bound for FR.

<b>98000-25</b>	<b>Parks and protected areas case files</b>	<b>FR</b>
98000-40	Parks and protected areas reference and issue case files	DE
98100-50	Tenure acquisition case files	DE
98200-40	Parks and protected areas safety and security project case files	DE
<b>98300-03</b>	<b>Conservation related management plans</b>	<b>FR</b>
98300-04	Conservation research reports	FR
98300-20	Conservation research and planning case files	DE
98300-21	Conservation research and planning vegetation case files	DE
98300-22	Conservation research and planning wildlife case files	DE
98300-40	Parks and protected areas conservation reference and issue case files	DE
98500-50	Regional facility project case files	DE
98600-20	Marketing project case files	DE
98700-30	Parks and protected areas land use/occupancy permit case files	FR
98700-40	Parks and protected areas other permit case files	DE
98700-50	Park facility operators' operational permit case files	DE
<b>98800-03</b>	<b>Parks and protected areas annual management plans</b>	<b>FR</b>
<b>98800-04</b>	<b>Parks and protected areas management directions</b>	<b>FR</b>
98800-30	Parks and protected areas annual management plan development case files	DE
98800-40	Parks and protected areas management direction development case files	DE
<b>98900-04</b>	<b>Recreation related management plans</b>	<b>FR</b>



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98900-20	Parks and protected areas recreation reference and issue case files	DE
98900-40	Recreation research and planning project case files	DE
99000-20	Parks and protected areas revenue monitoring case files	DE
99100-02	Risk assessments	FR
99100-20	Risk assessment project case files	DE
99200-20	Parks and protected areas advisory committee case files	FR
99200-30	Parks and protected areas sponsor/partner general liaison case files	DE
99200-40	Parks and protected areas volunteer and advocate groups liaison case files	DE
99200-50	Parks and protected areas volunteer project case files	DE
99600-20	Parks and protected areas donation case files	DE

### 3.10 **Freedom of Information and Protection of Privacy**

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

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information disclosure exist within your ministry or agency, contact your Director/Manager of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the ORCS, see 2.8.

### 3.11 **Electronic Records and the Information System Overview**

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

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;

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- to document the records-keeping context of the system by identifying how the system and related records are classified in the ORCS;
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the ORCS will appear in the section default primary, or if it relates to the entire ORCS, in the ORCS default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or "e-mail") should be classified and filed under the secondaries covering the relevant functions and activities. For further information on e-mail, see special schedule 102903 in the ARCS manual.

### 3.12 **Implementation of ORCS**

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

The Records Officer plans and coordinates the implementation of ORCS.

The eight requirements for implementation and maintenance of ORCS are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of ORCS.
5. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in ORCS and general records management for support staff in a training program established by your Records Officer.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

### **3.13 Advisory Services**

CRMB provides limited advisory services to assist records officers with the implementation and maintenance of ORCS. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program
- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

### **3.14 Amendment and Update of ORCS**

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

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures
- coordination and review by the Records Officer
- designated responsibilities for:
  - records classification
  - maintenance of indexes and file lists
  - other record and file operations

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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CRMB maintains the master edition of this ORCS and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CRMB of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

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

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to CRMB. Proposals will be jointly reviewed by CRMB staff and the Records Officer. While awaiting formal approval, "interim secondaries" may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer's copy of each file list. Once interim secondaries are approved, they will be included in future editions of the ORCS.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, in two ways:

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### SECTION 1

#### PARKS AND PROTECTED AREAS

##### PRIMARY NUMBERS

98000 - 99999

Section 1 covers records relating to the identification, establishment, management, operation, and preservation of provincial parks and protected areas (PPA). PPA includes parks (Class A, B and C), conservancies, recreation areas, ecological reserves and protected areas as defined by the *Park Act* (RSBC 1996, c. 344). Conservancies are a recent addition to the *Park Act*, added by the *Park (Conservancy Enabling) Amendment Act* (SBC 2006, c.25). This ORCS includes conservation lands within the scope of parks and protected areas. Conservation lands include wildlife management areas, and, in accordance with the *Land Act* (RSBC 1996, c. 245), other areas administered for purposes of conservation, such as transfers of administration, reserves (including use, recreation, and enjoyment of the public [UREP] reserves), leases, and other long term management designations. The designations of the areas and the authority to manage them result from various legislation, including the *Land Act*, the *Park Act*, the *Protected Areas of British Columbia Act* (RSBC 2000, c. 17), the *Environment and Land Use Act* (RSBC 1996, c. 117), the *Wildlife Act* (RSBC 1996, c. 488) and the *Ecological Reserve Act* (RSBC 1996, c. 103).

This section includes records relating to: setting management directions, policies and guidelines for PPA; conserving and managing natural resources; planning and managing recreational activities, facilities, and services; issuing and monitoring permits; monitoring compliance with PPA statutes and regulations; and encouraging the involvement of the public and private sectors in the management of PPA.

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A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week m = month
PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
OD = Other Disposition
VR = Vital Records



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### SECTION 1

98000 - PARKS AND PROTECTED AREAS - 99999

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98000	PARKS AND PROTECTED AREAS - GENERAL
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98300	- CONSERVATION
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98500	- FACILITIES
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98700	- PERMIT MONITORING
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98900	- RECREATION AND USE
99000	- REVENUE MONITORING
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99200	- VOLUNTEERS AND PARTNERS
99300	PARKS AND PROTECTED AREAS ABORIGINAL RELATIONS
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99600	PARKS AND PROTECTED AREAS TRUST FUNDS AND DONATIONS

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SA

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### 98000 PARKS AND PROTECTED AREAS - GENERAL

Records not shown elsewhere in the parks and protected areas section which relate generally to the identification, establishment, management, operation, and preservation of provincial parks and protected areas (PPA). Typically, PPA includes parks (Class A, B and C), conservancies, recreation areas, ecological reserves and protected areas. This ORCS includes conservation lands within the scope of parks and protected areas, unless otherwise noted in the primary or secondary.

Conservation lands include wildlife management areas (WMA's), and, in accordance with the *Land Act*, other areas administered for purposes of conservation, such as transfers of administration, reserves (including use, recreation, and enjoyment of the public [UREP] reserves), leases, and other long term management designations. PPA data is stored and tracked in several databases such as the Protected Areas Registry (PAR) and the Conservation Lands Database (CLD).

This primary covers the fundamental legal information about a PPA, ecological reserve technical files, general issues and reference material.

This primary also covers activities, except acquisitions, which alter or impact the integrity of PPA boundaries. Examples of activities which impact boundary integrity include windthrow caused by an activity such as logging too close to a park boundary, slides, trespassing, and construction within an existing or newly acquired park.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

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

(continued on next page)

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# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

## 98000 PARKS AND PROTECTED AREAS - GENERAL (continued)

For agreements and MOUs, except for trust fund agreements, see  
ARCS primary 146.

For approved legislation, regulations and Orders in Council (OIC),  
see ARCS primary 140.

For committees and working groups, except for PPA advisory  
committees, see ARCS primary 200.

For cabinet submissions, see ARCS secondary 201-40.

For conferences, see ARCS secondary 220-20.

For legal opinions and decisions, see ARCS primary 350.

For legislation and regulation development, see ARCS primary 140.

For internal performance monitoring, see ARCS secondary 400-50.

For ministry reorganization projects, see ARCS secondary 105-20.

For PPA advisory committees, see secondary 99200-20.

For rejected map reserves and notations of interest, see secondary  
98100-60.

For the Conservation Lands Database Information System  
Overview (ISO), see the ISO section.

For the Protected Areas Registry Information System Overview  
(ISO), see the ISO section.

Unless otherwise specified below, the ministry OPR (Parks  
and Protected Areas headquarters and regional offices) will  
retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

-00      Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

OPR = PPA headquarters

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

-01      General

(continued on next page)

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FY = Fiscal Year

NA = Not Applicable

w = week      m = month

y = year

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

98000 PARKS AND PROTECTED AREAS - GENERAL (continued)

-02	Delegation of authority letters	CY+9y	nil	DE
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OPR = PPA headquarters

10y = The ten-year retention is required to maintain evidence of delegated ministerial authority.

NOTE: ARCS 265-20 is not used for this function due to the need to maintain 10 years of information.

VR	-20	Ecological reserve technical case files (includes reports, studies, maps, photographs, and information sheets and forms documenting plant communities, landscapes, water resources, and soil types) (arrange by “ER” then the numeric code of the ecological reserve)	SO	7y	FR
----	-----	---	----	----	----

SO = when the provincial government no longer manages the ER

FR = The government archives will retain ecological reserve technical case files because they document the history of the provincial government's management and protection of representative and special natural ecosystems, plant and animal species, features and phenomena; which are a significant public trust. These records have historical, evidential, and informational value.

VR	-25	Parks and protected areas case files (includes land title description, survey plans, boundary maps, negotiations checklist, pre-existing tenures, park use permit list, assessment notices, Property Acquisition Recording Sheet and copies of legal establishment [e.g., order in council, ministerial order, copies of acquisition agreements, land title report]) (arrange by name or code of PPA)	SO	7y	FR
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(continued on next page)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98000 PARKS AND PROTECTED AREAS - GENERAL (continued)

(covers historical and anecdotal background information, approved map reserves, notations of interest, leased land tax exemptions and tax payments)

SO = when the provincial government no longer manages the site (see note below)

FR = The government archives will retain parks and protected areas case files because they document the history of the provincial government's management and operation of provincial parks and protected areas, which are a significant public trust. These records have historical and evidential value.

NOTE: This secondary includes park files previously known as the "green", "legal", or land administration files (including microfilm rolls). The "legal" files for conservancies and conservation lands, wildlife management areas (WMA's), ecological reserves, and use, recreation, and enjoyment of the public [UREP] reserves' are classified under this secondary.

NOTE: This secondary covers records sent off-site as active records in ongoing accession 94-4709.

NOTE: See Appendix A and section 3.8.3 of the How-To Section of this ORCS for options on how to code and physically file PPA files.

NOTE: Convenience copies of the information contained within the site case files are often used. These convenience files are non-OPR, usually electronic and are called overview binders and high level site summaries.

-30	Parks and protected areas data files (electronic database records)	SO	nil	DE
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98000 PARKS AND PROTECTED AREAS - GENERAL (continued)

OPR = PPA headquarters

SO = when no longer required for research purposes

NOTE: This secondary is not for filing. It is used to classify the data within the Protected Areas Registry (PAR), the Protected Areas Catalogue (PAC), the Ecological Reserves Database (ERD) and the Conservation Lands Database (CLD).

-50	Parks and protected areas site boundary case files (includes legal advice, decision notes, drafts of maps and legal descriptions) (arrange by name or code of PPA)	SO	nil	DE
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SO = when the provincial government no longer manages the PPA

NOTE: Activities affecting the integrity of the boundary may result in a compliance incident or investigation and are classified under secondary 98200-20.

-90	Parks and protected areas reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
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SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

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A

SA

FD

### 98100 PARKS AND PROTECTED AREAS - ACQUISITION AND TRANSFER

Records relating to the acquisition of non-provincially owned land (private, federal and municipal) for use by the provincial government and the transfer of parks and protected areas (PPA) to other jurisdictions. Acquisition and transfer may also include legal instruments which acquire or transfer management responsibilities, such as leased lands.

Land acquisition is usually pursued in order to create or expand a PPA, but it may also occur for other reasons and other ministries' functions. Typically, the ministry acquires land through direct purchase, exchange of land and timber, donation (with or without tax receipts) or a combination of the above. Monies for the purchase of lands are provided through various trust funds and these monies may be complemented through partnerships with public/private partnerships, other levels of government and non-government organizations (NGO).

Transfer programs may be initiated in order to transfer land along with other existing PPA to the control of another government agency such as a municipal government or federal ministry (e.g., as a national park). Some larger transfers may require that land first be acquired and then transferred as part of a whole package.

The process of acquiring or transferring land involves assessing the value of the land and its resources (e.g., timber and mineral) and negotiating with owners and partners and consulting with other government, non-government and First Nations organizations. For some sites (e.g., leased conservation lands) taxes must be paid after or as part of the acquisition.

This primary also covers the acquisition of tenures which involve PPA. When tenure is on or straddles land determined to be a PPA, it becomes governed by the *Parks Act* to manage the impact on the PPA. The *Land Act* tenure file is transferred to Parks and Protected Areas offices, and the tenure holder is advised to make a Park Use Permit application. The permit application process examines the impact of the activity on the land, and whether it conforms to the guidelines of the management plan and PPA regulations.

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A                      SA                      FD

## 98100 PARKS AND PROTECTED AREAS - ACQUISITION AND TRANSFER (continued)

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For acquisition of Crown land, see secondary 98000-25.

For boundary mapping, see secondary 98000-50.

For committees, except for PPA advisory committees, see ARCS primary 200.

For contract management, see ARCS secondary 1070-20.

For issues related to a specific site, see secondary 98000-90.

For partnership agreement originals, see ARCS primary 146.

For partnership development and general liaison, see secondary 99200-30.

For PPA advisory committees, see 99200-20.

For revolving trust funds, see ARCS secondary 1130-20.

For Treasury Board submissions, see ARCS primary 1250.

For trust funds, see primary 99600 and ARCS primary 1130.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters) will retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Acquisition annual wish list		FY+5y	nil	DE
-03	Acquisition program and project approvals		SO	nil	FR
	(includes ministerial orders, briefing notes and decision notes)				

SO = when no longer required for reference purposes

(continued on next page)

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A                      SA                      FD

### 98100 PARKS AND PROTECTED AREAS - ACQUISITION AND TRANSFER (continued)

FR = The government archives will retain acquisition program and project approvals because they document government decisions to acquire land for a provincial park or protected area, or to transfer provincial park/protected area land. These records have significant legal and evidential value.

-04	Acquisition program and project approvals - other agencies (includes copies of orders in council [OIC] and briefing and decision notes) (arrange by agency)	SO	nil	DE
-----	---	----	-----	----

SO = when no longer required for reference purposes

NOTE: This function was defunct as of March 31, 2003. Do not create new files in this secondary.

-05	Acquisition tracking (includes lists) (covers project tracking and project budget tracking)	SO	nil	DE
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-20	Parks and protected areas acquisition program and project case files (includes timber and real estate value assessments, environmental and impact assessments, copies of partnership contribution agreements, survey plans, maps and legal transfer documentation) (arrange by name of program, then by acquisition type) (covers the purchase, lease, exchange or receipt by donation lands such as geographic areas of interest, leased lands and conservation covenants)	SO	7y	DE
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SO = when the land has been acquired and the PPA case file (secondary 98000-25) has been updated with a Property Acquisition Recording Sheet, a map, copies of any acquisition agreements, a land title report and

(continued on next page)

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A                      SA                      FD

### 98100 PARKS AND PROTECTED AREAS - ACQUISITION AND TRANSFER (continued)

any other valuable documentation; or when the project has failed to acquire the land

DE = Upon expiry of the retention period and approval of the records officer, PPA acquisition program and project case files will be destroyed because documentation relating to acquisitions is retained on the related park and protected area case file (98000-25) and acquisition program and project approvals (98100-03), both of which are fully retained.

NOTE: If a program covers both acquisition and transfer projects, classify the program under secondary 98100-30.

-30	Parks and protected areas transfer program and project case files (includes survey plans, maps and legal transfer documentation) (arrange by name of program, and then by the type of transfer) (covers land transfers to, land leases to and conservation covenants with other jurisdictions)	SO	7y	DE
-----	---	----	----	----

SO = when the land has been transferred or leased and the PPA file (secondary 98000-25) has been updated

DE = Upon expiry of the retention period and approval of the records officer, PPA transfer program and project case files will be destroyed because documentation relating to transfer is retained on the related park and protected area case file (98000-25), which is fully retained.

NOTE: If a program covers both acquisition and transfer projects, classify the program under this secondary.

(continued on next page)

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A                      SA                      FD

98100 PARKS AND PROTECTED AREAS - ACQUISITION AND  
TRANSFER (continued)

-40	Real estate valuation advice case files (closed as of March 31, 2003; do not create files in this secondary with records past this date) (covers advice to other agencies)	SO	nil	DE
-----	---	----	-----	----

-50	Tenure acquisition case files (includes maps and acquisition legal documents) (arrange by name or code of PPA, then by the tenure) (covers consultation and negotiation)	SO	NA	NA
-----	---	----	----	----

SO = when the tenure has been acquired, and permit application has been granted, or denied.

NA = if a Park Use Permit is granted, the tenure acquisition case file will become part of the permit file, in classification 98700-30. If the activity is determined to be a non-conforming use of parks land, and denied, the tenure acquisition case file will be transferred to the PPA file in 98000-25.

-60	Unsolicited and rejected proposals for new PPA (includes proposal letters from the public) (arrange by name, then by project) (covers land offers, rejected map reserves and notations of interest)	CY+9y	nil	DE
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10y = The ten year retention assures that the proposals maintained are fresh and relevant with respect to land use and government policy.

-90	Parks and protected areas acquisition reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
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(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A

SA

FD

### 98100 PARKS AND PROTECTED AREAS - ACQUISITION AND TRANSFER (continued)

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility  
CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week m = month  
y = year

SO = Superseded or Obsolete  
DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### 98200 PARKS AND PROTECTED AREAS - COMPLIANCE

Records relating to investigating, charging and prosecuting offences within provincial park and ecological reserve boundaries, conservancies and conservation lands, under legislation such as the *Park Act*, the *Protected Areas of British Columbia Act*, the *Environment and Land Use Act*, the *Wildlife Act* and the *Ecological Reserve Act*, and legislation such as the *Motor Vehicle Act* (RSBC 1996, c. 318), the *Motor Vehicle (All Terrain) Act* (RSBC 1996, c. 319), the *Environmental Management Act* (RSBC 1996, c. 118, s.9.2) and the *Liquor Control and Licensing Act* (RSBC 1996, c. 267).

Park rangers are trained and authorized to investigate complaints and incidents and to charge offenders. Incidents may be safety and security incidents as well as criminal activities. Park rangers also participate in the prosecution of offenders, by preparing and presenting evidence and reports to Crown counsel, the local police or appropriate jurisdiction or provincial authorities to substantiate charges. Incidents are recorded and tracked in the Public Safety and Park Security (PSPS) system.

Safety and security projects address specific safety or security concerns within a PPA. The Royal Canadian Mounted Police (RCMP), Local Police, Conservation Officers, Department of Fisheries, Forestry, Municipalities, First Nations and other government agencies often participate in these projects to ensure the protection of the public and the natural and cultural values contained within British Columbia's protected areas.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For park ranger's identification badges, see ARCS secondary 470-03.  
For policy and enforcement manuals, see primary 99400.

(continued on next page)

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FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

## 98200 PARKS AND PROTECTED AREAS - COMPLIANCE (continued)

For the Public Safety and Park Security Information System  
Overview (ISO), see the ISO section.

Unless otherwise specified below, the ministry OPR (Parks  
and Protected Areas regional offices) will retain these  
records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

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

-01	General				
-02	Fire and weather indices		SO	nil	DE

SO = when use for trend analysis and review is complete

-03	Occurrence report batches (arrange by name or code of PPA)		CY+2y	5y	DE
-----	---	--	-------	----	----

8y = The eight year retention period allows for trend  
analysis and for a review of past incidents

-04	Park rangers' compliance note books		CY+2y	5y	DE
-----	-------------------------------------	--	-------	----	----

8y = The eight year retention period allows for trend  
analysis and for a review of past incidents

-05	Park rangers' ticket books		SO	nil	DE
-06	Safety and security annual reports (arrange by region)		SO	nil	FR

FR = The government archives will retain safety and  
security annual reports because they provide an  
annual summary of park and protected area  
incidents

(continued on next page)

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98200 PARKS AND PROTECTED AREAS - COMPLIANCE (continued)

and investigations. These records have evidential and informational value.

PIB	-20	Compliance incident and investigation case files (includes compliance and occurrence reports, tickets, PSPS form, court documentation, coroner's reports, reports to Crown Prosecution and final investigation results and recommendations) (arrange by name or code of PPA, then by name of project or offender) (covers safety, security and criminal incidents; investigations, inspections and charges; boundary enforcement and integrity; access and trespass; water testing; injuries, accidents and deaths; human-wildlife conflicts; and theft and damage to park and visitor property)	SO	10y	DE
-----	-----	---	----	-----	----

SO = when the investigation or incident is closed and the appeals period has passed

10y = The ten-year retention period allows investigators time to research past incidents and issues if warranted by a future investigation.

-25	Compliance incident and investigation data files (electronic database records)	SO	nil	DE
-----	---	----	-----	----

OPR = PPA headquarters

SO = when no longer required for research purposes

NOTE: This secondary is not to be used for filing. It classifies the data contained within the Public Safety and Park Security (PSPS) system.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			<u>A</u>	<u>SA</u>	<u>FD</u>
98200	<u>PARKS AND PROTECTED AREAS - COMPLIANCE</u> (continued)				
PIB	-30	Parks and protected areas complaint case files (includes occurrence reports, tickets, complaint log books, letters and responses) (arrange by subject or, if site specific, by name or code of PPA, then by subject)	CY+2y	5y	DE
		8y = The eight year retention period allows for trend analysis and for a review of past incidents.			
		NOTE: If a complaint leads to an investigation, the individual complaint is reclassified under the incident's investigation file (secondary 98200-20).			
	-40	Parks and protected areas safety and security project case files (includes media releases, web postings and draft and final reports) (arrange by name or code of PPA, then by project) (covers park closures and trend analysis projects of fire and weather indices)	SO	7y	DE
		SO = when the project is complete or abandoned and the file is no longer needed as reference material			
	-90	Parks and protected areas compliance reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
		SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes			
		NOTE: For reference and issue topics and groupings, see Appendices C and D.			

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### 98300 PARKS AND PROTECTED AREAS - CONSERVATION

Records relating to the conservation of natural and cultural heritage values within parks and protected areas (PPA). Natural and cultural heritage values include ecosystems, species, aquatic and terrestrial values, and First Nations and post contact heritage resources.

Research projects, including surveys, inventories, ecosystem mapping, monitoring and analysis, are conducted to gather and interpret information about PPA values.

Information on values is collected in a variety of simple databases as well as several larger, relational databases. Information on species at risk is collected in the Species at Risk in Protected Areas (SARPA) database. Observation card data is collected in the Observation Card System (OBS).

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For ad hoc reports (i.e., database queries), see ARCS secondary 440-20.

For committees, except for PPA advisory committees, see ARCS primary 200.

For contract management, see ARCS secondary 1070-20.

For issues related to a specific site, see secondary 98000-90.

For liaison with ministries, see ARCS secondary 230-20.

For management plans, see primary 98800.

For minister's letters, see ARCS secondary 280-30.

For PPA advisory committee, see 99200-20.

For policy and response plans (e.g., Bear People Conflict Resolution Plan), see primary 99400.

For risk assessments, see primary 99100.

For the Species at Risk in Protected Areas Information System Overview (ISO), see the ISO section.

