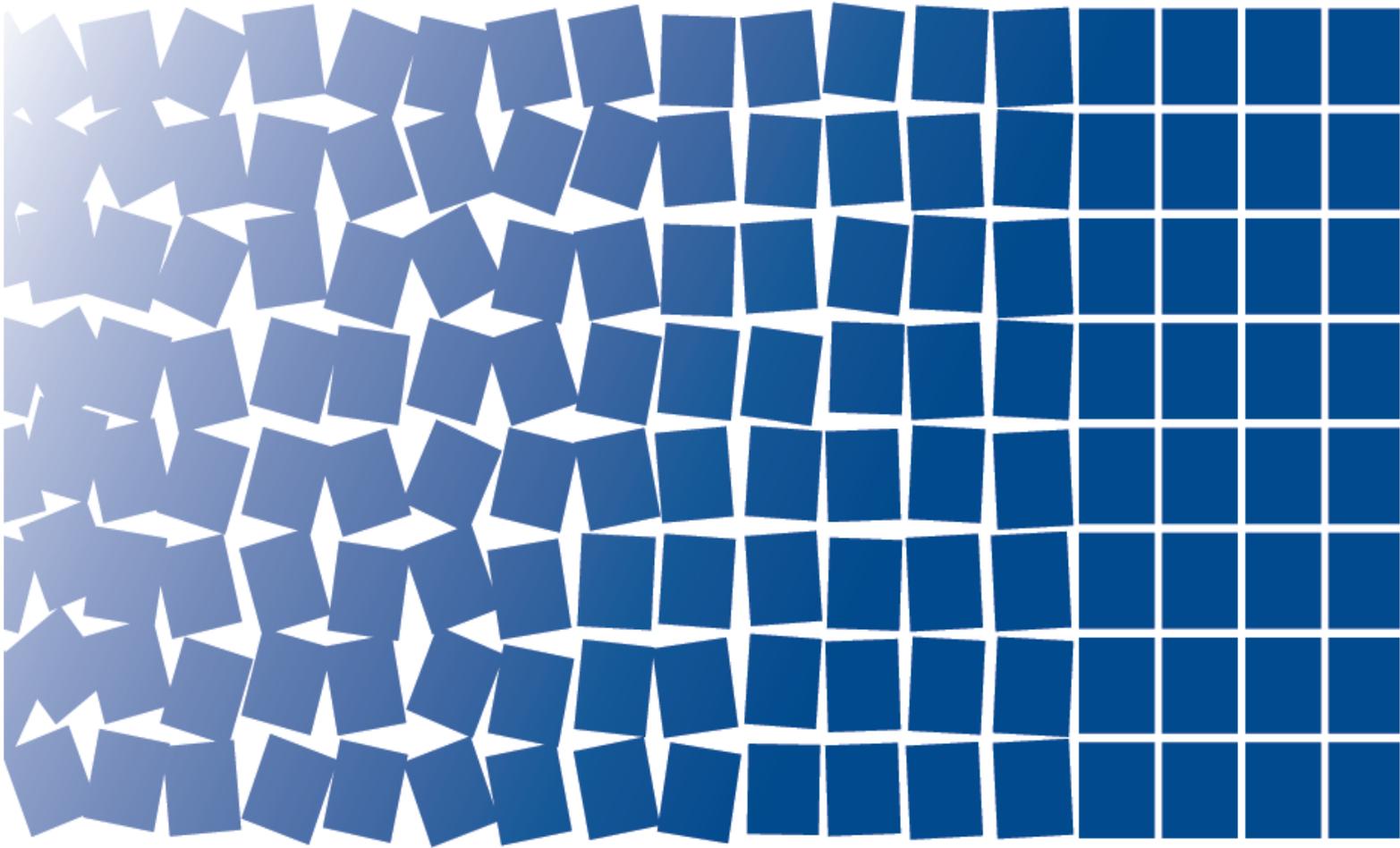


# ARCHAEOLOGY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**GOVERNMENT RECORDS SERVICE**



## ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Archaeology 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
164442	2011/05/19	Section 1/New ISO	Addition of an ISO for the Archaeology Permit Tracking System, addition of new primaries, increases to retention periods of selected secondaries, and update to relevant scope and explanatory notes.