(continued on next page)

A = Active

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FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

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DE = Destruction

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# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

## 98300 PARKS AND PROTECTED AREAS - CONSERVATION (continued)

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

-00 Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

OPR = PPA headquarters

-01 General

-02 Conservation databases

SO

nil

DE

(electronic databases)

(includes spreadsheets)

(covers simple databases such as "Marine Areas in Parks", "Hunting in Protected Areas", "Grazing in Protected Areas", and "Lakes and Wetlands in Parks")

SO = when database is updated or the provincial government no longer tracks conservation and resource data within PPA

NOTE: This secondary is not for filing. It is used to classify the system itself. Because this is a simple system, an information system overview has not been developed.

VR -03 Conservation related management plans

SO

nil

FR

(includes approved conservation management plans)

(arrange by name or code of PPA or region, then by plan)

(covers fire, forest, vegetation and wildlife plans)

OPR = PPA regional offices

(continued on next page)

A = Active

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FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A                      SA                      FD

### 98300 PARKS AND PROTECTED AREAS - CONSERVATION (continued)

SO = when the provincial government no longer manages conservation planning within the PPA

FR = The government archives will retain conservation related management plans because they document government decisions regarding the conservation of natural and cultural heritage values within parks and protected areas. These records have significant evidential value.

NOTE: This secondary contains conservation related management plans that have been developed under secondaries 98300-20, -21, and -22.

-04	Conservation research products (includes final reports, methodology, inventories, maps, surveys, ecological reserve or archaeological articles and reports, and ecosystem mapping and monitoring) (arrange by name or code of PPA or region, then by report, or by report, if not specific to a site or region) (covers raw field data, all significant supporting records and reports created by ministry staff or by contractors)	SO	nil	FR
-----	--	----	-----	----

SO = when PPA is no longer managed by the province and/or when no longer required for reference purposes

FR = The government archives will retain these conservation research records because they summarize the results of government research conducted into the conservation of natural and cultural heritage values in parks and protected areas. These records have evidential and informational value.

NOTE: This secondary contains records from conservation research files that have been developed under secondaries 98300-20, -21, and -22.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98300 PARKS AND PROTECTED AREAS – CONSERVATION (continued)

-05	Observation reports (includes observation cards, ranger and naturalist reports and regional updates) (arrange by name or code of PPA)	SO	nil	DE
-----	---	----	-----	----

SO = when all the data in the report has been entered or scanned into a database

-20	Conservation research and planning case files (includes planning drafts, impact assessments, maps, surveys and inventories) (arrange by name or code of PPA or region, then by plan or project, or by project, if not specific to a site or region) (covers terms of reference, monitoring, analysis, consultation, research, ecosystem mapping and background information)	SO	5y	DE
-----	--	----	----	----

OPR = PPA regional offices are OPR for all planning projects. Either the PPA HQ or the regional office may be OPR for a research project. However, if a research project is shared, HQ is OPR for the methodology and the regional office is OPR for the project.

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

DE = Upon expiry of the retention period and approval of the records officer, conservation research and planning project case files will be destroyed because research and planning projects are summarized in the related conservation research reports, and conservation related management plans, which are fully retained.

NOTE: Classify conservation related plans under secondary 98300-03 and final reports and significant supporting documents under secondary 98300-04.

(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98300 PARKS AND PROTECTED AREAS - CONSERVATION (continued)

NOTE: This secondary includes all conservation research and planning projects not covered by secondaries 98300-21 or 98300-22.

-21	Conservation research and planning vegetation case files (includes planning drafts, impact assessments, maps, surveys and inventories) (arrange by name or code of PPA or region, then by plan or project, or by project, if not specific to a site or region) (covers fire, forest, vegetation and wildlife plans, terms of reference, monitoring, analysis, consultation, research, ecosystem mapping and background information)	SO	5y	DE
-----	--	----	----	----

OPR = PPA regional offices are OPR for all planning projects. Either the PPA HQ or the regional office may be OPR for a research project. However, if a research project is shared, HQ is OPR for the methodology and the regional office is OPR for the project.

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

DE = Upon expiry of the retention period and approval of the records officer, conservation research and planning vegetation project case files will be destroyed because research and planning projects are summarized in the related conservation research report, and conservation related management plans, which are fully retained.

NOTE: Classify vegetation conservation related plans under secondary 98300-03 and final reports and significant supporting documents under secondary 98300-04.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A                      SA                      FD

98300 PARKS AND PROTECTED AREAS - CONSERVATION (continued)

-22	Conservation research and planning fish and wildlife case files (includes planning drafts, impact assessments, maps, surveys and inventories) (arrange by name or code of PPA or region, then by plan or project, or by project, if not specific to a site or region) (covers wildlife plans, terms of reference, monitoring, analysis, consultation, research, ecosystem mapping and background information)	SO	5y	DE
-----	--	----	----	----

OPR = PPA regional offices are OPR for all planning projects. Either the PPA HQ or the regional office may be OPR for a research project. However, if a research project is shared, HQ is OPR for the methodology and the regional office is OPR for the project.

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

DE = Upon expiry of the retention period and approval of the records officer, conservation research and planning fish and wildlife case files will be destroyed because research and planning projects are summarized in the related conservation research report, and conservation related management plans, which are fully retained.

NOTE: Classify wildlife conservation related plans under secondary 98300-03 and final reports and significant supporting documents under secondary 98300-04.

-25	Conservation research data files (electronic database records)	SO	nil	DE
-----	---	----	-----	----

OPR = PPA headquarters

SO = when no longer required for research purposes

(continued on next page)

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility

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

SO = Superseded or Obsolete  
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FR = Full Retention  
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VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98300 PARKS AND PROTECTED AREAS - CONSERVATION (continued)

NOTE: This secondary is not to be used for filing. It classifies the data contained within the Species at Risk in Protected Areas (SARPA) system and the Observation Card Database.

-30	Review of management and operational plan case files (includes copy of proposed plan and response) (arrange by name of plan)	SO	nil	DE
-----	--	----	-----	----

OPR = PPA headquarters

SO = when review comments have been submitted to planner

-90	Parks and protected areas conservation reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	--	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week m = month
PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

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DE = Destruction
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A                      SA                      FD

### 98400 PARKS AND PROTECTED AREAS – EDUCATION AND INTERPRETATION

Records relating to providing educational and interpretive services to the public as well as park rangers.

Education involves informing the public with regard to any aspect within parks and protected areas (PPA). It also covers projects used to train park rangers and to address particular issues by informing and educating park users and the public.

Interpretation includes programs and projects such as nature walks, tours and exhibits.

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

For marketing, see primary 98600.

For policy and strategy, see primary 99400.

For publications, see primary 98600.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

-00      Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

OPR = PPA headquarters

-01      General

-20      Education and interpretation program and project case files  
(includes presentation materials, curriculum and copies of publications)  
(arrange by name of program, then by name of project or, if site specific, by name or code of PPA, then by project)

SO

7y

DE

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week    m = month

y = year

SO = Superseded or Obsolete

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SR = Selective Retention

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98400 PARKS AND PROTECTED AREAS – EDUCATION AND INTERPRETATION (continued)

(covers training courses by contractors such as BC Institute of Technology [BCIT])

SO = when the program or project is complete or abandoned

DE = Upon expiry of the retention period and approval of the records officer, education and interpretation program and project case files will be destroyed because the information is summarized in Parks and protected areas publications, which are fully retained.

NOTE: Publications are classified under secondary 98600-06.

-90	Parks and protected areas education reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week    m = month
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A

SA

FD

### 98500 PARKS AND PROTECTED AREAS - FACILITIES

Records relating to facilities and land improvements in provincial parks and protected areas (PPA) including any facility programs.

A facility is any development in a PPA, categorized by the following: buildings, electrical systems, furniture, grounds, roads, sewer and sanitation systems, structures, telecommunication systems, trails and water systems. Facility operations include planning, design, construction, maintenance, evaluation and repair of PPA facilities. Facility programs include past and current programs such as Repair, Reconstruction and Additions (RR&A) and the Condition Assessments Program. The Facility Management System (FMS) is used to manage all aspects of PPA facilities.

Buildings include barns, bunk houses, cabins, change houses, cook houses, electrical and generator buildings, equipment sheds, first aid buildings, garages, lodges, picnic shelters, pit houses and toilet buildings.

Electrical systems include distribution lines, generators, solar panels and security lights.

Furniture includes barbecues, benches, fire rings, fireplaces, garbage containers, horseshoe pits, mooring buoys, planters, rescue stations and wood stoves.

Grounds include beaches, campsites, lawns, helipads, playgrounds and tennis courts.

Roads include boat launches and turnarounds, cattle guards, parking lots, traffic barriers and double and single lane roads.

Sewer and sanitation systems include disposal fields, distribution pipes, holding tanks, sani-stations, septic tanks, sewage lagoons, pumps and treatment plants.

Structures include amphitheatres, board walks, breakwaters, bridges (foot and road), cable cars, culverts, dams, dedication cairns, docks, fences, flag poles, floats (anchor pile and control gate), fuel pump stations and storage tanks, gates, horse hitching

(continued on next page)

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w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### 98500 PARKS AND PROTECTED AREAS - FACILITIES (continued)

rails, log booms, playground equipment, retaining walls, stairs, viewing platforms and wading pools.

Telecommunication systems include communication towers and sheds, distribution lines, and security and telephone systems.

Water systems include distribution pipes, drinking fountains, hand pumps, hydrants, pressure reduction stations and tanks, pumps, reservoirs, sprinklers, standpipes, water sources, valves and valve chambers.

This primary also covers the headquarters' co-ordination and liaison between the Provincial Emergency Program (PEP) and regions in need of facility repair due to natural disaster or other destructive incidents. Remediation of the facility is covered in the facility project case file.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For contract management, see ARCS primary 1070.

For the development of new programs, see ARCS primary 400.

For facility and park designs, standards & guidelines (e.g., construction & construction material standards), see secondary 99400-02.

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

For issues related to a specific site, see secondary 98000-90.

For management planning, see primary 98800.

For policy development (e.g. facility and park designs, standards & guidelines), see secondary 99400-30.

For public comments and inquiries, see ARCS primary 320.

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A                      SA                      FD

## 98500 PARKS AND PROTECTED AREAS - FACILITIES (continued)

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

-00	Policy and procedures	- OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	As-built facility plan inventory (covers index of microfilmed as-built plans)		SO	nil	DE

DE = Upon expiry of the retention period and approval of the records officer, the as-built facility plan inventory will be destroyed because it has no enduring value. The plans covered in 98500-03, -25, and -30 also have a final disposition of DE.

-03	As-built facility plans - microfilm (secondary closed as of 1995, do not add records to this secondary) (includes microfiche)		SO	nil	DE
-----	---	--	----	-----	----

SO = when the facility is removed or the PPA is transferred

DE = Upon expiry of the retention period and approval of the records officer, as-built facility plans - microfilm will be destroyed because they have no enduring value. Original plans covered in 98500-25 and -30 also have a final disposition of DE.

NOTE: Originals of as-built plans are classified under the headquarters facility program case files (secondary 98500-30) and facility project case files (secondary 98500-25). As of 1995, as-built plans are no longer microfilmed.

(continued on next page)

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A                      SA                      FD

### 98500 PARKS AND PROTECTED AREAS - FACILITIES (continued)

-20	Facility data files (electronic database records)	SO	nil	DE
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SO = when no longer required for research purposes

NOTE: This secondary is not to be used for filing. It classifies the data contained within the Facility Management System (FMS).

-25	Facility project case files (includes as-built plans, inventories, post construction reviews, condition assessments and allocation approval) (arrange by name or code of PPA, then by facility category or item code, then by facility) (covers capital program projects, provincial emergency program remediation and budgeting, project preliminaries and approvals from various agencies and ministries)	SO	7y	DE
-----	--	----	----	----

SO = when the facility is removed or the PPA is transferred

DE = Upon expiry of the retention period and approval of the records officer, regional facility project case files will be destroyed because they have no enduring value.

NOTE: For facility categories and codes, see Appendix B.

-30	Headquarters' facility program case files (includes design plans, post construction reviews, and condition assessments) (arrange by program, then by fiscal year) (covers capital program, other short and long term programs and program budgeting)	SO	nil	DE
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(continued on next page)

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A                      SA                      FD

### 98500 PARKS AND PROTECTED AREAS - FACILITIES (continued)

SO = when program is closed

DE = Upon expiry of the retention period and approval of the records officer, headquarters' facility program case files will be destroyed because they have no enduring value.

-40	Headquarters' provincial emergency program case files (includes recovery plans, information packages, meeting minutes and approvals from various agencies and ministries) (arrange by incident)	FY+2y	4y	DE
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-90	Parks and protected areas facility reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
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SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

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A

SA

FD

### 98600 PARKS AND PROTECTED AREAS - MARKETING

Records relating to marketing provincial parks and protected areas (PPA, encompassing conservation lands). Marketing includes brand and image management; product line research, development, placement and review; and promotions, public relations and information projects (e.g., publications, brochures and user guides).

An integral part of PPA marketing is the maintenance of a library and a database of PPA images known collectively as the Image Bank. Images of PPA are collected, utilized and may be distributed for use by other agencies, publications and the public.

Images fall into two categories. Images may be controlled by PPA HQ (i.e., either owned by PPA or used by PPA with either a waiver or a letter of permission) or uncontrolled (i.e., possessed by PPA, but the proof of ownership or permission to use the image doesn't exist). Any image produced by an employee or a contractor while working for the province, is considered the property of the provincial government.

The PPA web site is used to present all aspects of parks and protected areas to clients, the public and other government bodies.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For contract management, see ARCS primary 1070.

For copyright registration, see ARCS primary 345.

For education and interpretation, see primary 98400.

For government web site policy, see ARCS secondary 340-00.

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

For information technology system projects, see ARCS primary 6450.

For issues related to a specific site, see secondary 98000-90.

For marketing strategies and policies, see secondary 99400-02.

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A                      SA                      FD

## 98600 PARKS AND PROTECTED AREAS - MARKETING (continued)

For policy and strategy, see primary 99400.  
 For presentations, see ARCS secondary 324-45.  
 For public comments and inquiries, see ARCS primary 320.  
 For publication of ministry material only, see ARCS primary 312.  
 For the BC Parks web site Information System Overview (ISO), see the ISO section.  
 For the Web Committee, see ARCS secondary 200-20.  
 For web site development, see ARCS primary 6450.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

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

-01	General				
-02	Parks and protected areas images - inventories (includes index cards, lists and catalogues)		SO	nil	DE

DE = Upon expiry of the retention period and approval of the records officer, parks and protected areas images - inventories will be destroyed because they are incomplete and have insufficient value as access tools to the images designated for archival retention under secondary 98600-05.

-03	Parks and protected areas images - not owned or allowed (includes slides, photographs, videos and audio recordings) (arrange by name or code of PPA) (covers images that are not owned by PPA, and that have no waiver or proof of ownership documentation)		SO	nil	DE
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A                      SA                      FD

### 98600 PARKS AND PROTECTED AREAS - MARKETING (continued)

DE = Upon expiry of the retention period and approval of the records officer, parks and protected areas images - not owned or allowed will be destroyed because evidence of parks and protected areas is well documented in other parks and protected areas records. Many of the images appear in published form in parks and protected areas publications, which are fully retained. The lack of author, ownership, and copyright information about these images reduces their informational value for future researchers.

NOTE: If documentation allowing the use of an image or proving government ownership is received, the image is reclassified under secondary 98600-04. The documentation allowing this is classified under secondary 98600-05.

-04	Parks and protected areas images - owned/allowed (includes slides, photographs, videos and audio recordings) (arrange by image number)	SO	nil	SR
-----	--	----	-----	----

SR = The government archives will selectively retain parks and protected areas images - owned/allowed because they provide a visual record of the geology, flora and fauna of, and facilities in, the Province's provincial parks and protected areas. Upon expiry of the retention period, ministry staff will transfer to the archives only those owned/allowed images that are managed by the parks and protected areas image bank system. Upon expiry of the retention period and approval of the records officer, all other images will be destroyed.

NOTE: This secondary contains images that are owned by the ministry and/or have documentation in secondary 98600-05 allowing their use. Electronic records are digital scans which reside on the LAN.

(continued on next page)

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A                      SA                      FD

## 98600 PARKS AND PROTECTED AREAS - MARKETING (continued)

-05	Parks and protected areas images - permissions (includes waivers and proof of ownership) (arrange by image number)	SO	nil	SR
-----	--	----	-----	----

SO = when the image is sent to the government archives, the associated documentation will be sent with it

SR = The government archives will selectively retain parks and protected areas images - permissions because they provide proof of ownership for those images that are designated for selective retention under secondary 98600-04. When images are transferred to the archives, ministry staff will include the permissions related to the transferred images. Upon expiry of the retention period and approval of the records officer, all other permissions will be destroyed.

-06	Parks and protected areas publications (arrange by name of publication) (covers marketing, educational and interpretive products)	SO	nil	FR
-----	---	----	-----	----

FR = The government archives will retain parks and protected areas publications because they provide information about provincial parks and protected areas and evidence of the government's dissemination of that information to its citizens and the general public. These records have significant historical and informational value.

-07	Web sites for parks and protected areas (covers the Park Facility Operators extranet)	SO	nil	DE
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OPR = PPA headquarters

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

(continued on next page)

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A                      SA                      FD

### 98600 PARKS AND PROTECTED AREAS - MARKETING (continued)

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

-08	Web site changes (includes email, phone logs and drafts of changes) (arrange by calendar year or, if the change requires a project, by name of project)	CY+1y	nil	DE
-----	---	-------	-----	----

OPR = PPA headquarters

-20	Marketing project case files (includes samples, curriculum and copies of contracts and publications) (arrange by name of project or, if site specific, by name or code of PPA, then by project) (covers research, analysis, partnership liaison, working groups and budgeting)	SO	7y	DE
-----	---	----	----	----

SO = when the project is complete or abandoned, and reference value has expired

DE = Upon expiry of the retention period and approval of the records officer, marketing project case files will be destroyed because publications produced as a result of the project are fully retained in secondary 98600-06 Parks and protected areas publications.

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A                      SA                      FD

### 98600 PARKS AND PROTECTED AREAS - MARKETING (continued)

-25	Parks and protected areas image bank data files (electronic database)	SO	nil	SR
-----	--	----	-----	----

OPR = PPA headquarters

SO = when metadata for selected images are transferred to the archives, or when all data have been migrated to a new system performing the same function

SR = The government archives will selectively retain parks and protected areas image bank data files because they serve as a catalogue and index to images that are designated for selective retention under secondary 98600-04. When images are transferred to the archives, ministry staff will include a copy of the metadata for the selected images, and, in accordance with recommended practices, sufficient documentation to maintain the ongoing accessibility and integrity of the records. Upon expiry of the retention period and approval of the records officer, metadata for all other images will be destroyed.

NOTE: This secondary is not to be used for filing. It classifies the data and metadata contained within the Image Bank database. The images themselves are classified under secondary 98600-04.

-90	Parks and protected areas marketing reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

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A

SA

FD

### 98700 PARKS AND PROTECTED AREAS - PERMIT MONITORING

Records relating to approving permits and monitoring permitted activities in parks and protected areas (PPA). Permits are regulated under the *Park Act*, the *Protected Areas of British Columbia Act*, the *Environment and Land Use Act*, the *Ecological Reserve Act*, the *Park, Conservancy and Recreation Area Regulation* (B.C. Reg. 180/90), the *Ecological Reserve Regulations* (B.C. Reg. 335/75) and the *Application of Park Legislation to Ecological Reserves Regulation* (B.C. Reg. 364/97). Permit activities are tracked in the Electronic Park Use Permit System (E-PUPS).

Permits authorize non-conforming activities such as access and commercial use of PPA and PPA resources. Permits are issued to authorize the following: uses or encumbrances that pre-date creation of the park or designated area (e.g., traplines); right-of-ways or easements in the public interest (e.g., transmission lines); inventory, monitoring or research of natural values; resource use in recreation areas; or private sector provision of any commercial services to park user (e.g., river rafting). Permits in ecological reserves are issued only for the following: scientific research; educational tours and programs; or authorizing entry in special cases. Tenures are authorized by a permit and include forest and mineral tenures, traplines and grazing rights and land leases.

For purposes of this ORCS only, permits are grouped loosely into three types: land use/occupancy permits (including the majority of tenures), operational permits (i.e., contractual agreements with park facility operators), and all others (i.e., mostly recreational, educational and research).

Park facility operators (PFOs) regularly communicate with regional representatives who function as contract managers for "bundles" of PPA sites. Each bundle is covered by an agreement and includes multiple parks. These representatives consult with PFOs and headquarters staff about sites and recreational activities.

This primary also includes letters of permission. They are issued in all protected areas (except ecological reserves) for activities which are very short in nature (i.e., normally less than six months), do not

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A                      SA                      FD

### 98700 PARKS AND PROTECTED AREAS - PERMIT MONITORING

(continued)

result in monetary benefit for the recipient, and do not adversely affect park land. For example, letters of permission may be issued for advertising in parks, weddings, or special events. A letter of permission cannot be issued with respect to a park or a recreation area where the *Park Act* specifically provides that a park or resource use permit must be issued.

NOTE: As of April 1, 2004, the administration of the permitting process is done by the Permit and Authorization Service Bureau (PASB). All permit files covered by this primary should contain the original permits, but longer-term permit files that precede PASB will include the administration documentation of the permit.

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

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

For ATA, see the Information System Overview (ISO) section in the *Environmental Stewardship ORCS*.

For policy, see primary 99400.

For the Electronic Park Use Permit System (E-PUPS) Information System Overview, see the ISO section.

For the Parks Use Permit System Information (PUPS) System Overview, see the ISO section.

For tenure acquisition, see secondary 98100-50.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

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### 98700 PARKS AND PROTECTED AREAS - PERMIT MONITORING

(continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Permits statistical reports		SO	nil	DE

-20	Parks and protected areas letter of permission case files (arrange by name or code of PPA, then by the letter of permission or batch by calendar year)		CY+1y	nil	DE
-----	--	--	-------	-----	----

OPR = PPA regional offices

-25	Park Use Permit System (PUPS) data files (electronic database records)		SO+7y	nil	DE
-----	---	--	-------	-----	----

SO = when the permit application is rejected and the appeal  
period has expired or when the permit has expired

NOTE: This secondary is not to be used for filing. It classifies  
the data contained within PUPS that wasn't migrated to  
E-PUPS.

-30	Parks and protected areas land use/occupancy permit case files (includes application, pre-existing tenure, proposal, operating plan, review, impact assessment, expiry reminders and renewals) (arrange by client number and/or permit number or by name or code of PPA and permit number) (covers criteria, management scheduling [i.e., conditions and restrictions], fee and insurance details and permits for land use and occupancy [e.g., rights of way, ski facilities, communication towers or traplines], including E-PUPS records)		SO+1y	24y	FR
-----	---	--	-------	-----	----

OPR= PPA headquarters is OPR for province wide permits.  
PPA regional offices are OPR for regional permits.

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98700 PARKS AND PROTECTED AREAS - PERMIT MONITORING

(continued)

SO = when the permit application is rejected and the appeal period has expired or when the permit expires

25y = The twenty-five year retention is based on the need to retain land use permit documentation for issue management and land use planning.

FR = The government archives will retain parks and protected areas land use/occupancy permit case files because they document government's authorization and monitoring of permitted activities in provincial parks and protected areas. These records have significant historical and evidential value.

-40	Parks and protected areas other permit case files (includes application, proposal, operating plan, review criteria, impact assessment, management schedule [i.e., conditions and restrictions], fee and insurance details, expiry reminders and renewals) (arrange by client number and/or permit number or by name or code of PPA and permit number) (covers all permits except land use/occupancy and operational permits, for example, guiding, research, educational, filming and commercial recreation permits, including E-PUPS records)	SO+1y	6y	DE
-----	---	-------	----	----

OPR= PPA headquarters is OPR for province wide permits. PPA regional offices are OPR for regional permits.

SO = when the permit application is rejected and the appeal period has expired or when the permit expires

NOTE: Commercial recreation permits with an occupancy component, such as ski lodges or major resorts should be classified in -30.

(continued on next page)

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

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A                      SA                      FD

### 98700 PARKS AND PROTECTED AREAS - PERMIT MONITORING

(continued)

-50	Park facility operators' operational permit case files (includes annual operating plan, three year business plan, and a copy of the proposal and contractual agreement) (arrange by PFO, then by name or code of PPA) (covers contract management and liaison with PFO, including E-PUPS files)	SO+1y	6y	DE
-----	--	-------	----	----

OPR= PPA regional offices and PPA headquarters

SO = when the contract agreement with the PFO expires

NOTE: This secondary may have a parallel file in the ministry's financial office under secondary 1070-20.

NOTE: As PFOs are delegated more operational functions, the documents they create must be classified appropriately. For example, attendance statistical reports, which are completed by PFOs, must be classified under secondary 98900-02, although copies of operational records may be kept in this secondary in order to provide convenient access.

-90	Parks and protected areas permit monitoring reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week m = month
PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
OD = Other Disposition
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### 98800 PARKS AND PROTECTED AREAS - PLANNING

Records relating to setting long term management direction for the use and protection of provincial parks and protected areas (PPA). Management direction is established through master plans, management plans, management direction statements and purpose statements. All are developed regionally with headquarters staff providing advice. They are approved by the executive director, with the exception of the wildlife management areas and conservation land plans, which are signed off by the regional manager, then by the executive director. Management planning is tracked in the Management Levels (ML) system. For more information on the ML system, see the Information System Overview (ISO) section.

A master plan and/or a management plan includes a vision, strategy, goals, objectives and actions for conservation, development, interpretation and operation of a PPA. A management plan relies on current information relating to resources such as natural values, cultural values, and recreation opportunities within the PPA, as well as resource activities occurring on surrounding lands.

Management direction statements and purpose statements are used to provide similar direction in less comprehensive documents.

At the lowest level, regional offices develop Annual Management Plans (AMP) for individual PPA.

The highest level of planning (i.e., systemic) sets the operational directions for all parks and protected areas. Systemic planning involves consultation with the Premier's office, land use planning offices, and regional and federal government agencies, especially Parks Canada.

This primary also covers participation in inter-agency resource management planning, such as land, marine and coastal land use plans. Examples include Land and Resource Management Plans (LRMPs) and Marine Protected Areas System (MPAS).

The planning process uses maps and reports produced by the Protected Area System Overview (PASO) which accesses data from the Protected Areas Registry (PAR).

(continued on next page)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98800 PARKS AND PROTECTED AREAS - PLANNING (continued)

VR	-03	Parks and protected areas annual management plans (includes approved plan, terms of reference, facility project list and any supporting documentation) (arrange by name or code of PPA)	SO	nil	FR
----	-----	--	----	-----	----

OPR = PPA regional offices

SO = when the provincial government no longer does annual  
management planning for the PPA

FR = The government archives will retain parks and  
protected areas annual management plans because  
they document government planning in relation to the  
management of provincial parks and protected areas.  
These records have evidential value.

VR	-04	Parks and protected areas management directions (includes approved plan, terms of reference and any supporting documentation) (arrange by name or code of PPA, then by plan or statement) (covers all master plans, management plans, management direction statements and purpose statements for a PPA)	SO	nil	FR
----	-----	--	----	-----	----

SO = when the provincial government no longer directs  
the management of the PPA

FR = The government archives will retain parks and  
protected areas management directions because they  
document the government planning in relation to the  
management of provincial parks and protected areas.  
These records have evidential value.

VR	-05	Parks and protected areas systemic plans	SO	10y	FR
----	-----	--	----	-----	----

SO = when no longer required for short term research  
and reference

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98800 PARKS AND PROTECTED AREAS - PLANNING (continued)

10y = The ten-year retention is required for long term research and reference in past activities.

FR = The government archives will retain parks and protected areas systemic plans because they document government planning in relation to the management of provincial parks and protected areas. These records have evidential value.

-20	Inter-agency resource management plan case files (includes copies of resource management plans and recommendations) (arrange by name of plan)	SO	nil	DE
-----	---	----	-----	----

OPR = PPA regional offices

DE = Upon expiry of the retention period and approval of the records officer, inter-agency resource management plan case files will be destroyed. They are copies of plans from other agencies and jurisdictions.

-30	Parks and protected areas annual management plan development case files (includes maps, surveys, questionnaires, facility project list, meeting minutes and planning drafts) (arrange by name or code of PPA) (covers consultation, comments from other agencies and organizations, background information, management levels reports, research and working groups)	SO	nil	DE
-----	--	----	-----	----

OPR = PPA regional offices

SO = when the plan developed by this development file has been replaced and is no longer active

NOTE: A copy of each final management plan is also classified under secondary 98800-03.

(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98800 PARKS AND PROTECTED AREAS - PLANNING (continued)

-40      Parks and protected areas management direction  
                 development case files  
                 (includes maps, surveys, questionnaires, meeting  
                 minutes and drafts)  
                 (arrange by name or code of PPA, then by plan or  
                 statement)  
                 (covers master plans, management plans,  
                 management direction statements and purpose  
                 statements, consultation, comments from other  
                 agencies and organizations, background  
                 information, research and working groups)

SO                      nil                      DE

SO =    when the provincial government no longer directs  
                 the management of the PPA

NOTE: A copy of each final management direction is also  
                 classified under secondary 98800-04.

-45      Parks and protected areas management level data files  
                 (electronic database records)

SO                      nil                      DE

SO =    when the provincial government no longer tracks  
                 management levels for PPA

NOTE: This secondary is not for filing. It classifies the data  
                 contained within the Management Levels (ML)  
                 system.

-50      Parks and protected areas systemic plan development  
                 case files

SO                      5y                      DE

SO =    when the plan has been approved

NOTE: A copy of each final systemic plan is also classified  
                 under secondary 98800-05.

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week    m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 98800 PARKS AND PROTECTED AREAS - PLANNING (continued)

-90	Parks and protected areas planning reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	--	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

DE = Upon expiry of the retention period and approval of the records officer, parks and protected areas annual management plan development case files (98800-30), management direction development case files (98800-40), and systemic plan development case files (98800-50) will be destroyed. Annual management plans (98800-03), management directions (98800-04), and systemic plans (98800-05) are fully retained.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
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PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

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A

SA

FD

### 98900 PARKS AND PROTECTED AREAS - RECREATION AND USE

Records relating to managing and monitoring recreation activities in parks and protected areas (PPA), including reservation services and attendance tracking. Attendance information is gathered in the Attendance Reporting System (ARS) and/or the Park Attendance (PATT) System.

Reservation services are currently contracted out. The Reservation Working Group handles all decisions, updates and changes to the park information available through the reservation service.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

NOTE: Park tally sheets are processed under the special schedule for Transitory Electronic Data Processing (EDP) Records, schedule number 102902, once information has been inputted into the system.

For associations, see ARCS secondary 160-20.

For committees, except the reservations working group and PPA advisory committees, see ARCS primary 200.

For issues related to a specific site, see secondary 98000-90.

For policy, see primary 99400.

For public inquiries and complaints, see ARCS primary 320.

For reservation services contract management, see ARCS secondary 1070-20.

For revenue reports, see secondary 99000-02.

For park facility operator standards & guidelines, see primary 99400.

For park facility operator operational permits, see secondary 98700-50.

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

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

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DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

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# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

## 98900 PARKS AND PROTECTED AREAS - RECREATION AND USE (continued)

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

Unless otherwise specified below, the ministry OPR (Parks  
and Protected Areas regional offices) will retain these  
records for:

CY+2y      nil      DE

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

SO                      nil                      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Attendance statistical reports		CY+2y	2y	FR

FR = The government archives will retain attendance  
statistical reports because they provide a concise  
summary of the public use of parks and protected  
areas over time. These records have evidential and  
informational value.

VR	-03	List of park facility operators	SO	nil	DE
	-04	Recreation related management plans (arrange by name/code of PPA or region, then by plan)	SO	nil	FR

SO = when the provincial government no longer manages  
recreation planning within the PPA

FR = The government archives will retain recreation  
related management plans because they document  
government planning in relation to recreation  
activities in provincial parks and protected areas.  
These records have evidential value.

-25	Parks and protected areas attendance and revenue data files (electronic database records)	SO	nil	DE
-----	--	----	-----	----

(continued on next page)

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FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A                      SA                      FD

### 98900 PARKS AND PROTECTED AREAS - RECREATION AND USE

(continued)

OPR = PPA headquarters

SO = when no longer required for research purposes

NOTE: This secondary is not to be used for filing. It classifies the data contained within the ARS and PATT.

-30	Parks and protected areas reservations operational case files (includes meeting minutes and reports) (arrange by working group or by planning topic) (covers reservations working group, decisions, reviews and background information)	CY+2y	4y	DE
-----	--	-------	----	----

OPR = PPA headquarters

-40	Recreation research and planning project case files (includes terms of reference, drafts of plans, impact assessments, maps, surveys and inventories) (arrange by name/code of PPA or region, then by plan) (covers monitoring, analysis, consultation, research and background information)	SO	5y	DE
-----	---	----	----	----

DE = Upon expiry of the retention period and approval of the records officer, recreation research and planning project case files will be destroyed. Recreation related management plans are fully retained.

NOTE: Classify recreation plans under secondary 98900-04.

NOTE: If necessary, projects may be arranged into two groups: Recreation Activities and Recreation Services using the codes RA and RS.

(continued on next page)

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FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
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A                      SA                      FD

### 98900 PARKS AND PROTECTED AREAS - RECREATION AND USE

(continued)

-90	Parks and protected areas recreation reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	--	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility  
CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
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A                      SA                      FD

## 99000      PARKS AND PROTECTED AREAS - REVENUE MONITORING

Records relating to monitoring, analyzing and forecasting revenue gathered through provincial parks and protected areas (PPA). Projects focus on topics such as the administration and results of fees for parking, camping, use and permits. This primary also covers the development of pricing and fees. Approved pricing and fees are set by the *Park and Recreation Area Regulation* (B.C. Reg. 180/90) and are classified under ARCS 140-60.

Revenue information is gathered from various sources such as the Corporate Accounting System (CAS) and the Attendance Reporting System (ARS). For more information on ARS, see secondary 98900-25 and the Information System Overview [ISO] section.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For attendance reports, see secondary 98900-02.

For the development of prices and fees, see ARCS 135-20.

For prices and fees, see ARCS 135-25.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters) will retain these records for:

CY+2y      nil      DE

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

SO                      nil                      DE

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

(continued on next page)

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FOI = Freedom of Information/Privacy	w = week    m = month	FR = Full Retention
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A                      SA                      FD

### 99000 PARKS AND PROTECTED AREAS - REVENUE MONITORING

(continued)

-02	Parks and protected areas revenue reports (arrange by revenue category, then by area [i.e., name or code of PPA, name of region, or province of BC])	SO	nil	DE
-----	---	----	-----	----

SO = when no longer required for research purposes

-20	Parks and protected areas revenue monitoring case files (includes drafts of reports) (arrange by revenue category, then by area [i.e., name or code of PPA, name of region, or province of BC]) (covers research, analysis, consultation and background information)	FY+2y	4y	DE
-----	--	-------	----	----

NOTE: Classify final revenue reports and all significant supporting documents under secondary 99000-02.

-30	Parks and protected areas fee development case files (includes drafts of reports) (arrange by revenue category, then by area [i.e., name or code of PPA, name of region, or province of BC]) (covers research, analysis, consultation and background information)	FY+12y	nil	DE
-----	---	--------	-----	----

OPR = Parks and Protected Areas regional offices

13y = The thirteen-year retention is required for long term research and reference into previous fee development decisions.

NOTE: ARCS 140-50 is not used to develop fee regulations because the retention period is not long enough for operational needs. Approved fee regulations, however, are classified under ARCS 140-60.

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

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A                      SA                      FD

### 99000 PARKS AND PROTECTED AREAS - REVENUE MONITORING

(continued)

-90	Parks and protected areas revenue reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week    m = month
PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

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A                      SA                      FD

### 99100 PARKS AND PROTECTED AREAS - RISK ASSESSMENT

Records relating to identifying, monitoring and assessing public safety and values at risk within parks and protected areas (PPA). Risk assessments help direct PPA management and are often performed in support of conservation or recreation activities.

Conservation risk assessments focus on conservation values (i.e., natural and cultural values), risk factors and the influence of stresses and threats. Natural and cultural values include ecosystems, species, and heritage, aquatic and terrestrial values. Information on conservation risk assessments is collected in the Conservation Risk Assessment (CRA) database.

Recreation risk assessments typically focus on public safety.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For CRA, see the Information System Overview (ISO) section.  
For the Impact Assessment (IA) system, see the ISO section.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas regional offices) will retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

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

OPR = PPA headquarters

-01      General

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week    m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 99100 PARKS AND PROTECTED AREAS - RISK ASSESSMENT

(continued)

-02	Risk assessments (arrange by name or code of PPA or region, then by risk assessment, or by risk assessment if not specific to a site or region) (covers final versions of conservation risk assessments and documentation in support of the assessment)	SO	nil	FR
-----	---	----	-----	----

FR = The government archives will retain risk assessments because they document the government's assessment of risks to public safety and conservation values in provincial parks and protected areas. These records have evidential value.

-20	Risk assessment project case files (includes maps, surveys and inventories) (arrange by name or code of PPA or region, then by risk assessment, or by risk assessment if not specific to a site or region)	SO	5y	DE
-----	--	----	----	----

SO = when the risk assessment is complete and the file is no longer needed for reference purposes

DE = Upon expiry of the retention period and approval of the records officer, risk assessment project case files will be destroyed because final versions of conservation risk assessments and documentation in support of the assessment are fully retained in secondary 99100-02.

NOTE: While copies of final risk assessments and supporting documentation are commonly filed with the project or PPA file for which it was conducted, final risk assessments and supporting documentation are classified under secondary 99100-02.

(continued on next page)

A = Active

SA = Semi-active

FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

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A                      SA                      FD

### 99100 PARKS AND PROTECTED AREAS - RISK ASSESSMENT

(continued)

-25	Risk and impact assessment data files (electronic database records)	SO	nil	DE
-----	--	----	-----	----

SO = when no longer required for research purposes

NOTE: This secondary is not to be used for filing. It classifies the data contained within the Conservation Risk Assessment (CRA) database and the Impact Assessment (IA) system.

-90	Parks and protected areas risk assessment reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
SA = Semi-active	FY = Fiscal Year
FD = Final Disposition	NA = Not Applicable
FOI = Freedom of Information/Privacy	w = week    m = month
PIB = Personal Information Bank	y = year
OPR = Office of Primary Responsibility	

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
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A

SA

FD

### 99200 PARKS AND PROTECTED AREAS - VOLUNTEERS AND PARTNERS

Records relating to establishing and maintaining sponsorships and partnerships, liaising with volunteer groups and individuals, and organizing volunteer projects in provincial parks and protected areas (PPA). This primary also covers the activities of PPA advisory committees formed to assist government in the management of PPA.

Sponsorships and partnerships may be created with private industry, Non-Government Organizations (NGOs), and federal, provincial and municipal government bodies and may be involved in any or all aspects of PPA management and operation. When a sponsorship or partnership occurs specifically in support of a site, project or plan, all liaison with that partner is contained within the case files of that site, project or plan.

Advocacy groups, volunteer groups and partners are influences external to the provincial government and yet they may be integral to the operations and management direction of a PPA. Advocacy and volunteer groups are differentiated from partners in that partners have a long term agreement with the province. Note that the participation of a volunteer group in a volunteer project does not mean that the group is a partner, even when an agreement is signed with regard to the project. In some PPA, the ministry has established an advisory committee in order to liaise with these groups and to provide recommendations to government.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For agreements, except for trust fund agreements, see ARCS primary 146.

For contact lists, see ARCS secondary 858-13.

For contract management, see ARCS primary 1070.

(continued on next page)

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FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

FR = Full Retention

OD = Other Disposition

VR = Vital Records

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A                      SA                      FD

## 99200 PARKS AND PROTECTED AREAS - VOLUNTEERS AND PARTNERS (continued)

For public comments and inquiries, see ARCS primary 320.  
For trust fund agreements, see secondary 99600-03.

Unless otherwise specified below, the ministry OPR (PPA headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

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

OPR = PPA headquarters

-01      General

-20	Parks and protected areas advisory committee case files (includes meeting minutes, agendas, board lists, acquisition priority lists and other recommendations) (arrange by name or code of PPA and/or committee) (covers background and research material)		SO	7y	FR
-----	---	--	----	----	----

OPR = PPA regional offices

SO = when the committee no longer exists and the file is no longer required for reference

FR = The government archives will retain PPA advisory committee case files because they document government interaction with advocacy and volunteer groups in relation to the operation and management of provincial parks and protected areas. These records have significant evidential and informational value.

(continued on next page)

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A                      SA                      FD

### 99200 PARKS AND PROTECTED AREAS - VOLUNTEERS AND PARTNERS (continued)

-30	Parks and protected areas sponsor/partner general liaison case files (includes meeting minutes, acquisition priority list, PPA agreement template, annual reports, business plans, and copies of terms of reference and agreements) (arrange by name or code of PPA and/or sponsor/partner) (covers acquisition, management and stewardship partners, background, reference and research material)	SO	7y	DE
-----	---	----	----	----

SO = when the agreement expires

NOTE: Classify under this secondary all the records associated with a sponsor or partner that do not relate to a more specific project, plan or consultation.

-40	Parks and protected areas volunteer and advocate groups liaison case files (includes board lists, annual reports and business plans) (arrange by name or code of PPA and/or group) (covers background, reference and research material)	SO	nil	DE
-----	--	----	-----	----

NOTE: Classify under this secondary all the records associated with a volunteer or advocate group that do not relate to a more specific project, plan or consultation.

(continued on next page)

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A                      SA                      FD

### 99200 PARKS AND PROTECTED AREAS - VOLUNTEERS AND PARTNERS (continued)

-50	Parks and protected areas volunteer project case files (includes project and job descriptions, volunteer form, impact assessment, safety plan and project report) (arrange by name of volunteer group, individual and/or project or, if site specific, by name or code of PPA, then by volunteer group, individual and/or project) (covers volunteer wardens, volunteer and stewardship projects such as invasive plant removal and trail maintenance)	SO	7y	DE
-----	---	----	----	----

OPR = PPA regional offices

SO = when the project is complete or abandoned

NOTE: Volunteers perform numerous functions and, like the PFOs, documents they create are classified appropriately. For example, boundary investigations completed by volunteer wardens are classified under secondary 98200-20, not under this secondary.

-90	Parks and protected areas volunteer and partner reference and issue case files (includes copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	---	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

A = Active	CY = Calendar Year
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A                      SA                      FD

## 99300 PARKS AND PROTECTED AREAS ABORIGINAL RELATIONS

Records related to establishing and maintaining regional relationships with First Nations organizations and participating in various negotiations and consultations with First Nations.

Various regional PPA projects, such as park creation and management planning, may involve First Nations. That involvement is tracked in this primary. The region's participation in treaty negotiations, interim measures, accommodation agreements and collaborative management agreements is also covered by this primary.

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

For agreements and memoranda of understanding, except for trust fund agreements, see *ARCS* primary 146.

For committees, except for PPA advisory committees, see *ARCS* primary 200.

For judicial decisions, see *ARCS* secondary 350-30.

For original copies of legal opinions, see *ARCS* secondary 350-25.

For PPA advisory Committee, see 99200-20.

For trust fund agreements, see secondary 99600-03.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas regional offices) will retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

-00      Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01      General

(continued on next page)

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FY = Fiscal Year

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A                      SA                      FD

### 99300 PARKS AND PROTECTED AREAS ABORIGINAL RELATIONS

(continued)

- |     |  |    |     |    |
|-----|--|----|-----|----|
| -20 | Parks and protected areas First Nations involvement case files<br>(includes copies of agreements, final reports and meeting agendas)<br>(arrange by name of project, park or aboriginal group)<br>(covers accommodations agreements, and collaborative management agreements ) | SO | nil | FR |
|-----|--|----|-----|----|

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

FR = The government archives will retain parks and protect areas First Nations involvement case files because they document government interaction with First Nations regarding the creation and management of provincial park and protected area creation and management. These records have significant historical and evidential value.

- |     |   |    |     |    |
|-----|---|----|-----|----|
| -30 | Parks and protected areas First Nations negotiations case files<br>(includes copies of agreements and legal opinions, final reports and meeting minutes)<br>(arrange by name of project, park or aboriginal group)<br>(covers interim measures and treaty negotiations) | SO | nil | DE |
|-----|---|----|-----|----|

SO = when the negotiations are complete and are no longer required for reference purposes

DE = Upon expiry of the retention period and approval of the records officer, parks and protected areas First Nations negotiations case files will be destroyed because the Ministry of Aboriginal Relations and Reconciliation is the office of record for all treaty negotiation records.

(continued on next page)

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A                      SA                      FD

### 99300 PARKS AND PROTECTED AREAS ABORIGINAL RELATIONS

(continued)

-90	Parks and protected areas aboriginal relations reference and issue case files (includes and copies of issue papers) (arrange by name or code of PPA, then by subject, or if issue is not site specific, by grouping, then subject)	SO	5y	DE
-----	--	----	----	----

SO = when issue has been resolved or issue paper has been completed and/or the file is no longer required for reference purposes

NOTE: For reference and issue topics and groupings, see Appendices C and D.