**ARCHAEOLOGY  
OPERATIONAL  
RECORDS  
CLASSIFICATION  
SYSTEM**



**Province of  
British Columbia**

**Information Access  
Operations**

ISBN 978-07726-6513-3

Date: June 23, 2011

British Columbia. Records Management Operations  
Archaeology operational records classification system



**RECORDS RETENTION AND DISPOSITION AUTHORITY**

Amendment No. 164442

**This is a recommendation to amend the above-noted records schedule.**

Title: Archaeology Operational Records Classification System - amendment 1

Ministry of Tourism, Culture and the Arts  
 Tourism and Resort Development Division  
 Archaeology Branch

**Description and Purpose:**

The purpose of this amendment is to add an Information System Overview for the Archaeology Permit Tracking System (APTS), add new secondaries, increase retention periods for select secondaries and update relevant scope and explanatory notes. This amendment also added explanatory notes to reflect that records are no longer being microfilmed.

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

Date range: 1898 ongoing

Physical format of records: see attached schedule

Annual accumulation: 0.6 cubic meters

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

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

Stair Turner 2010/02/16  
 Records Officer Date

[Signature] 2010/02/22  
 Executive Director/ADM Date

Shane Bane 2010/02/22  
 Deputy Minister/Corporate Executive Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

S. Mitchell 2010 JUN 17  
 Chair, PDC Date

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

L.T. Feb. 10, 2011  
 Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

L.T. May 19, 2011  
 Date

**OTHER STATUTORY APPROVALS:**

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Title:		_____ Title:	

CONTACT: Blair Turner, Records Officer, 250-356-7507

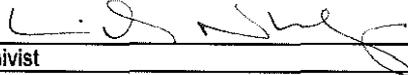
**RECORDS MANAGEMENT APPRAISAL:**

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

These records are created and received under the authority of the *Heritage Conservation Act* (RSBC 1996, c. 187) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment 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.


  
Archivist

 2010/01/12  
Date
**ARCHIVAL APPRAISAL:**

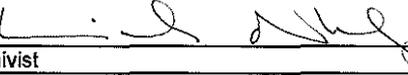
This appraisal documents the recommendation for final disposition.

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

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

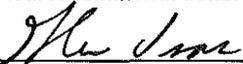
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific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

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


  
Archivist

 2010/01/12  
Date

The undersigned endorses the appraisal recommendations:


  
Manager, Policy, Appraisal and Storage  
Records Management Operations

 Jan 12, 2010  
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 standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

### ARCHAEOLOGY

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

#### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* amendment establishes a classification system and retention and disposition schedule for the operational records created by the Archaeology Branch of the Ministry of Tourism, Sport and the Arts under the *Heritage Conservation Act* (RSBC 1996, c. 187).

The records in section 1 document the administration of the *Heritage Conservation Act* including: maintaining an inventory of known archaeological sites and registered heritage sites; tracking inventory information requests; issuing permits for archaeological research and resource management; responding to development referrals from other jurisdictions; providing input to project reviews under the *Environmental Assessment Act* (SBC 2002, c. 43); participating in the development of land and water use plans; and investigating and tracking complaints, violations and found human remains.

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

This ORCS covers records created and received since January, 1898. This date allows for the inclusion of all records created by the branch and its predecessors. The date of records creation will vary according to the function that is documented.

(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

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  
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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 standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

The following summary describes the types of records covered by this ORCS amendment 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 section, 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)      Aboriginal liaison case files      SO      nil      FR  
            (secondary 11050-20)

These records document the interactions between the ministry and First Nations with respect to archaeological issues.

FR = The government archives will fully retain aboriginal liaison case files because they provide evidence of the interaction between the ministry and First Nations on archaeological issues.

- 3)      Archaeological violation case files      SO      nil      FR  
            (secondary 11100-30)

These records document the ministries investigation and actions taken in response to a violation under the *Heritage Conservation Act*.

FR = The government archives will fully retain archaeological violation case files because they provide evidence that the branch investigates violations and documents the activities in a geographical location.

- 4)      Burial log      SO      nil      FR  
            (secondary 11150-02)

These records index incidents of reported accidentally found human remains.

FR = The government archives will fully retain the burial log because it provides an index to the accidentally found human remains case files (11150-20).