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A                      SA                      FD

### 99400 PARKS AND PROTECTED AREAS POLICY AND STRATEGY

Records relating to the development of policy and strategy for the acquisition, designation, planning and management of provincial parks and protected areas (PPA). Policy includes principles, strategies, initiatives, standards, guidelines, procedures, templates and assessment tools. PPA policy includes all guidelines for sites (e.g., park facility operators' standards, facility design guidelines, facility condition assessment procedures), participation in related provincial policies (e.g., drinking water strategy, subsidy policies), and internal standards (e.g., BC Parks uniforms and Management Levels Binder).

This primary also covers providing advice and interpretation with regard to legislation, regulations and policy relevant to parks and protected areas. This includes reviews of policy from other jurisdictions.

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

For delegation of authority, see secondary 98000-02.

For original copies of legal opinions and decisions, see ARCS primary 350.

For legislation and regulation development, see ARCS primary 140.

For policies from other jurisdictions neither reviewed nor used as background information for provincial policy development, see 98000-90.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters) will retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

-00      Policy and procedures

- OPR

SO

5y

FR

- non-OPR

SO

nil

DE

-01      General

(continued on next page)

A = Active

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FD = Final Disposition

FOI = Freedom of Information/Privacy

PIB = Personal Information Bank

OPR = Office of Primary Responsibility

CY = Calendar Year

FY = Fiscal Year

NA = Not Applicable

w = week    m = month

y = year

SO = Superseded or Obsolete

DE = Destruction

SR = Selective Retention

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OD = Other Disposition

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A                      SA                      FD

### 99400 PARKS AND PROTECTED AREAS POLICY AND STRATEGY

(continued)

-02      Parks and protected areas policy                      SO                      5y                      FR  
(includes approved policy, strategy, procedure,  
template, principle, standard or guideline)

FR =    The government archives will retain parks and  
protected areas policy because it documents the  
government's course of action regarding the  
acquisition, designation, planning and management  
of provincial parks and protected areas, which are a  
significant public trust. These records have  
evidential value.

NOTE: The Facility Standards Manual, the Park Facility  
Standards and the Design Guidelines are published  
on the intranet. The Park Facility Operators'  
guidelines are published on the internet. When they  
are updated, the old version is printed and sent  
offsite.

-20      Legislation and regulation interpretation and advice case                      SO                      5y                      DE  
files  
(includes copies of legal opinions, decisions,  
adjudications, and negotiations)  
(arrange by legislation or regulation, then by  
section)

SO =    when the relevant portion of the legislation or  
regulation is superseded or obsolete, and the file is  
no longer needed for reference purposes

-30      Parks and protected areas policy development case files                      SO                      5y                      DE  
(includes discussion papers, legal opinions, draft  
policy and policies from other jurisdictions)  
(arrange by name of policy)  
(covers amendments, consultation, background  
information and research)

(continued on next page)

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NA = Not Applicable

w = week    m = month

y = year

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A                      SA                      FD

### 99400 PARKS AND PROTECTED AREAS POLICY AND STRATEGY

(continued)

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

-40	Parks and protected areas policy evaluation case files (includes surveys, questionnaires, performance tracking, copies of ministry service plans, legal opinions and final policy evaluation plans and reports) (arrange by name of policy)	SO	5y	DE
-----	--	----	----	----

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

-50	Parks and protected areas policy interpretation and advice case files (arrange by name of policy) (covers requests for clarification)	SO	5y	DE
-----	--	----	----	----

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

-60	Policy referral from other jurisdiction for review case files (includes copy of policy) (arrange by jurisdiction, then by name of policy) (covers any comments by PPA staff)			
-----	---	--	--	--

NOTE: This secondary is for policies referred to the PPA  
headquarters for comment and review. Policies  
collected for reference purposes are classified  
under secondary 98000-90, and policies collected  
as background information for development of PPA  
policy are classified under secondary 99400-30.

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A                      SA                      FD

## 99500 PARKS AND PROTECTED AREAS SOCIO-ECONOMIC ANALYSIS

Records relating to the study and analysis of socio-economic factors, related to the administration and management of provincial parks and protected areas (PPA). Socio-economic factors include revenue and expense, economic impact, environmental protection and conservation, and public use and satisfaction.

Socio-economic projects may be performed to analyze and report on any aspect of PPA operation. The two most common projects are for benefit/cost analysis and economic impact analysis. Projects may be at a park level, a regional level or a provincial level.

There are three types of surveys: in-park, household and employee. They are organized according to the survey's target. In-park surveys involve only people visiting a park or parks. Household surveys contact the general public of the province and employee surveys involve only employees. Surveys may be conducted for various reasons, but satisfaction surveys are the most common.

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

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters) will retain these records for:

FY+2y      nil      DE

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

SO                      nil                      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Satisfaction survey questionnaires		SO	nil	DE

SO = when questionnaires are no longer required

NOTE: Some questionnaires, such as the household satisfaction survey, may be kept for many years.

(continued on next page)

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A                      SA                      FD

### 99500 PARKS AND PROTECTED AREAS SOCIO-ECONOMIC ANALYSIS

(continued)

-03	Satisfaction survey reports (includes the final reports, methodology, maps, surveys, inventories and raw data) (arrange by name and type of survey) (covers in-park, household and employee surveys)	SO	nil	FR
-----	--	----	-----	----

FR = The government archives will retain satisfaction survey reports because they document the government's measurement and evaluation of public and employee satisfaction with the administration and management of provincial parks and protected areas. These records have evidential and informational value.

-04	Socio-economic analysis and reports (includes the final reports, methodology, maps, surveys, inventories and raw data) (arrange by name and type of report)	SO	nil	FR
-----	--	----	-----	----

FR = The government archives will retain socio-economic analysis and reports because they document government's analysis of socio-economic factors related to the administration and management of provincial parks and protected areas. These records have evidential and informational value.

NOTE: If a report is done in support of a plan, policy or other project, a copy will be included in the relevant file (e.g., secondaries 98300-20, 98600-20, 98800-40, 98800-50, 98900-40, and 99000-20).

(continued on next page)

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A                      SA                      FD

### 99500 PARKS AND PROTECTED AREAS SOCIO-ECONOMIC ANALYSIS

(continued)

-20	Satisfaction survey project case files (includes survey summary and drafts of reports) (arrange by name and type of survey)	SO	2y	DE
-----	---	----	----	----

SO = when the project is complete and the files are no longer needed as reference material

NOTE: All final products and all significant supporting documentation are classified under secondary 99500-03.

-30	Socio-economic project case files (arrange by name and type of report) (covers revenue projections, multiple accounts, fee analysis, cash flow analysis, benefit/cost analysis and economic impact analysis)	SO	2y	DE
-----	--	----	----	----

SO = when the project is complete and the files are no longer needed as reference material

NOTE: All final products and all significant supporting documents are classified under secondary 99500-04.

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A                      SA                      FD

## 99600 PARKS AND PROTECTED AREAS TRUST FUNDS AND DONATIONS

Records relating to donations and various trust funds, such as the British Columbia Parks Fund, which complements government's efforts in supporting the management of provincial parks and protected areas (PPA).

In the case of a PPA, the branch or regional office uses trust funds to attract and increase resources, partnerships, and monies in order to promote the BC parks system, educate the public, and support conservation, recreation and scientific study in the PPA.

Donations may come from any source, but are typically from societies, associations and the general public. Often they are given with the caveat that a specific PPA project be supported with the money. Donations are tracked using spreadsheets.

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

NOTE: When a PPA is no longer managed by the provincial government, all records related to the site will be collected and sent offsite together. Refer to section 3.9.2.d of the How to Use ORCS section of this ORCS for instructions.

For trust fund advisory boards or committees, see ARCS primary 200.

For memoranda of understanding, see ARCS primary 146.

Unless otherwise specified below, the ministry OPR (Parks and Protected Areas headquarters and regional offices) will retain these records for:

FY+2y                      nil                      DE

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

SO                      nil                      DE

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

(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A            SA            FD

99600 PARKS AND PROTECTED AREAS TRUST FUNDS AND  
DONATIONS (continued)

-02	Parks and protected areas donation tracking system (electronic database) (covers tracking spreadsheets)	SO	nil	DE
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NOTE: This secondary is not for filing. It is used to classify the system itself. Because this is a simple system, an information system overview has not been developed.

-03	Parks and protected areas trust fund summary (includes transfer payment agreements, deed of gift letters, expenditure plans, annual funded projects summary and final project reports)	SO	10y	FR
-----	---	----	-----	----

SO = when trust fund no longer exists

10y = The retention period is based on the 10-year limitation period for commencing an action with respect to a trustee under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will retain parks and protected areas trust fund summaries because they document the government's management of provincial parks and protected areas trust funds. These records have evidential value.

PIB	-20	Parks and protected areas donation case files (includes letters receipts, reconciliation statements, and copies of expenditures) (arrange by name or code of PPA, then by project, or by the name of the donor if no project is specified)	SO	7y	DE
-----	-----	--	----	----	----

SO = when project is complete or, if no project is specified, donor's money has been reconciled

(continued on next page)

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A                      SA                      FD

### 99600 PARKS AND PROTECTED AREAS TRUST FUNDS AND DONATIONS (continued)

- 30      Parks and protected areas trust fund case files                      SO                      10y                      DE  
(includes copies of legal opinions, templates,  
decision and information notes, project proposals,  
fund contributions, financial reports, annual  
expenditure, communication and strategic plans)  
(arrange by name of trust fund)  
(covers research, background information and trust  
fund reference material)

SO =    when trust fund no longer exists

10y =    The retention period is based on the 10-year  
          limitation period for commencing an action with  
          respect to a trustee under the *Limitation Act* (RSBC  
          1996, c. 266, s. 3).

NOTE: When the trust fund no longer exists, all annual and  
final reports as well as the original legal document  
are reclassified under secondary 99600-03.

- 90      Parks and protected areas trust funds and donations                      SO                      5y                      DE  
          reference and issue case files  
          (includes copies of issue papers)  
          (arrange by name or code of PPA, then by subject,  
          or if issue is not site specific, by grouping, then  
          subject)

SO =    when issue has been resolved or issue paper has  
          been completed and/or the file is no longer required  
          for reference purposes

NOTE: For reference and issue topics and groupings, see  
Appendices C and D.

A    = Active  
SA = Semi-active  
FD = Final Disposition  
FOI = Freedom of Information/Privacy  
PIB = Personal Information Bank  
OPR = Office of Primary Responsibility  
CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week    m = month  
y = year

SO = Superseded or Obsolete  
DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
VR = Vital Records



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PARKS AND PROTECTED AREAS

#### INFORMATION SYSTEM OVERVIEW SECTION

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## **COMMON SYSTEM NOTES**

### **Technical Maintenance**

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

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

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

### **Classification**

#### **Electronic System**

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

### **Other Related Records**

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

### **System Scheduling and Disposition**

A system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. If all data is migrated to a new system performing the same function, this ISO applies to the new system and the old system may be destroyed (Exception: Image Bank System).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Attendance Reporting System (ARS)

#### **Purpose**

The purpose of the Attendance Reporting System is to record, track and monitor PPA attendance and revenue. Attendance data is the most used statistical measure of program performance and is used for strategic planning, to monitor, evaluate and report of PPA activities, and for protection and stewardship of the PPA.

The Attendance Reporting System was implemented March, 1995.

#### **Information Content**

The Attendance Reporting System is a VAX database that contains a monthly summary of each PPA's attendance data (e.g., day-use, boating, senior citizen and persons with disabilities attendance, and revenue) and PPA data (e.g., park number and name, region, and location).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Regional staff input the data monthly directly from park tally sheets.

The Attendance Reporting System accesses the Protected Areas Registry (PAR VAX) for PPA data (see the information system overview section for more information on PAR VAX).

##### **Processes**

The Attendance Reporting System records and summarizes attendance data.

##### **Outputs**

The Attendance Reporting System outputs consist of statistical reports, including ad hoc, monthly and annual reports.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
----------------------	------------------------

98900-25	Parks and protected areas attendance and revenue data files
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Inputs

Secondary No.	Secondary Title
---------------	-----------------

ARCS 135-25	Parks and protected areas fee schedules
98900-02	Attendance statistical reports

Park tally sheets are classified under special schedule 102902.

### Outputs

Secondary No.	Secondary Title
---------------	-----------------

98900-02	Attendance statistical reports
98900-30	Parks and protected areas reservations operational case files
99000-02	Parks and protected areas revenue reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## **INFORMATION SYSTEM OVERVIEW**

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Conservation Lands Database (CLD)

### **Purpose**

The purpose of the CLD is to manage data about the approximately 880 provincial conservation sites. These sites include: several types of Crown land reserves under the *Land Act*; Wildlife Management Areas under the *Wildlife Act*; fee simple purchases; and, lands owned by conservation organizations that are leased back to the ministry to manage under 99-year lease.

Until 1984 paper records of conservation sites were maintained centrally in Victoria and most sites were also recorded in a VAX database. After 1984 collection and maintenance of conservation site data was left primarily to the regional offices. The exception to this is site data about Crown land reserves under the *Land Act*, which was, and continues to be, recorded in Tantalus (see the Tantalus Information System Overview in a pending ORCS).

CLD began its development and use in mid to late 2002.

### **Information Content**

The CLD is an Access database that contains data about conservation sites (name and legal description, area and location, file number(s), region, associated management unit, partnerships, tenure type, milestone dates, and various comment fields).

Data in the CLD was originally gathered from the earlier VAX system, a list of Crown reserves for fish and wildlife extracted from Tantalus, and various spreadsheet records kept by the regional offices, The Nature Trust of British Columbia, and Ducks Unlimited of Canada.

### **Inputs, Processes, and Outputs**

#### **Inputs**

PPA headquarters staff input all data about conservation sites and regional staff review the data.

#### **Processes**

CLD records, tracks and reports on conservation sites.

#### **Outputs**

CLD outputs consist of customizable and pre-established Access reports and Excel spreadsheets.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic Records

Secondary No.	Secondary Title
---------------	-----------------

98000-30	Parks and protected areas data files
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#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

98000-25	Parks and protected areas case files
99200-30	PPA sponsor/partner general liaison case files

#### Outputs

Secondary No.	Secondary Title
---------------	-----------------

98000-25	Parks and protected areas case files
99200-30	PPA sponsor/partner general liaison case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## **INFORMATION SYSTEM OVERVIEW**

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Conservation Risk Assessment (CRA) database

### **Purpose**

The purpose of the CRA is to help identify PPA conservation values and values at risk (i.e., risk factors); to assist regional offices in providing direction and identifying priorities for risk management; and to determine the threats and stresses in the PPA. Conservation values include ecological and cultural values (e.g., rarity and diversity of marine and terrestrial ecosystems, presence and diversity of rare species and habitats, rarity and diversity of special landforms and cultural features and naturalness of the area). Risk factors include factors which make the PPA more susceptible to threats and stresses (e.g., PPA shape, watershed integrity, marine and terrestrial replication and size). A stress is a disturbance to an ecosystem and a threat occurs when a stress is of sufficient magnitude and duration as to cause an undesirable change in the system (e.g., transportation and utility corridors, urbanization, tourism and recreation activities, facilities, hunting and invasive species).

CRA was implemented in January of 2002.

### **Information Content**

CRA consists of two linked Access databases that contain data about risk assessments conducted in PPAs. Risk factors and conservation values are given a numerical rating and stresses are similarly rated according to various factors (e.g., occurrence, significance, trends and ecological impacts). CRA also contains data about the PPAs (e.g., name, number biogeoclimatic zone (BCG) code and values) and metadata about the assessment (e.g., date and names of leader and team).

Each regional office holds a version of the database with data specific to the region.

### **Inputs, Processes, and Outputs**

#### **Inputs**

Regional staff input all data. The BC Parks Conservation Risk Assessment Form is the main document used for data entry.

#### **Processes**

CRA calculates risk factors and conservation values for each PPA.

#### **Outputs**

CRA outputs consist of reports used in the regional risk assessment process.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic Records

Secondary No.	Secondary Title
---------------	-----------------

99100-25	Risk and impact assessment data files
----------	---------------------------------------

#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

99100-02	Risk assessments
99100-20	Risk assessment project case files

#### Outputs

Secondary No.	Secondary Title
---------------	-----------------

Risk assessment reports may be included in any project, policy, plan or permit file.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Ecological Reserve Collection (ERC) database

#### **Purpose**

The purpose of the ERC is to catalogue ecological reserves, proposals and related ecological reserve reference collections. Reference collections include reports and articles relevant to specific ecological reserves, proposals as well as non-site specific subjects related to ecological reserves.

#### **Information Content**

The ERC is an Access database that contains summary data and metadata about reports and articles (e.g., name and author, location and reference number, publisher and year of publication) related to ecological reserves and proposals.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

PPA headquarters' staff input all data about ecological reserves, proposals and reference collections into ERC. Data sources include site files, formal reports and articles. Examples of unacceptable data sources include letters, field trip notes and newspaper clippings.

##### **Processes**

ERC records, tracks and reports on ecological reserves, proposals and reference collections.

##### **Outputs**

ERC outputs consist of ad hoc reports summarizing or listing the articles related to a site or a subject. A complete list is printed occasionally for reference purposes.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
98000-30	Parks and protected areas data files

##### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
98000-20	Ecological reserve technical case files
98000-25	Parks and protected areas case files
98300-04	Conservation research reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Outputs

Secondary No.	Secondary Title
ARCS 440-25	Ad hoc reports
98000-90	Parks and protected areas reference material

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Facilities Management System (FMS)

#### **Purpose**

The purpose of the FMS is to maintain an inventory of the facilities administered and managed by the PPA headquarters. It also tracks proposed and completed facility maintenance and is used in developing facility budget requirements.

The Facilities Inventory System (FIS) was renamed the Facilities Management System as of June 18, 2001 (see the previous *BC Parks ORCS* [schedule 113827] for the FIS information system overview).

#### **Information Content**

The FMS is a web-based Oracle database that contains data about park facilities including: category of facility; facility and location description; area type, number and name; replacement values; maintenance logs and costs; acquisition date; heritage designations; handicap access information; and item types, descriptions and categories. Items are individual facility elements used in the operation of a park or protected area (e.g., picnic tables, gazebos, pit toilets, and fire rings).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Regional staff input data about facilities in provincial parks and protected areas within their regions.

##### **Processes**

FMS records, tracks and reports on facilities and items.

##### **Outputs**

FMS outputs consist of various ad hoc and annual statistical facility reports used by any government employee who has been granted access to the system.

FMS updates the Master Data Warehouse nightly. For the Master Data Warehouse Information System Overview (ISO), see the ISO section of the *Environmental Stewardship ORCS* (schedule 169900).

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
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98500-20	Facility data files
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Inputs

Secondary No.	Secondary Title
98500-25	Facility project case files
98500-30	Headquarters' facility program case files
98500-40	Headquarters' provincial emergency program case files

### Outputs

Secondary No.	Secondary Title
ARCS 440-25	Ad hoc reports
ARCS 442-20	Annual reports
98000-25	Parks and protected areas case files
98500-25	Facility project case files
98500-30	Headquarters' facility program case files
98500-40	Headquarters' provincial emergency program case files

FMS updates the Master Data Warehouse.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Image Bank System (Image Bank)

#### **Purpose**

The purpose of the image bank is to catalogue and provide access to digital images of provincial PPA and to store metadata about the images.

The image bank was implemented in March of 2002.

#### **Information Content**

The image bank is an Access database that contains metadata for digitized images (e.g., slide number; park and region name; park number, area and class; and keywords, descriptions and location).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Headquarters' staff input image metadata and establish links to full and thumbnail size images.

##### **Processes**

Users can query the metadata and view images.

##### **Outputs**

The image bank outputs consist of ad hoc statistical reports and labels for the original (i.e., non-digital) images.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
98600-25	Parks and protected areas image bank data files

##### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
98600-04	Parks and protected areas images – owned/allowed
98600-05	Parks and protected areas images - permissions

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Outputs

Secondary No.	Secondary Title
---------------	-----------------

ARCS 324-40	Ministry staff lectures and speeches
ARCS 440-25	Ad hoc reports
98600-02	Parks and protected areas images - inventories

Images may be used in practically any PPA project or plan.

### System Scheduling and Disposition

SR = The government archives will selectively retain the image bank system because it and the data files in secondary 88600-25 serve as a catalogue and index to images that are designated for selective retention. When images and related metadata are transferred to the archives, ministry staff will, in accordance with recommended practices, include those features of the system required to maintain the ongoing accessibility and integrity of the records.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### INFORMATION SYSTEM OVERVIEW

**Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

**System Title**

Impact Assessment (IA) system

**Purpose**

The purpose of the IA database is to provide a catalogue of PPA impact assessments.

**Information Content**

IA is an Access database that contains metadata about provincial PPA related impact assessments (e.g., dates, cost and funding source, and names of assessors, proponents and reviewers) and the relevant PPAs (e.g., name, district, class, and associated management plan).

**Inputs, Processes, and Outputs****Inputs**

Regional staff input all data into the IA database.

**Processes**

IA stores impact assessment data.

**Outputs**

The IA database produces no outputs.

**Classification****Electronic Records****Secondary No.    Secondary Title**

99100-25            Risk and impact assessment data files

**Inputs****Secondary No.    Secondary Title**

Impact assessments may be conducted in support of any project, policy, plan or permit file.

**Outputs****Secondary No.    Secondary Title**

None

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## INFORMATION SYSTEM OVERVIEW

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Management Levels (ML) system

### **Purpose**

The purpose of the ML system is to help manage PPA by planning and monitoring management targets and priorities, and incorporating risk assessments and gap analyses.

The ML system was implemented in January of 1997.

### **Information Content**

The ML system is a VAX database that contains data about PPAs (e.g., name and number, area and location) and about their associated management plans (e.g., targets and priorities; justification, costs and status of projects; facilities, activities and permits; partnerships and volunteers; and threats, risks and issues).

### **Inputs, Processes, and Outputs**

#### **Inputs**

Regional staff input management level planning data into the ML system as part of the regional annual management planning process. It accesses the Protected Areas Registry (PAR VAX) for PPA data.

#### **Processes**

The ML system stores and reports on management levels and annual management planning.

#### **Outputs**

The ML system outputs include reports used in support of strategic and business planning, budget management and annual management plans.

### **Classification**

#### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
----------------------	------------------------

98800-45	Parks and protected areas management level data files
----------	---

#### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
----------------------	------------------------

98800-03	Parks and protected areas annual management plans
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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98800-30	Parks and protected areas annual management plan development case files
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### Outputs

Secondary No.	Secondary Title
ARCS 400-07	Strategic planning
ARCS 400-08	Business planning
ARCS 1025-20	Budget planning
98800-03	Parks and protected areas annual management plans (AMP)
98800-30	Parks and protected areas annual management plan (AMP) development case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Observation Card System (OBS)

#### **Purpose**

The purpose of the OBS is to record and summarize information gathered from observation cards. Observation cards are tools used to record PPA natural and cultural heritage values. Observation cards are used by park rangers, field staff and volunteers.