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
5) <u>Burial reports</u> (secondary 11150-03)	SO	nil	FR
<p>These records provide detailed information about the human remains at archaeological sites.</p> <p>FR = The government archives will fully retain burial reports because they provide detailed information about the human remains at archaeological sites.</p>			
6) <u>Permit reports and case files - microfiche</u> (secondary 11150-25, 11200-04, 11200-25 and 11200-35)	SO	nil	FR
<p>These records document activities performed at archaeological and heritage sites and the information gathered through these activities.</p> <p>FR = The government archives will fully retain the microfilmed accidentally found human remains case files because they document the excavation of the human remains, the context of the remains and their final disposition.</p> <p>FR = The government archives will fully retain microfilmed archaeological ministerial order and permit case files and reports because they fully document the archaeological site including the excavation and the provenience of heritage objects.</p>			
7) <u>Archaeological and heritage site inventory and map case files</u> (secondary 11300-35 and 11300-40)	SO	nil	FR
<p>These records document the information known about archaeological and heritage site.</p> <p>FR = The government archives will fully retain archaeological and heritage site inventory case files because they provide evidence of inventoried archaeological sites in British Columbia.</p> <p>FR = The government archives will fully retain archaeological and heritage site maps because they visually locate all sites reported to the branch.</p>			

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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 standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
8) <u>Accidentally found human remains case files</u> (secondary 11150-20)	SO	nil	SR
<p>These records document the excavation of accidentally found human remains, site information important to the context of the remains and the final disposition of the remains.</p> <p>SR = The government archives will retain accidentally found human remains case files because they document the excavation of the human remains, the context of the remains and their final disposition. The government archives will selectively retain all documentation that is not microfilmed. This will typically consist of photographs and maps.</p>			
9) <u>Archaeological ministerial orders/permit case files and reports</u> (secondaries 11200-03, 11200-20 and 11200-30)	SO	nil	SR
<p>These records document activities performed at archaeological and heritage sites and the information gathered through these activities.</p> <p>SR = The government archives will retain archaeological ministerial order and permit case files and reports because they fully document the archaeological site including the excavation and the provenience of heritage objects. The government archives will selectively retain all documentation that will not be microfilmed. This will typically consist of photographs and maps.</p>			
10) <u>Archaeological referral and land development project review case files</u> (secondaries 11250-20 and 11250-40)	SO	10y	DE
<p>These records document the ministry's review of and response to various referrals and land development projects.</p> <p>10y = The ten-year retention is based on the need to access decisions, justifications, and background information.</p>			

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- |  | <u>A</u> | <u>SA</u> | <u>FD</u> |
|--|----------|-----------|-----------|
| 11) <u>Land and water use planning participation case files</u><br>(secondaries 11250-50 and 11250-60) | SO+2y    | 5y        | DE        |

These records document informal inquiries to the ministry with regard to various land and water use plans.

DE = Land use planning participation case files may be destroyed because they document informal inquiries to the branch of possible archaeological sites within a planning area.

- |                               |  |  |    |
|-------------------------------|--|--|----|
| 12) <u>Electronic Records</u> |  |  | DE |
|-------------------------------|--|--|----|

The following electronic databases are covered by this ORCS amendment: Heritage Resource Inventory Application (HRIA). 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. These records have no enduring value to government at the end of their scheduled retention periods.

- |                              |  |  |    |
|------------------------------|--|--|----|
| 13) <u>All Other Records</u> |  |  | 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 five 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 280-03) and the Office of the Comptroller General annual reports (ARCS secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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Schedule No. 170415

**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:** *Archaeology operational records classification system*

Ministry of Tourism, Sport and the Arts  
Art, Culture and Heritage  
Archaeology Branch

**Description and Purpose:**

The *Archaeology Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Archaeology and Registry Services Branch.

These records document the administration of the *Heritage Conservation Act* (RSBC 1996, c. 187) including: maintaining an inventory of known archaeological sites and registered heritage sites; tracking inventory information requests; issuing permits for archaeological research and resource management; responding to development referrals from other jurisdictions; providing input to project reviews under the *Environmental Assessment Act*; participating in the development of land and water use plans; and investigating and tracking complaints, violations and found human remains. The records also document the relations fostered and maintained with First Nations bands, tribal councils and treaty groups and the development of archaeological training courses, curricula and projects.

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

**Date range:** 1898 ongoing

**Physical format of records:** see attached schedule

**Annual accumulation:** 0.6 cubic meters

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

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

*Ben Nacey*  
\_\_\_\_\_  
Records Officer      Sept. 30, 2005  
Date  
*J. Brown*  
\_\_\_\_\_  
Executive Director/ADM      Oct 24/05  
Date  
*K. Kluender*  
\_\_\_\_\_  
Deputy Minister/Corporate Executive      Nov 7 /05  
Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**  
*S. Mitchell*  
\_\_\_\_\_  
Chair, PDC      28 Nov 2005  
Date

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

*J. J.*      Feb 8 2006  
Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

*J. J.*      March 1, 2006  
Date

**OTHER STATUTORY APPROVALS:**

\_\_\_\_\_  
Signature      \_\_\_\_\_      Signature      \_\_\_\_\_  
Date      Date      Date      Date  
Title:      Title:

CONTACT: Bea Nacey, Ministry Records Officer, 387-9174

**RECORDS MANAGEMENT APPRAISAL:**

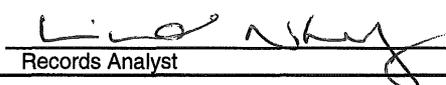
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Heritage Conservation Act* (RSBC 1996, c. 187) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

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

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

  
Records Analyst

2005-09-21  
Date

**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

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

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. Four secondaries have been identified for selective retention. The selection process for all four is the same. The documents that are not microfilmed are fully retained and these typically consist of photographs and maps. 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

2005-09-21  
Date

The undersigned endorses the appraisal recommendations:

  
Director, Corporate Records Management Branch

2005-09-21  
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

### ARCHAEOLOGY

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

#### EXECUTIVE SUMMARY FOR AMENDMENT 1

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Archaeology Branch of the Ministry of Tourism, Culture and the Arts under the *Heritage Conservation Act* (RSBC 1996, c. 187). The amendment reflects the addition of an Information System Overview for the Archaeology Permit Tracking System (APTS), new secondaries, increased retention periods for select secondaries, and updated scope notes.

The ORCS has three new full retention secondaries (11300-30, and the new secondaries 11000-25 and 11200-05). Four secondaries (11250-30, 11250-50, 11250-60 and 11300-02) have had their semi-active retention periods increased to 10 years.

The following summary describes the changes covered by this amendment 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) Archaeological Overview Assessment reports/Archaeological permit copyright licenses/ and Archaeological and heritage site designation case files      SO      nil      FR  
(secondaries 11000-25, 11200-05, and 11300-30)

These records assess an area's potential to contain an archaeological site; document copyright licenses; and document the information known about archaeological and heritage sites.

FR = The government archives will fully retain Archaeological Overview Assessment reports because they document the gathering of evidence and building of a model of the archaeological site potential and distribution for a given area. Evidence found in the reports include documentary research, direct consultation (e.g. with First Nations), preliminary field reconnaissance, and deliverables that include modeling and mapping.

(continued on next page)

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OD = Other Disposition  
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

FR = The government archives will fully retain permit report copyright licenses because they document the permission, exclusions or refusal by the copyright holder for the Province of BC to copy or allow researchers to copy permit reports (11200-03 and 11200-04).

FR = The government archives will fully retain archaeological and heritage site designation case files because they document the rationale for provincial designation and provide evidence on site activity and features that are not captured in site inventories (11300-35).

- 2)      Environmental assessment project case files/Land use and water planning participation case files/ and Archaeological site data requests      SO      10y      DE  
(secondaries 11250-30,11250-50, 11250-60 and 11300-02)

These records relate to reviews of environmental assessments, reviews of land and water use planning projects; and the management of site data requests.

10y = The ten-year retention is based on the need to access decisions, justifications, and background information.

10y = The retention is based on the need to track the content of original requests and Branch responses. This is due to increased project duration and First Nations concerns regarding development activities within their asserted traditional territories. The ten-year retention allows staff to access decisions, justifications, and background information (11300-02).

- 3)      Electronic Records      DE

The following new electronic database is covered by this ORCS amendment: the Archaeology Permit Tracking System (APTS). 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. These records have no enduring value to government at the end of their scheduled retention periods.

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### *ARCHAEOLOGY*

#### *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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## **HOW TO USE ORCS**

For further information, call your Records Officer,  
Bea Nacey, 387-9174

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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# HOW TO USE ORCS

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 3.3    An Effective Records Management System
- 3.4    The Classification System
  - 3.4.1    Staff Responsibilities and Procedures
  - 3.4.2    Classifying Records
    - a)    Alphabetic Subject Index
    - b)    Broad Subject Approach
- 3.5    The File List
- 3.6    Other Finding Aids
- 3.7    The Scheduling System
- 3.8    Filing and Maintenance Procedures
  - 3.8.1    File Maintenance
  - 3.8.2    File Circulation
- 3.9    Boxing and Transfer Instructions
  - 3.9.1    Accession Numbers
    - a)    One-time Accession Numbers
    - b)    Ongoing Accession Numbers (OANs)
  - 3.9.2    Transfer of Records to Off-site Storage
- 3.10    Freedom of Information and Protection of Privacy
- 3.11    Electronic Records and the Information System Overview
- 3.12    Implementation of *ORCS*
- 3.13    Advisory Services
- 3.14    Amendment and Update of *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 standards approved by Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

### 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.bcarchives.gov.bc.ca/ARCS/index.htm>

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 RM ORCS

The operational records in this ORCS relate to the operations and services provided by your branch in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the administration of archaeological permits, an inventory of archaeological and heritage sites and reviewing various resource management plans and environmental assessments.