#### **Information Content**

OBS consists of nine regional Access databases that contain data about observations (e.g., observer's name and phone number, observation type, number, habitat, species, heritage objects, protected animals, and recurring or exceptional events) and the associated PPA (e.g., name, location, and district). Observations cards may be specifically designed for a type of observation (e.g., bear, marine mammal and fish) and these cards provide data specific to that type of observation. Diagrams and photographs may accompany the cards and are not part of the database.

Currently, the databases are not linked, nor do they update each other.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Regional staff enter all the data into OBS from observation cards.

##### **Processes**

OBS stores and summarizes the data for statistical referencing.

##### **Outputs**

OBS outputs consist of ad hoc and pre-established statistical reports.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
98300-25	Conservation research data files

##### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
98300-05	Observation reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### Outputs

Secondary No.	Secondary Title
ARCS 440-25	Ad hoc reports
ARCS 442-20	Annual reports
ARCS 444-20	Monthly reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

## **INFORMATION SYSTEM OVERVIEW**

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Park Attendance (PATT) system

### **Purpose**

The purpose of the Park Attendance System is to record, track and monitor PPA attendance and revenue. Attendance data is the most used statistical measure of program performance and is used for strategic planning, to monitor, evaluate and report of PPA activities, and for protection and stewardship of the PPA.

PATT began operations in 2005 and is expected to replace the Attendance Reporting System (ARS) in 2009 (see the information system overview section for more information on ARS).

### **Information Content**

PATT is an MS Access database that contains a monthly summary of each PPA's attendance data (e.g., day-use, boating, senior citizen and persons with disabilities attendance, and revenue) and PPA data (e.g., park number and name, region, and location).

### **Inputs, Processes, and Outputs**

#### **Inputs**

Regional staff input the data monthly directly from park tally sheets.

PATT accesses the Protected Areas Registry (PAR) for PPA data (see the information system overview section for more information on PAR).

#### **Processes**

PATT records and summarizes attendance data.

#### **Outputs**

PATT outputs consist of statistical reports, including ad hoc, monthly and annual reports.

### **Classification**

#### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
----------------------	------------------------

98900-25	Parks and protected areas attendance and revenue data files
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

---

### Inputs

Secondary No.	Secondary Title
---------------	-----------------

ARCS 135-25	Parks and protected areas fee schedules
98900-02	Attendance statistical reports

Park tally sheets are classified under special schedule 102902.

### Outputs

Secondary No.	Secondary Title
---------------	-----------------

98900-02	Attendance statistical reports
98900-30	Parks and protected areas reservations operational case files
99000-02	Parks and protected areas revenue reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Park Use Permit System (PUPS)

#### **Purpose**

The purpose of PUPS is to monitor PPA permits. In addition to the permit tracking functions, PUPS includes accounts receivable and payable functions related to permit management and compliance.

PUPS began operations in February, 1995. Some of its functions were duplicated in the Application Tracking Assistant (ATA), which, as of April 1, 2004, was used to track the processing and payments of a permit. For the ATA Information System Overview (ISO), see the ISO section of the *Environmental Stewardship ORCS* (schedule 169900).

NOTE: PUPS was superseded by E-PUPS on December 8<sup>th</sup>, 2008. Only active permit information was migrated, so PUPS is being kept active as a reference and record repository until the retentions of the records on it have expired.

#### **Information Content**

PUPS is an MS Access database that contains data about each permit (e.g., permit number, status [active, cancelled or special], dates, fees, insurance, area, purpose, conditions, facilities involved, and location of physical permit file), permittee (name and contact information of the person or company) and all accounting information for a particular permit (fee, invoice, payment and adjustments history).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Permit and Authorization Service Bureau (PASB) staff input permit data into PUPS.

##### **Processes**

PUPS performs no processes except for the calculation of the GST.

##### **Outputs**

PUPS outputs consist of annual reports, statistical permit reports and invoices.

PUPS updates the Master Data Warehouse. For the Master Data Warehouse Information System Overview (ISO), see the ISO section of the *Environmental Stewardship ORCS* (schedule 169900).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### Classification

#### Electronic Records

Secondary No.	Secondary Title
---------------	-----------------

98700-25	Park Use Permit System (PUPS) data files
----------	--

#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files

#### Outputs

Secondary No.	Secondary Title
---------------	-----------------

ARCS 442-20	Annual reports
ARCS 935-20	Accounts receivable
ARCS 1180	REPORTS, STATISTICS, STATEMENTS (financial)
98000-25	Parks and protected areas case files
98700-02	Permits statistical reports
98700-20	Parks and protected areas letter of permission case files
98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files

PUPS updates the Master Data Warehouse.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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## **INFORMATION SYSTEM OVERVIEW**

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Electronic Park Use Permit System (E-PUPS)

### **Purpose**

The purpose of E-PUPS is to create and monitor PPA permits. E-PUPS creates the application for a permit (authorization), and tracks it through the permit issuance and lifecycle, including renewals, amendments and transfers. In addition to the permit tracking functions, E-PUPS includes accounts receivable and payable functions related to permit management and compliance.

E-PUPS began operations December 8, 2008. Active authorization data from its predecessor, PUPS, was migrated into E-PUPS, which is now considered the holder of the official records. All pending and cancelled data prior to December 8, 2009 is held in the PUPS database.

### **Information Content**

E-PUPS is a web-based Oracle database that contains data about each permit (e.g., permit/authorization number, status, state, term (commencement and expiry dates), fees, insurance, permit area, purpose, conditions, facilities involved, and location of physical permit file), permittee (name and contact information of the person or company) and all accounting information for a particular permit (fee, invoice, payment, interest accrued, and adjustments history).

### **Inputs, Processes, and Outputs**

#### **Inputs**

Permit and Authorization Service Bureau (PASB) staff input permit data into E-PUPS. Regional staff input operational permit data into E-PUPS.

#### **Processes**

E-PUPS uses workflow processes to move a permit application through the processing cycle, generate invoices, and issue the permit documentation, including new permits, renewals, amendment and transfer permits.

#### **Outputs**

E-PUPS outputs consist of permits, annual reports, requests, statistical permit reports, condition requirements, invoices, and statements.

E-PUPS updates the Master Data Warehouse. For the Master Data Warehouse Information System Overview (ISO), see the ISO section of the *Environmental Stewardship ORCS* (schedule 169900).



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic Records

Secondary No.	Secondary Title
98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files

#### Inputs

Secondary No.	Secondary Title
98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files

#### Outputs

Secondary No.	Secondary Title
ARCS 442-20	Annual reports
ARCS 935-20	Accounts receivable
ARCS 1180	REPORTS, STATISTICS, STATEMENTS (financial)
98000-25	Parks and protected areas case files
98700-02	Permits statistical reports
98700-20	Parks and protected areas letter of permission case files
98700-30	Parks and protected areas land use/occupancy permit case files
98700-40	Parks and protected areas other permit case files
98700-50	Park facility operators' operational permit case files

E-PUPS updates the Master Data Warehouse.

### System Scheduling and Disposition

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

## INFORMATION SYSTEM OVERVIEW

### Name of Creating Agency

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### System Title

Protected Areas Catalogue (PAC)

### Purpose

The purpose of the PAC is to summarize and track all the information about protected areas. It is a catalogue (i.e., metadata) of what information exists and where it may be found. Note that this does not currently include conservation lands.

### Information Content

PAC consists of numerous Access databases (one in each regional office and one in PPA headquarters). Each contains metadata about data sources (e.g., name, type [book, map, report, etc.], purpose, description, anomalies and accuracy, publication date, name and number of protected area and spatial data). Modules and sub-modules categorize the metadata according to specific areas such as climate, facilities, flora and fauna and recreation activities.

Currently, the databases are not linked, nor do they update each other.

### Inputs, Processes, and Outputs

#### Inputs

Regional staff input data into PAC from data sources such as facility designs, conservation research and recreational activity reports.

#### Processes

PAC stores and queries the metadata in order to provide a catalogue of the data sources.

#### Outputs

PAC outputs consist of ad hoc reports summarizing or listing the articles related to a site or a subject. A complete list is printed occasionally for reference purposes.

### Classification

#### Electronic Records

Secondary No.	Secondary Title
---------------	-----------------

98000-30	Parks and protected areas data files
----------	--------------------------------------

#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

98300-04	Conservation research reports
98500-25	Facility project case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### Outputs

Secondary No.	Secondary Title
ARCS 358-20	Library/reference material
ARCS 440-25	Ad hoc reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

## INFORMATION SYSTEM OVERVIEW

### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

### **System Title**

Protected Areas Registry (PAR)

### **Purpose**

The purpose of PAR is to store the legal, administrative and operational information (i.e., also known as the green file) about all provincial PPA.

PAR began its development and use in March of 2002.

### **Information Content**

PAR is an web based Oracle database that contains data about PPAs (e.g., name, category, class, status and legal description; area and location; file number(s); management area; milestone dates; comment fields; various types of regions and districts; and spatial data such as foreshore and offshore area).

Data from the earlier PAR VAX system was used to create this system.

### **Inputs, Processes, and Outputs**

#### **Inputs**

PPA headquarters staff input all data about PPAs with regional staff reviewing the data.

#### **Processes**

PAR records, tracks and reports on PPAs.

#### **Outputs**

PAR outputs consist of pre-established and customizable statistical reports in Excel spreadsheet format. These outputs are used for many of the PPA functions. Spatial data is interpreted and reported using a tool called the Protected Area System Overview (PASO).

PAR updates the PAR VAX on an occasional basis.

### **Classification**

#### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
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98000-30	Parks and protected areas data files
----------	--------------------------------------

#### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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98000-25 Parks and protected areas case files

### Outputs

Secondary No.	Secondary Title
---------------	-----------------

98000-25	Parks and protected areas case files
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Data from PAR may be used to support almost any function described in the *ORCS*.

PAR updates the PAR VAX on an occasional basis.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Protected Areas Registry (PAR VAX)

#### **Purpose**

The purpose of PAR VAX is to manage the foundational legal, administrative and operational data (i.e., also known as the green file) about provincial PPA.

PAR VAX began its development and use in January of 1983.

#### **Information Content**

PAR VAX is a VAX database that contains data about PPAs (e.g., name, category, class, status and legal description; area and location; file number(s); management area; milestone dates; comment fields; and various types of regions and districts).

Data from PAR VAX is used to support all other VAX databases in the PPA Branch (i.e., the Attendance Reporting System, the Public Safety and Park Security system and Management Levels system). The new Oracle based PAR updates PAR VAX in order to maintain this support of the other VAX databases.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

PPA headquarters staff input all data about PPAs with regional staff reviewing the data.

PAR updates the PAR VAX on an occasional basis.

##### **Processes**

PAR VAX records, tracks and reports on PPAs.

##### **Outputs**

PAR VAX outputs consist of pre-established and customizable statistical reports in Excel spreadsheet format. These outputs are used for many of the PPA functions.

PAR VAX updates the other VAX systems on an occasional basis.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
----------------------	------------------------

98000-30	Parks and protected areas data files
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### Inputs

Secondary No.	Secondary Title
---------------	-----------------

98000-25	Parks and protected areas case files
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PAR updates the PAR VAX on an occasional basis.

### Outputs

Secondary No.	Secondary Title
---------------	-----------------

98000-25	Parks and protected areas case files
----------	--------------------------------------

Data from PAR VAX may be used to support almost any function described in the ORCS.

PAR VAX updates the other VAX systems on an occasional basis.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### INFORMATION SYSTEM OVERVIEW

**Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

**System Title**

Public Safety and Park Security (PSPS) system

**Purpose**

The purpose of PSPS is to track PPA security and safety incidents in order to provide an accurate and consistent reporting of visitor injuries, accidents, deaths, human-wildlife conflicts and damage and theft incidents to park and visitor property. Note that this database does not currently include conservation lands.

PSPS was implemented in March of 1995.

**Information Content**

PSPS is a VAX database that contains data about incidents (e.g., date and time, location, type, complaint or incident details, and response to human-wildlife conflicts), persons involved in the incident (e.g., names and contact information of the victim(s), witness(es), suspect(s), employee(s) and police officer(s)) and the PPA (e.g., Park Facility Operator, name, location, area, site number, facilities and fees, attendance and revenue).

**Inputs, Processes, and Outputs****Inputs**

Regional staff enter data into the PSPS from the complaint/occurrence reports.

PSPS obtains the PPA data from PAR VAX.

**Processes**

PSPS performs calculations based on the attendance and revenue numbers.

**Outputs**

PSPS outputs consist of annual reports by region and ad hoc reports by park.

**Classification****Electronic Records****Secondary No.    Secondary Title**

98200-25	Compliance incident and investigation data files
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Inputs

Secondary No.	Secondary Title
98200-20	Compliance incident and investigation case files
98200-30	PPA complaint case files
98200-40	PPA safety and security project case files

### Outputs

Secondary No.	Secondary Title
98200-06	Safety and security annual reports
98200-20	Compliance incident and investigation case files
98200-30	PPA complaint case files
98200-40	PPA safety and security project case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### INFORMATION SYSTEM OVERVIEW

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **System Title**

Species at Risk in Protected Areas (SARPA) system

#### **Purpose**

The purpose of SARPA is to track the presence and status of species at risk within the provincial PPA. The database includes a cross-reference between PPAs and the Red and Blue Lists (conservation status ranks for rare and endangered species) and the list prepared by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC).

#### **Information Content**

SARPA is an Access database that contains data about PPAs (e.g., name, area and location, file number(s), region, associated management unit, and date established), species (e.g., names, conservation status and ranks, occurrences) and the source of data for observations within PPAs.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

PPA headquarters staff input data into SARPA. Data sources include verbal and written ranger and naturalist reports, surveys, inventories, other research projects and the Conservation Data Centre (CDC) database known as the Biodiversity Tracking and Conservation System (Biotics4).

##### **Processes**

SARPA records, tracks and reports on species at risk within PPAs.

##### **Outputs**

SARPA outputs consist of ad hoc and pre-established statistical reports.

#### **Classification**

##### **Electronic Records**

<b>Secondary No.</b>	<b>Secondary Title</b>
98300-25	Conservation research data files

##### **Inputs**

<b>Secondary No.</b>	<b>Secondary Title</b>
98300-04	Conservation research reports
98300-05	Observation reports

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### Outputs

Secondary No.	Secondary Title
ARCS 440-25	Ad hoc reports
ARCS 442-20	Annual reports
ARCS 444-20	Monthly reports
98300-02	Conservation databases
98300-20	Conservation research and planning case files
98300-21	Conservation research and planning vegetation case files
98300-22	Conservation research and planning wildlife case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

#### **Name of Creating Agency**

Ministry of Environment  
Parks and Protected Areas Division (PPA)

#### **Web Site Title and URL**

BC Parks web site; [www.env.gov.bc.ca/bcparks/](http://www.env.gov.bc.ca/bcparks/)

#### **Purpose**

The purpose of the BC Parks web site is to provide Internet access to information about the provincial PPAs. It also provides access to PPA policies and guidelines; information about recreation, conservation and management planning in PPAs; educational and promotional material; PPA permitting; campground reservation services and a secure area for Park Facility Operators (PFO).

#### **Information Content**

The BC Parks web site contains:

- policies and procedures;
- guidelines for Park Facility Operators, and park and facility designs;
- management plans, direction statements and purpose statements;
- publications, brochures and manuals;
- general and specific information and research;
- access to the PPA permit process;
- meetings with the Society of PFOs;
- publications and marketing information;
- and PFO performance indicators and objectives.

#### **Web Site Features**

Features of the BC Parks web site include:

- links to web sites related to PPA and forestry training programs, campground reservations, strategic land use planning, relevant government legislation and news releases, government employment postings, provincial statistics and facts, travel sites, and various heritage and conservation projects.

#### **Classification and Scheduling**

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

#### **Web Site**

<b>Secondary No.</b>	<b>Secondary Title</b>
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98600-07	Web site for parks and protected areas
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### Records on the Web Site

Secondary No.	Secondary Title
ARCS 135-25	Parks and protected areas fee schedules
ARCS 200-20	General committees
98200-40	PPA safety and security project case files
98300-03	Conservation related management plans
98300-04	Conservation research reports
98600-06	Parks and protected areas publications
98600-20	Marketing project case files
98800-03	Parks and protected areas annual management plans (AMP)
98800-04	Parks and protected areas management directions
98600-04	Parks and protected areas images – owned/allowed
98600-06	Parks and protected areas publications
98600-20	Marketing project case files
98700-50	Park facility operators' operational permit case files
98900-03	Park facility operators' listing
98900-04	Recreation related management plans
99400-02	Parks and protected areas policy
99500-03	Satisfaction survey reports

### Other Related Records

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### *PARKS AND PROTECTED AREAS*

#### APPENDICES

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APPENDIX C	REFERENCE AND ISSUES TOPICS
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APPENDIX E	CONCORDANCE TABLE: PARKS ORCS TO PARKS AND PROTECTED AREAS ORCS

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### APPENDIX A

#### CODES FOR PARKS AND PROTECTED AREA TYPES

For use with any secondary that requires a code to identify the area. See 3.8.3 in the How-To Section for more information on the use of Parks and Protected Area (PPA) coding.

<b><u>CODE</u></b>	<b><u>PARK AND PROTECTED AREA TYPE</u></b>
CS	Conservancies (including Conservation Study Areas and Nature Conservancy Areas)
CL	Conservation Lands (including Wildlife Management Areas, Leases, Management Agreements, Use, Recreation and Enjoyment of the Public [UREP] Reserves, and any Other Area not specified)
ER	Ecological Reserves
OA	Other Areas: use, recreation & enjoyment of the other areas
PK	Parks (including Classes A, B, C, Protected Areas and Recreation Areas)



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX B

#### FACILITY CATEGORY AND ITEM CODES

For use with secondary 98500-25. Use the Category Codes, but if volumes warrant, use the Item Codes.

*Note: codes are generated from the Facilities Management System (FMS)*

**CATEGORIES:** see next section for item codes

#### CATEGORY CODE

BUILDINGS  
ELECTRICAL SYSTEM  
FURNITURE  
GROUNDS  
MULTI-FACILITY PROJECT  
ROADS  
SEWER/SANI SYSTEM  
STRUCTURES  
TELECCOM SYSTEM  
TRAILS  
WATER SYSTEM

B  
E  
F  
G  
P  
R  
X  
S  
T  
Y  
W

#### ITEM NAME

#### CATEGORY CODE

#### ITEM CODE

#### CATEGORY: BUILDINGS

B

BACKC. INFO SHELTER  
BARN  
BUNK HOUSE  
CABIN  
CHANGE HOUSE  
CHLORINATOR  
COOK HOUSE  
ELECTRICAL BLDG  
EQUIPMENT SHED  
FIRST AID BLDG  
GARAGE  
GATE HOUSE  
GENERATOR BLDG  
LODGE  
LUNCH ROOM  
OFFICE  
OFFICE/WORKSHOP  
PICNIC SHELTER  
PIT HOUSE  
PIT TOILET  
PUMP HOUSE  
RESIDENCE  
SALT /SAND BLDG  
SHOWER

SH  
BA  
BH  
CB  
CH  
CL  
CO  
EL  
EQ  
FA  
GA  
GH  
GE  
LO  
LR  
OF  
OW  
PS  
PH  
PI  
PU  
RE  
SS  
SX

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

STORAGE BLDG		ST
<b>ITEM NAME</b>	<b>CATEGORY CODE</b>	<b>ITEM CODE</b>
TOILET BUILDING		TB
TOILET/CHANGE BLDG.		TC
TOILET/SHOWER BLDG		SW
TOILET/WASH HOUSE		TW
VISITOR CENTRE		VS
VOLITILES BLDG		VO
WARMING HUT		WH
WORKSHOP		WS
<b>CATEGORY: ELECTRICAL SYSTEM</b>	<b>E</b>	
DISTRIBUTION LINES		DI
GENERATOR		GN
PULL BOX		PB
SECURITY LIGHT		YL
SOLAR PANEL		SU
SYSTEM COMPONENTS		EC
<b>CATEGORY: FURNITURE</b>	<b>F</b>	
BARBEQUE		BB
BENCHES		BE
BICYCLE RACK		RK
CAMPSITE NUMBER POST		NP
CANOE REST		CR
COMMENT DROP-OFF BOX		SB
FIRE RING		FR
FIREPLACE		FI
FISH CLEANING TABLE		SF
GARBAGE CONTAINER		GC
HORSESHOE PIT		HS
MARINE CAMP MARKER		MC
MOORING BUOY		MB
PLANTER		PN
RESCUE STATION		RS
SELF REG. VAULT		VA
SIGNS		SI
STUB POST - CONCRETE		CE
STUB POST - LOCKING		SK
STUB POST - WOOD		PW
SWIM AREA MARKERS		SM
TABLE		TA
TENT PAD		TP
TICKET MACHINE		TM
TRAFFIC COUNTER		TF
WOOD STOVE		WO
<b>CATEGORY: GROUNDS</b>	<b>G</b>	
BEACH		BC
CAMPSITE		CP

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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CAMPSITE PADS/SPURS		CS
CAMPSITE/GROUP		CG
CAMPSITE/HIGHDENSITY		CD
<b>ITEM NAME</b>	<b>CATEGORY CODE</b>	<b>ITEM CODE</b>
CAMPSITE/PULLTHROUGH		CX
CAMPSITE/WALKIN		CI
HELIPAD/LANDING AREA		HL
LAWNS		LA
SERVICE YARD		SY
TENNIS/VOLLEYBALL CT		TV
WEED BARRIER		WB
WOODLOTS		WL
<b>CATEGORY: MULTI-FACILITY PROJECTS</b>	<b>P</b>	
<b>CATEGORY: ROADS</b>	<b>R</b>	
BOAT L./TURN AROUND		AR
CATTLE GUARD/BARRIER		GD
DOUBLE LANE		DL
PARKING LOTS		PL
SINGLE LANE		SL
TRAFFIC BARRIER		BR
<b>CATEGORY: SEWER/SANI SYSTEM</b>	<b>X</b>	
DISPOSAL FIELDS		DF
DISTRIBUTION PIPE		DP
GREYWATER UNIT		GY
HOLDING TANK		HT
MANHOLE		MH
MUNICIPAL		MN
SANI STATION		SN
SEEPAGE PIT		GP
SEPTIC TANK		SE
SEWAGE LAGOONS		SG
SEWAGE PUMPS		SP
TREATMENT PLANTS		TR
<b>CATEGORY: STRUCTURES</b>	<b>S</b>	
AMPHITHEATER		AM
BARRIER POST		BP
BOARDWALK		BW
BOAT LAUNCH RAMP		BL
BREAKWATER		BK
BRIDGE, FOOT		BF
BRIDGE, ROAD		BD
CABLE CARS		CC
CONCRETE ANCHOR BLOC		CA
CULVERT		CU
CULVERT HEAD WALL		CW
DAM		DM
DEDICATION CAIRN		DC

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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DOCK		DO
DOCK RAMP		RA
ENTR. PLAQUE MARINE		MP
ENTRANCE PLAQUE		EN
<b>ITEM NAME</b>	<b>CATEGORY CODE</b>	<b>ITEM CODE</b>
ENTRANCE PORTAL		EP
FENCE		FN
FLAG POLE		FB
FLOAT		FL
FLOAT ANCHOR CABLE		AC
FLOAT ANCHOR PILE		AP
FLOOD CONTROL GATES		FG
FOOD CACHE		FD
FUEL PUMP STATION		FP
FUEL STORAGE TANKS		FS
GARBAGE CORRAL		GW
GATE		GT
HORSE CORRAL		HC
HORSE HITCHING RAIL		HH
INFO HUT		IH
INFO SHELTER		IS
LOADING RAMP		LD
LOG BOOM		LB
MONUMENT		MO
PLAYGROUND EQUIPMENT		PE
POOL DECK		PD
PORTAGE, RAIL		PR
PROPANE CYLINDERS		PC
RETAINING WALL		RW
STAIRS		SR
STERN ANCHOR PIN		SA
TUNNEL		TN
VIEWING PLATFORM		VP
WADING POOL		WP
WHEELCHAIR RAMP		WR
WOOD CORRAL		WC
WOOD CORRAL/GARBAGE		WG
<b>CATEGORY: TELECCOM SYSTEM</b>	<b>T</b>	
COMMUNICATION SHED		CM
COMMUNICATION TOWER		CT
DISTRIBUTION LINE		DN
SECURITY SYSTEM		SC
TELEPHONE		TE
<b>CATEGORY: TRAILS</b>	<b>Y</b>	
PATHS		PA
TRAIL SURFACE		TS

**CATEGORY: WATER SYSTEM****W**

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BEACH SHOWER		BS
DISTRIB. PIPE		DS
DRINKING FOUNTAIN		DR
HAND PUMP		HP
HYDRANTS		HY
PRESSURE REDUCE STA.		PV
<b>ITEM NAME</b>	<b>CATEGORY CODE</b>	<b>ITEM CODE</b>
PRESSURE TANK		PT
PUMPS		ET
RESERVOIR		RV
RESERVOIR TOWER		RT
SPRINKLER		WK
STANDPIPE		SD
VALVE		VL
VALVE CHAMBERS		VC
WATER SOURCE		SO

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### APPENDIX C

#### REFERENCE AND ISSUES TOPICS

This appendix is for use with -90 secondaries (reference and issue case files). 98000-90 is for general information related to a general issue or reference material. Note that this list is not intended to be comprehensive, but is meant to be a guideline for consistency with issue and reference files. For convenience during implementation and culling, reference material is differentiated from issues in this table.

**Issues:** Issues are also known as subjects or topics. An issue may be specific to a provincial park or protected area, but a specific incident is not an issue. Typically a specific incident would be covered by a secondary such as secondary 98200-20 (Compliance incident and investigation case files). Likewise, an issue with a specific aboriginal group would be covered by secondary 99300-20 (Parks and protected areas First Nations involvement case files), but an issue such as Aboriginal Fisheries is properly filed under secondary 99300-90.

**Reference:** Reference files are also known as convenience files. Reference files typically include documentation from other jurisdictions, agencies or organizations or documentation which is reproducible, but kept for convenience (i.e., park tracking lists).

ISSUE TOPIC	Type	ORCS #
Aboriginal Issues (Fisheries, Wildlife and Forests)	Issue	99300-90
Access (Aircraft, Water Craft, All Terrain Vehicles, Highways, Roads and Trails) Access Incidents and Infractions, use secondary 98200-20. Access Routes, use secondaries 98900-40/04.	Issue	98200-90 or 98900-90
Animal Rights	Issue	98300-90
Area boundary descriptions – correspondence and copies	Reference	98000-90
Artificial reefs	Issue	98300-90
Beach activities	Issue	98200-90 or 98900-90
Biogeoclimatic zones	Reference	98300-90
Blowdown	Issue	98300-90
Bungee Jumping	Issue	98900-90
Camping (Backcountry, Frontcountry, Destinations, Group)	Issue	98900-90
Canadian Gazette	Reference	98000-90
Caving	Issue	98900-90
Coal	Issue	98300-90
Construction materials	Reference	98500-90
Copyright restrictions	Reference	98400-90
Cycling	Issue	98900-90
Disease (Plant and Animal)	Issue	98300-90
Ecoregions	Reference	98300-90
Ecotourism	Issue	98900-90
Environmental Issues	Issue	98300-90
Erosion	Issue	98300-90
Exceptional trees or stands of trees	Issue	98300-90
Fees (Day Use, Firewood, Self Registration, Parking Meters, Party Definition, Reservation System, Sani-Stations, Tickets)	Issue	99000-90
Filming	Issue	98900-90

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Firearms	Issue	98200-90
Firewood	Issue	98300-90
Fish Stocking	Issue	98300-90
Fishing	Issue	98900-90
Flooding	Issue	98300-90
Forest tenures	Issue	98000-90
Fossils	Issue	98400-90
Grazing (Forests, Alpine, Grasslands)	Issue	98300-90
Hiking	Issue	98900-90
Horseback Riding	Issue	98900-90
Human Animal Conflict	Issue	98300-90
Human impact	Issue	98300-90
Hunting	Issue	98900-90
Insect control	Issue	98300-90
Insurance	Issue	98000-90 or 98800-90
Interagency/International agreements on signs and symbols	Reference	98500-90
Invasive Plants (Aquatic, Terrestrial)	Issue	98300-90
Kelp Harvesting	Issue	98300-90
Land leases	Issue	98000-90
Landscape units	Reference	98300-90
Marine Plants	Issue	98300-90
Marine zones	Reference	98300-90
Mineral exploration (use Mining)	Issue	98300-90
Mineral tenures	Issue	98000-90
Mining	Issue	98300-90
Mountain Sports	Issue	98900-90
Nuisance Animals	Issue	98300-90
Old growth Forest	Issue	98300-90
Out-of-park signs	Reference	98500-90
Petroleum and natural gas	Issue	98300-90
Picnicking	Issue	98900-90
Pollution	Issue	98300-90
Rare, threatened, or endangered species lists (Flora and Fauna)	Reference	98300-90
River Rafting	Issue	98200-90
Sailboarding	Issue	98900-90
Scuba diving	Issue	98900-90
Search and rescue	Reference	98200-90
Shellfish Harvesting	Issue	98300-90
Shoreline activities	Issue	98900-90
Special geological features and landforms	Issue	98300-90
Special Needs	Issue	98900-90
Swimming	Issue	98900-90
Taxation	Issue	99000-90
Thermal and hot springs	Issue	98300-90
Traplins	Issue	98100-90
Tree hazards	Issue	98300-90
Tree removal	Issue	98300-90
Viewing (Wildlife, Birds, Fish, Vegetation, Cultural, Geological Features)	Issue	98900-90

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Water Quality	Issue	98300-90
Waterskiing	Issue	98900-90
Wildflowers	Issue	98300-90
Wildlife conservation plans (from other agencies)	Reference	98300-90
Wildlife reintroduction	Issue	98300-90
Winter Sports (Snowboarding, Snowshoeing, Snowmobiling, Skiing)	Issue	98900-90



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### APPENDIX D

#### REFERENCE AND ISSUES RECREATION & RESOURCE GROUPINGS

This appendix is for use with -90 secondaries (reference and issue case files). -90 files that are associated by a resource may be grouped according to their resource type by use of a code.

<b>CODE</b>	<b>RESOURCE GROUPING</b>
<b>CH</b>	Cultural Heritage
<b>FISH</b>	Fish
<b>GEO</b>	Geology and Landforms
<b>RCS</b>	Resource Classification Systems
<b>VEG</b>	Vegetation
<b>WTR</b>	Water
<b>WILD</b>	Wildlife

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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## APPENDIX E

### CONCORDANCE TABLE: PARKS ORCS TO PARKS AND PROTECTED AREAS ORCS

These old *Operational Records Classification System* (ORCS) numbers were taken from the approved *BC Parks ORCS* (Schedule 113827).

NOTE: This matrix is intended as a general translation. It makes many assumptions about the contents of the old files and it also assumes proper use of filenames for the new files. Due to the uncertain nature of the old ORCS, it is very possible that offices may have created unique rules and made assumptions that are complete different from the assumptions used in creating this matrix. It is also entirely possible that because of the confusion created by the old ORCS, files may have been treated inconsistently within offices. Check every file before converting it.

If the new ORCS number says "Unknown. Various." this means that the original "project" file may be under one of the new "project" files, including 98000-90 (general issues), 98300-20 (conservation), 98500-25 (facility), 98600-20 (marketing), 98400-20 (education and interpretation), 98900-40 (recreation), 99100-20 (risk assessment) or 99200-50 (volunteer).

Old #	Primary and Secondary Titles	New PPA ORCS #
All-00	Policy and procedures (FR)	99400-02/-30
All-02	Public education and information (DE)	98400-20 or 98600-06
All-04	Public comments and information requests (DE)	320-20/-30
All-15	Other jurisdictions (DE) Exception: 82800-15 (see below)	Various-90
80010	<b>ABORIGINAL AFFAIRS – GENERAL</b>	<b>Non-PPA ORCS</b>
80010-03	Aboriginal comments and information requests (SR)	320-20/-30
80010-04	Non-aboriginal comments and information requests (SR)	320-20/-30
80010-05	Legal opinions and precedents (DE)	350-25
80010-20	Aboriginal issues project files (SR)	99300-20/-30/-90
80010-25	Aboriginal groups (SR)	99300-20/-30/-90
80010-30	Geographic areas of interest (SR)	99300-20/-30/-90
80010-35	Ecological reserves (SR)	
80010-40	Parks (SR)	
80010-45	Recreation areas (SR)	
80020	<b>ABORIGINAL AFFAIRS - INTERIM MEASURES</b>	<b>Non-PPA ORCS</b>
80020-03	Aboriginal comments and information requests (SR)	320-20/-30
80020-04	Non-aboriginal comments and information requests (SR)	320-20/-30
80020-20	Interim measures subject files (SR)	99300-30
80020-25	Aboriginal groups (SR)	99300-30
80020-30	Geographic areas of interest (SR)	99300-30
80020-35	Ecological reserves (SR)	
80020-40	Parks (SR)	
80020-45	Recreation areas (SR)	
80040	<b>ABORIGINAL AFFAIRS - TREATY NEGOTIATIONS</b>	<b>Non-PPA ORCS</b>
80040-03	Aboriginal comments and information requests (DE)	320-20/-30
80040-04	Non-aboriginal comments and information requests (DE)	320-20/-30
80040-05	Legal opinions and precedents (DE)	350-25
80040-06	Fisheries (DE)	99300-90
80040-07	Wildlife (DE)	99300-90
80040-08	Forests (DE)	99300-90

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Old #	Primary and Secondary Titles	New PPA ORCS #
80040-20	Treaty negotiations subject files (SR)	99300-30
80040-25	Aboriginal groups (SR)	99300-30
80040-30	Geographic areas of interest (SR)	99300-30
80040-35	Ecological reserves (SR)	
80040-40	Parks (SR)	
80040-45	Recreation areas (SR)	
<b>80200 ACCESS ROUTES</b>		
80200-05	Aircraft (DE)	98200/98900-90
80200-08	Highways and roads (DE)	98200/98900-90
80200-09	Trails (DE)	98200/98900-90
80200-20	Access project files (DE)	Unknown. Most likely 98200/98900-90.
80200-30	Geographic areas of interest (DE)	
80200-35	Ecological reserves (DE)	
80200-40	Parks (DE)	
80200-45	Recreation areas (DE)	
<b>80500 ATTENDANCE</b>		
80500-05	Impact of user fees on park attendance (DE)	98900/99000-90
80500-20	Attendance project files (DE)	98900-40
80500-35	Ecological reserves (DE)	98900-40
80500-40	Parks (DE)	
80500-45	Recreation areas (DE)	
80500-50	Attendance reports (DE)	98900-02
80500-60	Attendance Reporting System (DE)	ISO & 98900-25
<b>80600 BOATING RESTRICTIONS</b>		No longer active
80600-05	Personal water craft restrictions (DE)	98200-90
80600-06	Canada Gazette Part II (DE)	98000-90
80600-20	Boating restriction project files (DE)	NA
80600-40	Boating restriction applications - pending (DE)	Keep using old ORCS numbers if you have these files.
80600-45	Boating restriction applications - approved (DE)	
80600-50	Boating restriction applications - rejected (DE)	
<b>81000 COMMERCIAL RIVER RAFTING LICENSING</b>		No longer active
81000-09	River rafting test design (DE)	98900-90
81000-10	Rafting industry bulletins (DE)	98900-90
81000-20	River rafting project files (DE)	NA Keep using old ORCS numbers if you have these files.
81000-25	Rivers special provisions (DE)	
81000-35	River rafting company case files (DE)	
81000-37	River rafting permit ledger (DE)	
81000-40	River rafting examiners case files (DE)	
81000-45	River rafting examination results (DE)	
81000-50	River rafting licensed guide files - approved (DE)	
81000-52	River rafting guide licence applications - rejected (DE)	
81000-55	River rafting reports (DE)	
81000-60	Commercial River Rafting Administration System database (DE)	
<b>81300 DISABLED ACCESS PASS PROGRAM</b>		No longer active
81300-07	Lost or stolen numbers (DE)	NA Keep using old ORCS numbers if you have these files.
81300-08	Returned passes (DE)	
81300-09	Void pass numbers (DE)	
81300-20	Disabled Access Pass Program project files (DE)	
81300-25	Disabled access pass applications - pending (DE)	
81300-30	Disabled access pass applications - approved (DE)	
81300-35	Disabled access pass applications – approved home/society applications (DE)	
81300-40	Disabled access pass applications - rejected (DE)	
<b>81400 ECOLOGICAL RESERVES - GENERAL</b>		

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Old #	Primary and Secondary Titles	New PPA ORCS #
81400-20	Ecological reserve project files (DE)	Unknown. Various.
81400-25	Natural species and features inventories (DE)	98300-04/-21 or -22
81400-35	Ecological reserves planning files (SR)	98800-03/-30
81400-50	Ecological reserve technical files (FR)	98000-20
<b>81420</b>	<b>ECOLOGICAL RESERVES - SYSTEM PLANNING</b>	
81420-20	Ecological reserve system subject files (DE)	98800-04/-40
81420-50	Ecological reserve system reports (DE)	NA, use old ORCS.
<b>81500</b>	<b>ENFORCEMENT</b>	
81500-05	Enforcement ranger/deputy conservation officer appointments (DE)	465-20
81500-20	Enforcement project files (DE)	98200-20
81500-25	Court cases (DE)	98200-20
81500-35	Ecological reserves (DE)	98200-20
81500-40	Parks (DE)	
81500-45	Recreation areas (DE)	
81500-50	Zone/district summary reports (DE)	
81500-50	Zone/district summary reports (DE)	NA, use old ORCS.
<b>81700</b>	<b>ENVIRONMENTAL ISSUES</b>	
81700-20	Environmental issues project files (DE)	98300-90/-20
<b>82000</b>	<b>FACILITIES - GENERAL</b>	
82000-07	As-builts inventory (DE)	98500-02
82000-10	Repair, Reconstruction and Addition Program (RR&A) ranking (DE)	98500-30
82000-20	Facilities project files (DE)	98500-25
82000-25	Capital development program (DE)	98500-30
82000-30	Geographic areas of interest (DE)	98500-25
82000-35	Ecological reserves (DE)	
82000-40	Parks (DE)	
82000-45	Recreation areas (DE)	
82000-60	Facility Inventory System (DE)	ISO & 98500-25
<b>82020</b>	<b>FACILITIES - BUILDINGS</b>	
82020-07	As-builts inventory (DE)	98500-02
82020-20	Buildings project files (DE)	98500-25
82020-30	Geographic areas of interest (DE)	98500-25
82020-35	Ecological reserves (DE)	
82020-40	Parks (DE)	
82020-45	Recreation areas (DE)	
<b>82040</b>	<b>FACILITIES - SPECIAL NEEDS</b>	
82040-07	As-builts inventory (DE)	98500-02
82040-08	Special needs facilities location lists (DE)	NA, use old ORCS.
82040-20	Special needs facilities project files (DE)	98500-25
82040-30	Geographic areas of interest (DE)	98500-25
82040-35	Ecological reserves (DE)	
82040-40	Parks (DE)	
82040-45	Recreation areas (DE)	
<b>82060</b>	<b>FACILITIES - ELECTRICAL SYSTEMS</b>	
82060-07	As-builts inventory (DE)	98500-02
82060-20	Electrical systems project files (DE)	98500-25
82060-30	Geographic areas of interest (DE)	98500-25
82060-35	Ecological reserves (DE)	
82060-40	Parks (DE)	
82060-45	Recreation areas (DE)	
<b>82080</b>	<b>FACILITIES - FURNITURE &amp; STRUCTURES</b>	
82080-07	As-builts inventory (DE ↓)	98500-02
82080-20	Furniture and structure project files	98500-25
82080-30	Geographic areas of interest	98500-25

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Old #	Primary and Secondary Titles	New PPA ORCS #
82080-35	Ecological reserves	
82080-40	Parks	
82080-45	Recreation areas	
82100	<b>FACILITIES - GROUNDS</b>	
82100-20	Grounds project files (DE ↓ )	98500-25
82100-30	Geographic areas of interest	98500-25
82100-35	Ecological reserves	
82100-40	Parks	
82100-45	Recreation areas	
82140	<b>FACILITIES - ROADS</b>	
82140-20	Roads project files (DE ↓ )	98500-25
82140-30	Geographic areas of interest	98500-25
82140-35	Ecological reserves	
82140-40	Parks	
82140-45	Recreation areas	
82160	<b>FACILITIES - SEWER AND SANITATION SYSTEMS</b>	
82160-20	Sewer and sanitation systems project files (DE ↓ )	98500-25
82160-30	Geographic areas of interest	98500-25
82160-35	Ecological reserves	
82160-40	Parks	
82160-45	Recreation areas	
82180	<b>FACILITIES - SIGNS</b>	
82180-05	Construction materials (DE ↓ )	98500-90
82180-06	Interagency agreements on signs	98500-90
82180-07	International agreements on sign standards	98500-90
82180-08	International symbols	98500-90
82180-10	Out-of-park signs	98500-90
82180-11	Sign plans	98500-90
82180-20	Signs project files	98500-25
82180-30	Geographic areas of interest	98500-25
82180-35	Ecological reserves	
82180-40	Parks	
82180-45	Recreation areas	
82200	<b>FACILITIES - TELECOMMUNICATION SYSTEMS</b>	
82200-07	As-builts inventory (DE ↓ )	98500-02
82200-20	Telecommunication system project files	98500-25
82200-30	Geographic areas of interest	98500-25
82200-35	Ecological reserves	
82200-40	Parks	
82200-45	Recreation areas	
82220	<b>FACILITIES - TRAILS</b>	
82220-07	As-builts inventory (DE ↓ )	98500-02
82220-20	Trails project files	98500-25
82220-30	Geographic areas of interest	98500-25
82220-35	Ecological reserves	
82220-40	Parks	
82220-45	Recreation areas	
82240	<b>FACILITIES - WATER SYSTEM</b>	
82240-07	As-builts inventory (DE ↓ )	98500-02
82240-20	Water system project files	98500-25
82240-30	Geographic areas of interest	98500-25
82240-35	Ecological reserves	

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Old #	Primary and Secondary Titles	New PPA ORCS #
82240-40	Parks	
82240-45	Recreation areas	
<b>82500</b>	<b><u>FEES</u></b>	
82500-20	Fees project files (DE ↓ )	ARCS 135-20/25
82500-40	Parks	ARCS 135-20/25
82500-45	Recreation areas	
<b>82600</b>	<b><u>FIRE MANAGEMENT</u></b>	
82600-20	Fire management project files (DE)	98300-03/-21
82600-30	Geographic areas of interest - incident files (DE)	98200-20
82600-31	Geographic areas of interest - fire management plans (SR)	98300-03/-21
82600-35	Ecological reserves - incident files (DE)	98200-20
82600-36	Ecological reserves - fire management plans (SR)	98300-03/-21
82600-40	Parks - incident files (DE)	98200-20
82600-41	Parks - fire management plans (SR)	98300-03/-21
82600-45	Recreation areas - incident files (DE)	98200-20
82600-46	Recreation areas - fire management plans(SR)	98300-03/-21
<b>82700</b>	<b><u>GEOGRAPHIC AREAS OF INTEREST</u></b>	
82700-20	Geographic areas of interest project files (DE)	Unknown. Various.
82700-25	Protected status proposals (DE)	98100-60
82700-30	Areas being considered for protected status (NA)	98100-60
82700-35	Ecological reserve proposals (NA)	98100-20/-60
82700-45	Reconnaissance areas reports (FR paper)	98100-60
82700-55	Use recreation and enjoyment of the public (UREP) reserves - active (NA)	98000-25
82700-57	Use recreation and enjoyment of the public (UREP) reserves - cancelled (SR)	98000-25
<b>82800</b>	<b><u>GRAPHIC MATERIALS COLLECTION</u></b>	
82800-05	Copyright restrictions (DE)	98400-90
82800-06	Inventory of graphic materials (DE)	98600-02
82800-10	Inhouse materials master files (SR)	98600-03, -04 & -06
82800-15	Samples of graphic materials from other jurisdictions (DE)	98600-03
82800-20	Graphic materials subject files (DE)	98600-03, -04 & -06
<b>83000</b>	<b><u>IMPACT ASSESSMENTS - GENERAL</u></b>	
83000-20	Impact assessments project files (DE)	NA These are filed with the relevant project/permit.
83000-30	Geographic areas of interest (SR)	
83000-35	Ecological reserves (SR)	
83000-40	Parks (SR)	
83000-45	Recreation areas (SR)	
<b>83020</b>	<b><u>IMPACT ASSESSMENTS - REFERRALS</u></b>	
83020-20	Referral project files (DE)	NA If these are done at all, they are filed with the relevant project/permit.
83020-30	Geographic areas of interest (DE)	
83020-35	Ecological reserves (DE)	
83020-40	Parks (DE)	
83020-45	Recreation areas (DE)	
<b>83200</b>	<b><u>INTEGRATED RESOURCE PLANNING - GENERAL</u></b>	
83200-20	Integrated planning project files (SR)	98800-20
<b>83220</b>	<b><u>INTEGRATED RESOURCE PLANNING – SPECIAL GOVERNMENT-FUNDED INITIATIVES</u></b>	
83220-10	Special government-funded initiatives project ranking list (DE)	98800-20
83220-20	Special government-funded initiatives project files (DE)	98800-20
<b>83240</b>	<b><u>INTEGRATED RESOURCE PLANNING - MARINE/COASTAL LAND USE</u></b>	
83240-20	Integrated marine/coastal land use planning project files (SR)	98800-20
83240-50	Integrated marine/coastal land use reports (DE)	98800-20 or if NA, use old ORCS.
<b>83260</b>	<b><u>INTEGRATED RESOURCE PLANNING</u></b>	