This ORCS covers all operational record series created or received since January, 1898. 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, which identifies and describes electronic records. This ORCS includes the following sections:

Section Number	Primary Numbers	Section Title
Section 1	11000 - 11499	ARCHAEOLOGY
		Covers records related to: maintaining an inventory of known archaeological sites and registered heritage sites; tracking inventory information requests; issuing permits for archaeological research and resource management; responding to development referrals from other jurisdictions, providing input to project reviews under the <i>Environmental Assessment Act</i> (SBC 2002, c. 43); participating in the development of land and water use plans; and investigating and tracking complaints, violations and found human remains.
ISO	HRIA	Heritage Resource Inventory Application
		The purpose of the HRIA is to maintain the inventory of known archaeological sites in British Columbia and to facilitate participation in and support of: integrated resource planning at the provincial and local government level, the archaeological permitting process, the treaty process, environmental review, public sector land use, and the maintenance of data on the historical records of archaeological work done in the province. HRIA is the provincial heritage register as required by the <i>Heritage Conservation Act</i> (RSBC 1996, c. 187, s. 3).

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



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.				
	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
	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
	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

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

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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **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.

#### **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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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 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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **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.

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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **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 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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.

### **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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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**

"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:

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Active  
SO

Semi-Active  
nil

Final Disposition  
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**

"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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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 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 BC Archives. The instructions for extraterrestrial registrant case files

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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**

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

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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.

#### 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.

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- ##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.
- 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.

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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.*

### **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).

BC Archives 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.

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.

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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.

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

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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 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

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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.

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.

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### **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.

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.

Finally, a number of appendices have been included in this ORCS in order to assist staff with translating old records from other ministries and ORCS into the current ORCS numbers. They are meant only as guides and they make assumptions which may not be correct.

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### **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.

### **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:

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- 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 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

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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").

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.

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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.

### **3.9 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.**

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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.

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.

### **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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 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

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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.

### **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;
- 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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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.
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

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 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

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:

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- || 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.

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A      SA      FD

### SECTION 1

#### ARCHAEOLOGY

#### PRIMARY NUMBERS

11000 - 11499

Section 1 covers records related to the administration of the *Heritage Conservation Act* (RSBC 1996, c. 187) including: maintaining an inventory of known archaeological sites and registered heritage sites; tracking inventory information requests; issuing permits for archaeological research and resource management; responding to development referrals from other jurisdictions; providing input to project reviews under the *Environmental Assessment Act* (SBC 2002, c. 43); participating in the development of land and water use plans; and investigating and tracking complaints, violations and found human remains.

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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

### SECTION 1

11000 - ARCHAEOLOGY - 11499

#### TABLE OF CONTENTS

11000	ARCHAEOLOGY - GENERAL
11050	- ABORIGINAL RELATIONS
11100	- COMPLAINTS AND VIOLATIONS
11150	- FOUND HUMAN REMAINS
11200	- PERMITS
11250	- PROJECT REVIEW AND LAND USE PLANNING
11300	- REGISTRATION AND DATA REQUESTS
11350	- TRAINING

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A      SA      FD

### 11000 ARCHAEOLOGY - GENERAL

Records not shown elsewhere in the archaeology section which relate generally to encouraging and facilitating the protection, conservation and public appreciation of provincial archaeological sites as mandated by the *Heritage Conservation Act* (RSBC 1996, c. 187).

Archaeological sites are locations where there is physical evidence of past human activity and can include, among other evidence, ancient stone carvings, remains of ancient houses and campsites, shell middens and culturally modified trees.

This primary also covers Archaeological Overview Assessments (AOA), archaeological reference material and files on archaeologists.

An Archaeological Overview Assessment (AOA) is a study conducted in order to assess an area's potential to contain an archaeological site. If it is likely that a site exists, this impacts land planning and development. AOAs are currently created by the Ministry of Forests and Range (funded through the Forest Investment Account [FIA]), the private sector and individuals, and in the past were also created by the branch. AOAs are submitted to the archaeology office to be used in archaeological research.