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Old #	Primary and Secondary Titles	New PPA <i>ORCS</i> #
<b><u>– INDUSTRIAL DEVELOPMENT PROJECT REVIEWS</u></b>		
83260-20	Industrial development project reviews project files (DE)	98800-20
83260-25	Energy Project review (DE)	98800-20
83260-30	Forest Project review (DE)	98800-20
83260-35	Major Project review (DE)	98800-20
83260-40	Mine Project review (DE)	98800-20
83260-45	Reclamation review (DE)	98800-20
83260-50	Highways/transportation corridors (DE)	98800-20
83260-55	Post-development mitigation projects (DE)	98800-20
<b>83280</b>	<b><u>INTEGRATED RESOURCE PLANNING - PROVINCIAL</u></b>	
83280-10	Lists of protected areas that represent goals 1 and 2 (DE)	98800-20
83280-20	Provincial resource planning project files (SR)	98800-20
83280-50	Provincial resource planning strategy reports (DE)	98800-20 or if NA, use old <i>ORCS</i> .
<b>83300</b>	<b><u>INTEGRATED RESOURCE PLANNING - REGIONAL</u></b>	
83300-20	Regional resource planning project files (SR)	98800-20
<b>83320</b>	<b><u>INTEGRATED RESOURCE PLANNING - SUB-REGIONAL LAND USE</u></b>	
83320-20	Sub-regional land use planning project files (DE)	98800-20
83320-21	Commission on Resources and the Environment (CORE) (DE)	NA, use old <i>ORCS</i> .
83320-22	Land Resource Management Plan project files (DE)	98800-20
83320-25	Deferred areas/forest reserve areas (DE)	98800-20
83320-30	Provincial forests (DE)	98800-20
<b>83330</b>	<b><u>INTEGRATED RESOURCE PLANNING - LOCAL LAND USE</u></b>	
83330-06	Area boundary descriptions (DE)	98000-90/98800-20
83330-20	Local land use planning project files (DE)	98800-20
83330-30	Tree farm licences (DE)	98800-20
<b>83340</b>	<b><u>INTEGRATED RESOURCE PLANNING - RIVERS AND WATERWAYS</u></b>	
83340-20	Provincial rivers and waterways planning project files (SR)	98800-20
83340-25	Canadian Heritage River System subject files (DE)	98800-20
83340-30	British Columbia Heritage River System subject files (DE)	98800-20
83340-50	Rivers and waterways reports (DE)	98800-20 or if NA, use old <i>ORCS</i> .
<b>83360</b>	<b><u>INTEGRATED RESOURCE PLANNING – TRAIL CORRIDOR SYSTEMS</u></b>	
83360-06	Trail corridor inventories (DE)	98800-20
83360-20	Trail corridor planning project files (SR)	98800-20
<b>83500</b>	<b><u>INTERPRETIVE, INFORMATION, AND EDUCATION PROGRAMS – GENERAL</u></b>	
83500-20	Interpretive, information, and education programs project files	98400-20 98700-50 permits 99400-02/-30 policy
83500-25	Interpretive, information, and education program materials and techniques	98400-20/98600-06
83500-30	Geographic areas of interest	98400-20 98700-50 permits
83500-35	Ecological reserves	
83500-40	Parks	
83500-45	Recreation areas	
<b>83540</b>	<b><u>INTERPRETIVE, INFORMATION, AND EDUCATION PROGRAMS – PROGRAM PLANNING AND REVIEW</u></b>	
83540-20	Interpretive, information, and education program planning and assessment project files (DE)	98400-20
83540-30	Geographic areas of interest (DE)	98400-20
83540-35	Ecological reserves (DE)	
83540-40	Parks (DE)	
83540-45	Recreation areas (DE)	
83540-50	Interpretive, information, and education program assessment reports (SR)	98400-20

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Old #	Primary and Secondary Titles	New PPA ORCS #
		99600-03/-20
<b>84000</b>	<b><u>LAND - ACQUISITION - GENERAL</u></b>	
84000-05	Legal opinions and precedents (DE)	350-25
84000-06	Acquisition funding allocations (DE)	1025-20/98100-05
84000-08	Land acquisition priority ranking lists (DE)	98100-02
84000-20	Land acquisition project files (NA)	98100-20
84000-30	Crown land acquisitions (NA)	98000-25
84000-35	Private land acquisitions (NA)	98000-25 / 98100-20
84000-40	Land donations (NA)	98000-25 / 98100-20
84000-45	Land exchanges (NA)	98100-20
84000-50	Land acquisition summaries (DE)	98100-05
<b>84060</b>	<b><u>LAND - ACQUISITION - TENURES</u></b>	
84060-05	Legal opinions and precedents (DE)	350-25
84060-06	Forest tenures (DE)	98700-30 / 98700-90
84060-07	Mineral tenures (DE)	98700-30 / 98700-90
84060-08	Traplines (DE)	98700-30 / 98700-90
84060-09	Land leases (DE)	98700-30 / 98700-90
84060-10	Tenure acquisition project ranking and funding allocations (DE)	1025-20/98100-05
84060-20	Tenure acquisition project files (NA)	98100-50
84060-30	Geographic areas of interest (NA)	98100-50
84060-35	Ecological reserves (NA)	
84060-40	Parks (NA)	
84060-45	Recreation areas (NA)	
84060-50	District tenure acquisition summaries (DE)	98100-05
<b>84200</b>	<b><u>LAND - BOUNDARIES</u></b>	
84200-20	Boundaries project files (NA)	98000-50
84200-30	Geographic areas of interest (NA)	98000-50
84200-35	Ecological reserves (NA)	
84200-40	Parks (NA)	
84200-45	Recreation areas (NA)	
<b>84220</b>	<b><u>LAND - ADMINISTRATION - GENERAL</u></b>	
84220-20	Land status project files (NA)	Unknown. Various.
84220-25	Land status summaries (the green files) (NA)	98000-25, but leave microfilm in old ORCS.
84220-30	Geographic areas of interest (FR microfilm)	
84220-35	Ecological reserves (DE)	
84220-40	Parks (FR microfilm)	
84220-45	Recreation areas (FR microfilm)	
<b>84240</b>	<b><u>LAND - ADMINISTRATION - TENURES</u></b>	
84240-05	Legal opinions and precedents (DE)	350-25
84240-06	Forest tenures (DE)	98700-30 / 98700-90
84240-07	Mineral tenures (DE)	98700-30 / 98700-90
84240-08	Traplines (DE)	98700-30 / 98700-90
84240-09	Grazing rights administration (DE)	98000-90
84240-20	Tenure administration project files (DE)	98000-25 leases 98700-30/-40/-50
84240-30	Geographic areas of interest (DE)	98000-25 leases 98700-30/-40/-50
84240-35	Ecological reserves (DE)	
84240-40	Parks (DE)	
84240-45	Recreation areas (DE)	
<b>84300</b>	<b><u>LAND - MANAGEMENT PLANS - GENERAL</u></b>	
84300-20	Management plan project files (DE)	Unknown. Various.
<b>84320</b>	<b><u>LAND - MANAGEMENT PLANS - ANNUAL</u></b>	
84320-10	Wish lists of potential projects (DE)	98800-02/-30/-40



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Old #	Primary and Secondary Titles	New PPA ORCS #
84320-20	Annual management plan subject files (SR)	98800-03/-30
84320-25	District issues for annual review (DE)	98800-30
84320-30	Geographic areas of interest (SR)	98800-03/-30
84320-35	Ecological reserves (SR)	
84320-40	Parks (SR)	
84320-45	Recreation areas (SR)	
84340	<u>LAND - MANAGEMENT PLANS</u> <u>- INTERIM MANAGEMENT DIRECTION STATEMENTS</u>	
84340-20	Interim management statements project files (DE)	98800-04/-40
84340-30	Geographic areas of interest (SR)	98800-04/-40
84340-35	Ecological reserves (SR)	
84340-40	Parks (SR)	
84340-45	Recreation areas (SR)	
84360	<u>LAND - MANAGEMENT PLANS - PARKS AND RECREATION AREAS</u>	
84360-20	Park and recreation area management plan project files (DE)	98800-04/-40
84360-25	Park and recreation area management plans project ranking lists (DE)	98800-40
84360-30	Draft park and recreation area management plans (SR)	98800-40
84360-40	Approved park and recreation area management plans (FR)	98800-04
84380	<u>LAND - MANAGEMENT PLANS - ECOLOGICAL RESERVES</u>	
84380-20	Ecological reserve management plan project files (DE)	98800-04/-40
84380-25	Ecological reserve management plans project (DE)	98800-40
84380-30	Draft ecological reserve management plans (SR)	98800-40
84380-35	Approved ecological reserve management plans (FR)	98800-04
85000	<u>PARKS - PROVINCIAL</u>	
85000-05	Provincial park inventories (DE)	Unknown. 98000-90
85000-06	British Columbia provincial parks lists (DE)	Unknown. 98000-90
85000-07	Park Data Handbook (DE)	312-02? 99400-02?
85000-20	Provincial park subject files (DE)	Various/98000-90
85000-40	Parks (FR microfilm)	Leave in old ORCS.
85040	<u>PARKS - MUNICIPAL</u>	
85040-20	Municipal park project files (DE)	ARCS 240-20
85040-40	Parks (DE)	ARCS 240-20
85060	<u>PARKS - REGIONAL</u>	
85060-20	Regional district park project files (DE)	ARCS 240-30
85060-40	Parks (DE)	ARCS 240-30
85200	<u>PARKS - DISTRICT OPERATIONS PLANNING AND REVIEW</u>	
85200-20	District operations project files (DE)	ARCS 400-07/-08
85200-30	Geographic areas of interest (DE)	ARCS 400-07/-08
85200-35	Ecological reserves (DE)	
85200-40	Parks (DE)	
85200-50	District operations reviews (DE)	
85500	<u>PARKS - SYSTEM PLANNING</u>	
85500-05	Park land selection criteria	98800-05
85500-20	Park system project files	98800-05/-50
85500-50	Park system reports	98800-50
85700	<u>PERMIT MANAGEMENT</u>	
85700-06	Operations permit program (DE)	ARCS 400-20
85700-08	Permit fee rate schedule (DE)	ARCS 135-25
85700-20	Permit subject files (DE)	98700-90
85700-22	Permit applications - pending (NA)	98700-30/-40
85700-25	Permit applications - rejected (DE)	98700-30/-40
85700-30	Permit proposal call process review (DE)	ARCS 410-20

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Old #	Primary and Secondary Titles	New PPA ORCS #
85700-35	Permits for terms that are less than one year (DE)	98700-30/-40/-50
85700-40	Permits for terms that are 10 years and less (DE)	98700-30/-40/-50
85700-45	Permits for terms that exceed 10 years (DE)	98700-30/-40/-50
85700-50	Letters of permission (DE)	98700-20
85700-60	Permit reports (SR)	ARCS 442-20
85700-70	Park Use Permit System ---database (DE)	ISO & 98700-25
<b>85800</b>	<b>PROTECTED AREAS AND SPECIAL MANAGEMENT AREAS</b>	
85800-20	Established protected area subject files (DE)	98000-25
85800-25	Special Management Area subject files (DE)	98000-25
<b>85900</b>	<b>PUBLIC PARTICIPATION</b>	
85900-20	Public participation project files (DE)	Unknown. Various.
<b>86000</b>	<b>RECREATION AREAS</b>	
86000-20	Recreation area project files (DE)	Unknown. Various.
86000-45	Recreation areas (FR microfilm)	Leave in old ORCS.
<b>86200</b>	<b>RECREATIONAL ACTIVITIES - GENERAL</b>	
86200-05	Aircraft (DE)	98900-90
86200-06	Bungee jumping (DE)	98900-90
86200-20	Recreational activities project files (DE)	98900-40 or 98700-20 to -50
86200-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86200-35	Ecological reserves (DE)	
86200-40	Parks (DE)	
86200-45	Recreation areas (DE)	
<b>86220</b>	<b>RECREATIONAL ACTIVITIES - ALL-TERRAIN VEHICLES</b>	
86220-20	All-terrain vehicles project files (DE)	98900-40 or 98700-20 to -50
86220-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86220-40	Parks (DE)	
86220-45	Recreation areas (DE)	
<b>86240</b>	<b>RECREATIONAL ACTIVITIES - BOATING</b>	
86240-20	Boating project files (DE)	98900-40 or 98700-20 to -50
86240-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86240-40	Parks (DE)	
86240-45	Recreation areas (DE)	
<b>86260</b>	<b>RECREATIONAL ACTIVITIES - CAMPING</b>	
86260-05	Backcountry camping (DE)	98900-90
86260-06	Camping destinations (DE)	98900-90
86260-07	Frontcountry camping (DE)	98900-90
86260-08	Group camping (DE)	98900-90
86260-20	Camping project files (DE)	98900-40 or 98700-20 to -50
86260-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86260-40	Parks (DE)	
86260-45	Recreation areas (DE)	
<b>86280</b>	<b>RECREATIONAL ACTIVITIES - CYCLING</b>	
86280-20	Cycling project files (DE)	98900-40 or 98700-20 to -50
86280-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86280-40	Parks (DE)	
86280-45	Recreation areas (DE)	
<b>86300</b>	<b>RECREATIONAL ACTIVITIES - SPECIAL NEEDS GROUPS</b>	
86300-20	Recreational activities for special needs groups project files (DE)	98900-40 or

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Old #	Primary and Secondary Titles	New PPA ORCS #
		98700-20 to -50
86300-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86300-40	Parks (DE)	
86300-45	Recreation areas (DE)	
<b>86320</b>	<b>RECREATIONAL ACTIVITIES - FISHING</b>	
86320-20	Fishing project files (DE)	98900-40 or 98700-20 to -50
86320-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86320-40	Parks (DE)	
86320-45	Recreation areas (DE)	
<b>86340</b>	<b>RECREATIONAL ACTIVITIES - HIKING</b>	
86340-20	Hiking project files (DE)	98900-40 or 98700-20 to -50
86340-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86340-40	Parks (DE)	
86340-45	Recreation areas (DE)	
<b>86360</b>	<b>RECREATIONAL ACTIVITIES - HORSE USE</b>	
86360-06	Horseback riding (DE)	98900-90
86360-20	Animal use project files (DE)	98900-40 or 98700-20 to -50
86360-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86360-40	Parks (DE)	
86360-45	Recreation areas (DE)	
<b>86380</b>	<b>RECREATIONAL ACTIVITIES - HUNTING</b>	
86380-20	Hunting project files (DE)	98900-40 or 98700-20 to -50
86380-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86380-40	Parks (DE)	
86380-45	Recreation areas (DE)	
<b>86400</b>	<b>RECREATIONAL ACTIVITIES - MOUNTAIN SPORTS</b>	
86400-20	Mountain sports project files (DE)	98900-40 or 98700-20 to -50
86400-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86400-40	Parks (DE)	
86400-45	Recreation areas (DE)	
<b>86420</b>	<b>RECREATIONAL ACTIVITIES - PICNICKING AND PLAYING</b>	
86420-05	Picnicking (DE)	98900-90
86420-06	Play areas (DE)	98900-90
86420-20	Picnic and play area project files (DE)	98900-40 or 98700-20 to -50
86420-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86420-40	Parks (DE)	
86420-45	Recreation areas (DE)	
<b>86440</b>	<b>RECREATIONAL ACTIVITIES - RESOURCE VIEWING</b>	
86440-05	Cultural resource viewing (DE)	98900-90
86440-06	Ecotourism (DE)	98900-90
86440-07	Fish viewing (DE)	98900-90
86440-08	Geological features viewing (DE)	98900-90
86440-09	Vegetation viewing (DE)	98900-90
86440-10	Wildlife viewing (DE)	98900-90
86440-20	Resource viewing project files (DE)	98900-40 or 98700-20 to -50

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Old #	Primary and Secondary Titles	New PPA ORCS #
86440-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86440-40	Parks (DE)	
86440-45	Recreation areas (DE)	
<b>86460</b>	<b>RECREATIONAL ACTIVITIES - SKIING</b>	
86460-20	Skiing project files (DE)	98900-40 or 98700-20 to -50
86460-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86460-40	Parks (DE)	
86460-45	Recreation areas (DE)	
<b>86480</b>	<b>RECREATIONAL ACTIVITIES - SNOWMOBILING</b>	
86480-20	Snowmobiling project files (DE)	98900-40 or 98700-20 to -50
86480-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86480-40	Parks (DE)	
86480-45	Recreation areas (DE)	
<b>86500</b>	<b>RECREATIONAL ACTIVITIES - WATER SPORTS</b>	
86500-05	Artificial reefs (DE)	98900-90
86500-06	Beach activities (DE)	98900-90
86500-07	Sailboarding (DE)	98900-90
86500-08	Shoreline activities (DE)	98900-90
86500-09	Scuba diving (DE)	98900-90
86500-10	Swimming (DE)	98900-90
86500-11	Waterskiing (DE)	98900-90
86500-20	Water sports project files (DE)	98900-40 or 98700-20 to -50
86500-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86500-40	Parks (DE)	
86500-45	Recreation areas (DE)	
<b>86520</b>	<b>RECREATIONAL ACTIVITIES - WINTER SPORTS</b>	
86520-05	Snowboarding (DE)	98900-90
86520-06	Snowplay (DE)	98900-90
86520-07	Snowshoeing (DE)	98900-90
86520-20	Winter sports project files (DE)	98900-40 or 98700-20 to -50
86520-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86520-40	Parks (DE)	
86520-45	Recreation areas (DE)	
<b>86650</b>	<b>RECREATIONAL SERVICES - GENERAL</b>	
86650-20	Recreational services project files (DE)	98900-40 or 98700-20 to -50
86650-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86650-40	Parks (DE)	
86650-45	Recreation areas (DE)	
<b>86680</b>	<b>RECREATIONAL SERVICES - COMMERCIAL</b>	
86680-20	Commercial services project files (DE)	98900-40 or 98700-20 to -50
86680-25	Types of commercial services (DE)	98900-90
86680-30	Geographic areas of interest (DE)	98900-40 or 98700-20 to -50 or 98900-90
86680-35	Ecological reserves (DE)	
86680-40	Parks (DE)	
86680-45	Recreation areas (DE)	98700-20 to -50
86680-50	Concession requests (DE)	
<b>86700</b>	<b>RECREATIONAL SERVICES - PLANNING AND REVIEW</b>	

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Old #	Primary and Secondary Titles	New PPA ORCS #
86700-20	Recreational services planning and review project files (DE)	98900-04/-30/-40
86700-30	Geographic areas of interest (DE)	98900-04/-30/-40
86700-40	Parks (DE)	
86700-45	Recreation areas (DE)	
87100	<b>RESOURCES - GENERAL</b>	
87100-20	Resources project files (DE)	98300-04/-20
87100-30	Recreation feature analysis (DE)	98900-04 98300-04/-20
87100-35	Visual resource assessment (DE)	98300-04/-20
87100-50	Resources reports for publication (DE)	98300-04/-20 or 98600-06
87110	<b>RESOURCES - CLASSIFICATION SYSTEMS - GENERAL</b>	
87110-20	Classification system project files (DE)	NA, use old ORCS.
87115	<b>RESOURCES - CLASSIFICATION SYSTEMS - BIOGEOCLIMATIC</b>	
87115-20	Biogeoclimatic subject files (NA)	98300-90
87115-30	Biogeoclimatic zones (NA)	98300-90
87118	<b>RESOURCES - CLASSIFICATION SYSTEMS - ECOREGIONS</b>	
87118-20	Ecoregion subject files (NA)	98300-90
87118-30	Ecosystem units (NA)	98300-90
87120	<b>RESOURCES - CLASSIFICATION SYSTEMS - LANDSCAPES</b>	
87120-20	Landscape subject files (NA)	98300-90
87120-30	Landscapes (NA)	98300-90
87125	<b>RESOURCES - CLASSIFICATION SYSTEMS - MARINE</b>	
87125-20	Marine subject files (NA)	98300-90
87125-30	Marine zones (NA)	98300-90
87128	<b>RESOURCES - CLASSIFICATION SYSTEMS - RARE, THREATENED, OR ENDANGERED SPECIES</b>	
87128-09	Fauna lists (NA)	98300-90
87128-10	Flora lists (NA)	98300-90
87128-20	Rare, threatened, or endangered species subject files (NA)	98300-90
87128-30	Fauna subject files (NA)	98300-90
87128-40	Flora subject files (NA)	98300-90
87130	<b>RESOURCES - CLASSIFICATION SYSTEMS – SPECIAL FEATURES</b>	
87130-09	Special features lists (NA)	98300-90
87130-20	Special features subject files (NA)	98300-90
87140	<b>RESOURCES - CULTURAL HERITAGE</b>	
87140-20	Cultural heritage resource project files (DE)	98300-04/-20
87140-30	Geographic areas of interest (NA)	98300-04/-20
87140-35	Ecological reserves (NA)	
87140-40	Parks (NA)	
87140-45	Recreation areas (NA)	98300-04/-20 or 98600-06
87140-50	Cultural heritage reports for publication (DE)	
87200	<b>RESOURCES - FISH - GENERAL</b>	
87200-08	Stocking rivers, streams, etc. (DE)	98300-90
87200-20	Fish project files (DE)	98300-04/-22
87200-30	Geographic areas of interest (NA)	98300-04/-22
87200-35	Ecological reserves (NA)	
87200-40	Parks (NA)	
87200-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87200-50	Fish resources reports for publication (DE)	
87220	<b>RESOURCES - FISH - FRESHWATER</b>	

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Old #	Primary and Secondary Titles	New PPA ORCS #
87220-20	Freshwater fish project files (DE)	98300-04/-22
87220-30	Geographic areas of interest (NA)	98300-04/-22
87220-35	Ecological reserves (NA)	
87220-40	Parks (NA)	
87220-45	Recreation areas (NA)	
87220-50	Freshwater fish resources reports for publication (DE)	98300-04/-22 or 98600-06
<b>87240</b>	<b><u>RESOURCES - FISH - MARINE</u></b>	
87240-11	Shellfish harvesting (DE)	98000-90
87240-20	Marine fish project files (NA)	98300-04/-22
87240-30	Geographic areas of interest (NA)	98300-04/-22
87240-35	Ecological reserves (NA)	
87240-40	Parks (NA)	
87240-45	Recreation areas (NA)	
87240-50	Marine fish resources reports for publication (DE)	98300-04/-22 or 98600-06
<b>87280</b>	<b><u>RESOURCES - GEOLOGY AND LANDFORMS</u></b>	
87280-08	Coal (DE)	98300-90
87280-09	Fossils (DE)	98400-90
87280-10	Mining and mineral exploration (DE)	98300-90
87280-11	Petroleum and natural gas (DE)	98300-90
87280-12	Special geological features and landforms (DE)	98300-90
87280-13	Thermal and hot springs (DE)	98300-90
87280-20	Geology and landforms project files (DE)	98300-04/-20
87280-30	Geographic areas of interest (NA)	98300-04/-20
87280-35	Ecological reserves (NA)	
87280-40	Parks (NA)	
87280-45	Recreation areas (NA)	
87280-50	Geology and landforms resources reports for publication (DE)	98300-04/-20 or 98600-06
<b>87400</b>	<b><u>RESOURCES - VEGETATION - GENERAL</u></b>	
87400-09	Human impact on vegetation (DE)	98300-90
87400-10	Weeds (DE)	98300-90
87400-11	Wildflowers (DE)	98300-90
87400-20	Vegetation project files (DE)	98300-04/-21
87400-30	Geographic areas of interest (NA)	98300-04/-21
87400-35	Ecological reserves (NA)	
87400-40	Parks (NA)	
87400-45	Recreation areas (NA)	
87400-50	Vegetation resources reports for publication (DE)	98300-04/-21 or 98600-06
<b>87420</b>	<b><u>RESOURCES - VEGETATION - FORESTS</u></b>	
87420-08	Blowdown (DE)	98300-90
87420-09	Exceptional trees or stands of trees (DE)	98300-90
87420-10	Firewood conservation (DE)	98300-90
87420-11	Forest insect and disease control (DE)	98300-90
87420-12	Old growth (DE)	98300-90
87420-13	Tree hazards (DE)	98300-90
87420-14	Tree removal (DE)	98300-90
87420-16	Grazing in forests (DE)	98300-90
87420-20	Forests project files (DE)	98300-04/-21
87420-30	Geographic areas of interest (NA)	98300-04/-21
87420-35	Ecological reserves (NA)	

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Old #	Primary and Secondary Titles	New PPA ORCS #
87420-40	Parks (NA)	
87420-45	Recreation areas (NA)	
87420-50	Forest resources reports for publication (DE)	
87440	<b>RESOURCES - VEGETATION - GRASSLANDS</b>	98300-04/-21 or 98600-06
87440-08	Grazing (DE)	98300-90
87440-20	Grassland project files (DE)	98300-04/-21
87440-30	Geographic areas of interest (NA)	98300-04/-21
87440-35	Ecological reserves (NA)	
87440-40	Parks (NA)	
87440-45	Recreation areas (NA)	
87440-50	Grassland resources reports for publication (DE)	98300-04/-21 or 98600-06
87460	<b>RESOURCES - VEGETATION - MARINE</b>	
87460-07	Kelp harvesting (DE)	98300-90
87460-08	Marine estuaries (DE)	98300-90
87460-09	Intertidal plants (DE)	98300-90
87460-10	Sub-tidal plants (DE)	98300-90
87460-20	Marine vegetation project files (DE)	98300-04/-21
87460-30	Geographic areas of interest (NA)	98300-04/-21
87460-35	Ecological reserves (NA)	
87460-40	Parks (NA)	
87460-45	Recreation areas (NA)	
87460-50	Marine resources reports for publication (DE)	98300-04/-21 or 98600-06
87480	<b>RESOURCES - VEGETATION - SUBALPINE AND ALPINE</b>	
87480-08	Grazing in alpine areas (DE)	98300-90
87480-20	Alpine vegetation project files (DE)	98300-04/-21
87480-30	Geographic areas of interest (NA)	98300-04/-21
87480-35	Ecological reserves (NA)	
87480-40	Parks (NA)	
87480-45	Recreation areas (NA)	
87480-50	Subalpine and alpine resources reports for publication (DE)	98300-04/-21 or 98600-06
87500	<b>RESOURCES - VEGETATION - WETLAND AND AQUATIC</b>	
87500-08	Wetland and aquatic weeds (DE)	98300-90
87500-10	Plant diseases (DE)	98300-90
87500-20	Wetland and aquatic vegetation project files (DE)	98300-04/-21
87500-30	Geographic areas of interest (NA)	98300-04/-21
87500-35	Ecological reserves (NA)	
87500-40	Parks (NA)	
87500-45	Recreation areas (NA)	
87500-50	Wetland and aquatic resources reports for publication (DE)	98300-04/-21 or 98600-06
87600	<b>RESOURCES - WATER</b>	
87600-08	Erosion (DE)	98300-90
87600-09	Flooding (DE)	98300-90
87600-11	Water quality and pollution (DE)	98300-90
87600-20	Water resources project files (DE)	98300-04/-20
87600-30	Geographic areas of interest (NA)	98300-04/-20

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Old #	Primary and Secondary Titles	New PPA ORCS #
87600-35	Ecological reserves (NA)	
87600-40	Parks (NA)	
87600-45	Recreation areas (NA)	
87600-50	Water resources reports for publication (DE)	98300-04/-20 or 98600-06
<b>87700</b>	<b>RESOURCES - WILDLIFE - GENERAL</b>	
87700-08	Animal rights (DE)	98300-90
87700-10	Wildlife diseases (DE)	98300-90
87700-11	Nuisance wildlife (DE)	98300-90
87700-12	Reintroducing wildlife (DE)	98300-90
87700-20	Wildlife project files (DE)	98300-04/-22
87700-30	Geographic areas of interest (NA)	98300-04/-22
87700-35	Ecological reserves (NA)	
87700-40	Parks (NA)	
87700-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87700-50	Wildlife resources reports for publication (DE)	
<b>87720</b>	<b>RESOURCES - WILDLIFE - AMPHIBIANS AND REPTILES</b>	
87720-20	Amphibians and reptiles project files (DE)	98300-04/-22
87720-30	Geographic areas of interest (NA)	98300-04/-22
87720-35	Ecological reserves (NA)	
87720-40	Parks (NA)	
87720-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87720-50	Amphibian and reptile resources reports for publication (DE)	
<b>87740</b>	<b>RESOURCES - WILDLIFE - BIRDS</b>	
87740-08	North American waterfowl plans (DE)	98300-90
87740-20	Birds project files (DE)	98300-04/-22
87740-30	Geographic areas of interest (NA)	98300-04/-22
87740-35	Ecological reserves (NA)	
87740-40	Parks (NA)	
87740-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87740-50	Bird resources reports for publication (DE)	
<b>87760</b>	<b>RESOURCES - WILDLIFE - HUMAN IMPACT</b>	
87760-07	Collisions with wildlife (DE)	98300-90
87760-08	Hunting impact on wildlife (DE)	98300-90
87760-09	Heli-skiing impact on wildlife (DE)	98300-90
87760-10	Photography impact on wildlife (DE)	98300-90
87760-11	Snowmobiling impact on wildlife (DE)	98300-90
87760-12	Trapping impact on wildlife (DE)	98300-90
87760-13	Viewing impact on wildlife (DE)	98300-90
87760-20	Human impact on wildlife project files (DE)	98300-04/-22
87760-30	Geographic areas of interest (NA)	98300-04/-22
87760-35	Ecological reserves (NA)	
87760-40	Parks (NA)	
87760-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87760-50	Human impact on wildlife reports for publication (DE)	
<b>87780</b>	<b>RESOURCES - WILDLIFE - INSECTS</b>	
87780-20	Insects project files (DE)	98300-04/-22
87780-30	Geographic areas of interest (NA)	98300-04/-22
87780-35	Ecological reserves (NA)	



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Old #	Primary and Secondary Titles	New PPA ORCS #
87780-40	Parks (NA)	98300-04/-22 or 98600-06
87780-45	Recreation areas (NA)	
87780-50	Insect resources reports for publication (DE)	
<b>87800</b>	<b><u>RESOURCES - WILDLIFE - MAMMALS</u></b>	
87800-09	Bears (DE)	98300-90
87800-10	Carnivores (DE)	98300-90
87800-11	Marine mammals (DE)	98300-90
87800-12	Small mammals (DE)	98300-90
87800-13	Ungulates (DE)	98300-90
87800-20	Mammals project files (DE)	98300-04/-22
87800-30	Geographic areas of interest (NA)	98300-04/-22
87800-35	Ecological reserves (NA)	
87800-40	Parks (NA)	
87800-45	Recreation areas (NA)	98300-04/-22 or 98600-06
87800-50	Mammal resources reports for publication (DE)	
<b>88000</b>	<b><u>SAFETY AND SECURITY IN PARKS</u></b>	
88000-05	Firearms (DE)	98200-90
88000-06	Search and rescue (DE)	98200-90
88000-20	Safety and security project files (DE)	98200-40
88000-25	Visitor injury/death reports (SR)	98200-20
88000-30	Coroner's inquests into visitor deaths (DE)	98200-20
88000-35	Ecological reserves (NA)	98200-20/-40
88000-40	Parks (NA)	
88000-45	Recreation areas (NA)	
88000-50	Public safety and park security ad-hoc reports (DE)	440-25
88000-60	Public Safety and Park Security System(DE)	ISO & 98200-25
<b>88400</b>	<b><u>SOCIO-ECONOMIC RESEARCH AND ANALYSIS</u></b>	
88400-20	Socio-economic research and analysis project files (DE)	99500-04/-30
88400-25	Demographic analysis special reports (DE)	99500-04/-30
88400-30	Economic analysis special reports (DE)	99500-04/-30
88400-35	Special surveys (DE)	99500-03/-20
88400-40	Visitor satisfaction surveys (DE)	99500-02
88400-50	Visitor satisfaction reports (DE)	99500-03/-20
88400-60	Visitor Satisfaction System (DE)	NA, use old ORCS.
<b>88500</b>	<b><u>SPONSORSHIP/COOPERATIVE PROGRAMS - GENERAL</u></b>	
88500-20	Sponsorship/cooperative programs project files (DE)	99200-30/-40/-50
<b>88520</b>	<b><u>SPONSORSHIP/COOPERATIVE PROGRAMS - NON-PROFIT ORGANIZATIONS</u></b>	
88520-20	Cooperative agreements with non-profit organizations project files (DE)	99200-30/-40/-50
88520-30	Geographic areas of interest (DE)	99200-30/-40/-50
88520-35	Ecological reserves (DE)	
88520-40	Parks (DE)	
88520-45	Recreation areas (DE)	
<b>88540</b>	<b><u>SPONSORSHIP/COOPERATIVE PROGRAMS - PRIVATE SECTOR</u></b>	
88540-20	Corporate sponsorship and alliances project files (DE)	99200-30/-40/-50
88540-30	Geographic areas of interest (DE)	99200-30/-40/-50
88540-35	Ecological reserves (DE)	
88540-40	Parks (DE)	
88540-45	Recreation areas (DE)	
<b>89000</b>	<b><u>VOLUNTEER PROGRAMS</u></b>	
89000-20	Volunteers project files (DE)	99200-50

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Old #	Primary and Secondary Titles	New PPA ORCS #
89000-30	Geographic areas of interest (DE)	99200-50
89000-35	Ecological reserves (DE)	
89000-40	Parks (DE)	
89000-45	Recreation areas (DE)	

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### PARKS AND PROTECTED AREAS

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

#### INDEX

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

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

This index contains an alphabetical listing of:

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

#### Cross-references:

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

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

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- issues	98200, 98900
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ACCOMMODATION AGREEMENTS	99300
ACQUISITION	
- annual wish list	98100
- of PPA	98100
- of tenure	98100
- property recording sheet	98000
- partners	99200
- tracking system	98100
ADVICE	
- legislation and regulation	99400
- policy	99400
- real estate valuation	98100
ADVISORY COMMITTEE PPA	99200
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- trust funds	99600
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- fee	99500
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BENEFIT/COST ANALYSIS	99500
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- enforcement and integrity compliance	98200
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- park rangers' note books	98200
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CONSERVANCIES	98000
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- Annual Management Plans (AMP)	98800
- fees and pricing	99000
- management direction	98800
- policy	99400
- systemic plans	98800
DISCOVER CAMPING	98900
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- plans	98500
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- indices	98200
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- conservation	98300
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- PPA involvement	99300
FIVE YEAR PLAN	98800
FISH CONSERVATION RESEARCH AND PLANNING	98300
FOREST PLANS	98300
- G -	
GIFT DEED OF	99600
GRAZING IN PROTECTED AREAS DATABASE	98300
GUIDEBOOK MANAGEMENT PLANNING	98800
GUIDELINES (See POLICY)	99400
- facility design	99400
- Park Facility Operators (PFO)	99400
- H -	
HEADQUARTERS	
- facility program	98500
- Provincial Emergency Program (PEP)	98500
HERITAGE CONSERVATION	98300
HERITAGE VALUES	98300
HISTORICAL PPA INFORMATION	98000
HUMAN-WILDLIFE CONFLICTS	98200

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
HUNTING IN PROTECTED AREAS DATABASE	98300
HUNTING ISSUES	98900
- I -	
IMAGE BANK	98600
INCIDENTS, COMPLIANCE	98200
INFORMATION NOTES	ARCS 280-20
INITIATIVES (See POLICY)	99400
INJURIES	98200
INSPECTIONS, COMPLIANCE	98200
INSURANCE ISSUES	98000, 98800
INTER-AGENCY RESOURCE MANAGEMENT PLAN	98800
INTERIM MEASURES	99300
INTERPRETATION	
- legislation and regulation	99400
- policy	99400
INTERPRETIVE SERVICES	98400
INVENTORY	
- as-built facility plan	98500
- images	98600
INVESTIGATIONS, COMPLIANCE	98200
ISSUES (see Appendix B for listing)	Various-90
- conservation	98300
- executive	ARCS 280-40
- issue reports	ARCS 280-40
- general	98000
- recreation	98900
- revenue issue papers	ARCS 280-40

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

- K -

- L -

LAKES AND WETLANDS IN PARKS DATABASE	98300
LAND OFFERS	98100
LAND TITLE DESCRIPTION	98000
LAND USE/OCCUPANCY PPA PERMIT	98700
LEASED LAND TAX EXEMPTIONS	98000
LEGAL FILES	98000
LEGAL OPINIONS AND DECISIONS	ARCS 350
LEGISLATION	
- advice	99400
- approved	ARCS 135
- development	ARCS 140
- interpretation	99400
LETTER OF PERMISSION	98700
LIAISON	
- aboriginal relations	99300
- advocacy groups	99200
- partners	99200
- sponsors	
- volunteer groups	99200
LISTS	
- acquisition annual wish	98100
- acquisition tracking	98100
- facility projects	98800
- images	98600
- park facility operators	98900
- park use permits	98000

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MANAGEMENT DIRECTIONS	98800
MANAGEMENT LEVELS BINDER	99400

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
MANAGEMENT	
- conservation plans	98300
- partners	99200
- planning guidebook	98800
- plans	98800
- recreation plans	98900
- tracking of plans	98800
MANUAL OF FACILITY STANDARDS	99400
MAP RESERVES	
- approved	98000
- rejected	98100
MAPS	
current boundary	98000
old	98000
MARINE AREAS IN PARKS DATABASE	98300
MARKETING	98600
MEMORANDA OF UNDERSTANDING	ARCS 146 TO 154
MINISTER'S LETTERS	ARCS 280-30
MONITORING	
- performance	ARCS 410-20
- permits	98700
- revenue	99000
- N -	
NATURAL HERITAGE VALUES	98300
NATURALIST REPORTS	98300
NATURE CONSERVANCY AREAS	98000
NATURE WALKS	98400
NEGOTIATIONS FIRST NATIONS	99300
NOTATIONS OF INTEREST	
- approved	98000
- rejected	98100

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

- O -

OBSERVATION CARDS AND REPORTS	98300
OCCURRENCE REPORTS	98200
OFFENCES	98200
OLD MAPS	98000
OPERATIONAL PERMITS, PFO	98700
OPERATIONAL PPA RESERVATIONS	98900
ORDERS IN COUNCIL (OIC)	ARCS 135
OTHER PPA PERMITS	98700

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PARK FACILITY OPERATORS (PFO)	98700
- guidelines	99400
- list	98900
PARK FACILITY STANDARDS	99400
PARK RANGERS	98200
- compliance note books	98200
- identification badges	ARCS 465-02
- ticket books	98200
PARK USE PERMIT LIST	98000
PARKS AND PROTECTED AREAS (PPA)	
- aboriginal relations	99300
- acquisitions	98100
- advisory committee	99200
- background	98000
- closures	98200
- complaint	98200
- compliance	98200
- conservation	98300
- conservation issues	98300
- facilities	98500
- facility designs	99400
- first nations involvement	99300

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

#### PARKS AND PROTECTED AREAS (PPA) (continued)

- first nations negotiations	99300
- general issues	98000
- historical and anecdotal information	98000
- images	98600
- land use/occupancy permit	98700
- letter of permission	98700
- management directions	98800
- maps, old and current	98000
- marketing	98600
- partners	99200
- permit monitoring	98700
- permits	98700
- planning	98800
- policy	99400
- recreation and use	98900
- recreation issues	98900
- reference	98000
- reservations operational	98900
- revenue reports	99000
- safety and security	98200
- site boundary mapping project	98000
- sponsor/partner general liaison	99200
- standards & guidelines	99400
- systemic plans	98800
- transfers	98100
- trust fund annual and final reports	99600
- trust funds and donations	99600
- volunteer and advocate groups	99200
- volunteer projects	99200
- volunteers	99200
- web site	98600

PARTNERSHIPS 99200

PEP (PROVINCIAL EMERGENCY PROGRAM) 98500

PERFORMANCE MONITORING ARCS 410-20

#### PERMISSIONS

- letter of permission	98700
- use of PPA images	98600

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
PERMITS	
- land use/occupancy	98700
- list	98000
- other	98700
- Park Facility Operators	98700
- statistical reports	98700
PFO (See PARK FACILITY OPERATORS)	
PHOTOGRAPHS	98600
PLANS	
- annual management plans (AMP)	98800
- conservation management	98300
- facility	98500
- fire conservation	98300
- five year plan	98800
- forest conservation	98300
- guidebook management	98800
- inter-agency resource management	98800
- management direction statements	98800
- management plans	98800
- master plans	98800
- purpose statements	98800
- recreation	98900
- survey	98000
- systemic plans	98800
- vegetation conservation	98300
- wildlife conservation	98300
POLICY	99400
- referral from other jurisdiction for review	99400
POST CONSTRUCTION REVIEWS	98500
PPA (See PARKS AND PROTECTED AREAS)	
PRICES	ARCS 135-25
PRINCIPLES (See POLICY)	99400
PROCEDURES (See POLICY)	99400
PROGRAMS	
- acquisitions	98100
- facility	98500
- transfers	98100

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
PROJECTS	
- acquisition	98100
- facility, regional	98500
- list of facility	98800
- marketing	98600
- recreation planning	98900
- risk assessment	99100
- safety	98200
- satisfaction survey	99500
- security	98200
- socio-economic	99500
- transfer	98100
- volunteer	99200
PROPERTY ACQUISITION RECORDING SHEET	98000
PROPERTY, THEFT AND DAMAGE TO	98200
PROPOSALS FOR PPA	98100
PROVINCIAL EMERGENCY PROGRAM (PEP)	98500
PUBLICATIONS	98600
PURPOSE STATEMENTS	98800
- Q -	
QUESTIONNAIRES, SATISFACTION SURVEY	99500
- R -	
RANGER REPORTS	98300
REAL ESTATE VALUATION ADVICE	98100
RECREATION AREAS	98000
RECREATION	
- issues	98900
- planning	98900
REFERENCE MATERIALS	various-90

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
REFERRALS, OTHER JURISDICTION POLICY REVIEW	99400
REGIONAL FACILITY PROJECT	98500
REGULATIONS	
- advice	99400
- approved	ARCS 135
- development	ARCS 140
- interpretation	99400
REJECTED	
- map reserves	98100
- notations of interest	98100
- proposals for PPA	98100
REPORTS	
- annual and final trust fund	99600
- attendance statistical	98900
- conservation research	98300
- coroner's	98200
- issue	ARCS 280-40
- naturalist	98300
- observation	98300
- occurrence	98200
- permit statistics	98700
- PPA revenue	99000
- ranger	98300
- satisfaction survey	99500
- socio-economic analysis	99500
RESEARCH, CONSERVATION	98300
RESERVATION SERVICES	98900
- operational	98900
- working group	98900
RESERVES	98000
RESOURCE MANAGEMENT INTER-AGENCY PLAN	98800
REVENUE	
- issue papers	ARCS 280-40
- monitoring	99000
- projections	99500
- reports	99000

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
REVIEWS	
- conservation plan	98300
- management plan	98300
- operational plan	98300
- other jurisdiction's policy	99400
- post construction	98500
RISK ASSESSMENTS	99100
- S -	
SAFETY	
- annual reports	98200
- incidents	98200
- projects	98200
SATISFACTION SURVEY QUESTIONNAIRES	99500
SECURITY	
- annual reports	98200
- incidents	98200
- projects	98200
SLIDES	98600
SOCIO-ECONOMIC ANALYSIS	99500
SPECIES CONSERVATION	98300
SPONSORSHIP PARTNERS, GENERAL LIAISON	99200
STANDARDS (See POLICY)	99400
- park facilities	99400
STATISTICS	
- attendance reports	98900
- permit reports	98700
- revenue	99000
STEWARDSHIP PARTNERS, GENERAL LIAISON	99200
STRATEGY (See POLICY)	99400
SURVEY PLANS	98000

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SURVEY SATISFACTION	99500
SYSTEMIC PLANS	98800
- T -	
TAX	
- issues	99000
- leased land exemptions	98000
- payments	98000
TENURE ACQUISITION	98100
TERRESTRIAL CONSERVATION	98300
THEFT AND DAMAGE TO PARK AND VISITOR PROPERTY	98200
TICKETS	98200
- park rangers' ticket books	98200
TRACKING	
- acquisition and transfer	98100
- attendance	98900
- donation	99600
- management plan	98800
TRAINING	
- courses	98400
- educational	98400
- interpretive	98400
- marketing	98600
TRANSFERS	
- of administration	98000
- payment agreements	99600
- PPA	98100
- tracking system	98100
TREATY NEGOTIATIONS	99300
TRESPASS INCIDENTS	98200
TRUST FUNDS	99600

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

- U -

UNIFORMS, POLICY	99400
UNSOLICITED PROPOSALS FOR PPA	98100
UREP (USE, RECREATION, AND ENJOYMENT OF THE PUBLIC RESERVES)	98000
USE OF PPA	98900
USER GUIDES	98600

- V -

VANDALISM INCIDENTS	98200
VEGETATION CONSERVATION RESEARCH AND PLANNING	98300
VEGETATION PLANS	98300
VIDEOS	98600
VOLUNTEERS	99200
- liaison with groups	99200
- project PPA	99200
- wardens	99200

- W -

WARDENS, VOLUNTEER	99200
WATER TESTING	98200
WEATHER INDICES	98200
WEB SITE	98600
WILDLIFE CONSERVATION RESEARCH AND PLANNING	98300
WILDLIFE MANAGEMENT AREAS (WMA)	98000
WILDLIFE PLANS	98300

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
WILDLIFE-HUMAN CONFLICTS	98200
WISH LIST ACQUISITION ANNUAL	98100
WORKING GROUPS	
- other	ARCS 200 TO 206
- reservations	98900

- X -

- Y -

- Z -