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

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

NOTE: Section 18(a) of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) and section 3 of the *Heritage Conservation Act* may apply to documents classified within this primary block.

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A      SA      FD

11000 ARCHAEOLOGY - GENERAL (continued)

For aboriginal relations, see primary 11050.  
 For briefing notes, see ARCS secondary 280-20.  
 For cabinet submissions, see ARCS secondary 201-40.  
 For committees, see ARCS primaries 200 to 206.  
 For development of IT and web-based applications, see ARCS secondary 6450-20.  
 For development of legislation, see ARCS primary 140.  
 For executive correspondence and issues, see ARCS primary 280.  
 For the Integrated Registry Project, see ARCS secondary 400-20.  
 For provincial legislation and regulations, see ARCS primary 125.  
 For site specific reference material, see primary 11300.

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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 (includes guidelines and handbooks)	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

FR = Throughout this section, 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.

-01	General				
-02	Archaeological file indices (includes cross-reference file lists, referral index, permit log, the non-permit Archaeological Overview Assessment [AOA] tracking spreadsheet and library titles spreadsheet)		SO	nil	DE
-03	Archaeology reference material (covers general, non-site specific information on archaeology and information on non-provincial archaeological sites)		SO	nil	DE

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A      SA      FD

11000 ARCHAEOLOGY - GENERAL (continued)

NOTE: also includes other types of non-permit reports.

PIB	-30	Archaeologist case files (covers evaluation of archaeologists' and consultants' qualifications) (includes curriculum vitae [CV]) (arrange by name of archaeologist)	SO	nil	DE
-----	-----	--	----	-----	----

SO = five years after the expiry of the most recent permit and there are no outstanding issues or disputes with or regarding archaeologist.

NOTE = Permit dates are located in APTS.

-40	Archaeology liaison with associations (arrange by name of association, society or museum)	SO	nil	DE
-----	--	----	-----	----

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A      SA      FD

**11050 ARCHAEOLOGY - ABORIGINAL RELATIONS**

Records relating to fostering and maintaining relations with First Nations bands, tribal councils and treaty groups in order to facilitate the delivery of provincial archaeological services. This includes participation in the treaty process or interim measures agreements (IMAs) when archaeological sites may be involved and advice for groups participating in treaty or interim measures negotiations. Interim measures agreements provide for the protection, management or use of land and resources before treaties are concluded.

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

For agreements and MOUs with First Nations, see ARCS primary 146.  
For consultant contracts with First Nations, see ARCS secondary 1070-20.

For First Nations legal matters, see ARCS primary 350.

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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				
-20	Aboriginal liaison case files (covers issues, requests and inquiries) (includes copies of briefing notes and executive correspondence) (arrange by name of organization)		<u>SO</u>	nil	FR

SO = when no longer needed for research purposes

FR = The government archives will fully retain aboriginal liaison case files because they provide evidence of the interaction between the ministry and First Nations on archaeological issues.

(continued on next page)

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A      SA      FD

### 11050 ARCHAEOLOGY - ABORIGINAL RELATIONS (continued)

NOTE: If an aboriginal group changes its name, the files are updated with the new name in order to maintain the continuity of the records.

-30	Treaty negotiation and interim measures participation case files (covers BC Treaty Commission and any other treaty or interim measures involvement) (arrange by name of treaty or interim measure)	SO	5y	DE
-----	--	----	----	----

SO = when file is no longer needed for archaeological research purposes

DE = Treaty negotiation and interim measures participation case files may be destroyed because these files contain copies for information purposes. The participation of the branch is documented in reports submitted to and fully retained in the government office responsible for treaty negotiation.

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A      SA      FD

**11100 ARCHAEOLOGY - COMPLAINTS AND VIOLATIONS**

Records relating to the receipt of and response to complaints and violations under the *Heritage Conservation Act*. Complaints usually originate with the public and may lead to investigations of violations.

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

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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

- non-OPR      SO      nil      DE

-01 General

-20 Archaeological complaint files  
(covers alleged site disturbances)      SO      nil      DE

NOTE: If a complaint becomes a violation, the file is reclassified to secondary 11100-30.

-30 Archaeological violation case files      SO      nil      FR  
(covers *Heritage Conservation Act* offences, preservation intervention, investigation, recommendation and final decision)  
(includes stop work orders, injunctions, complainant report, offence or incident report)  
(arrange by geographical location)

SO = when final decision has been made and any appeals exhausted and the file is no longer required for trend analysis and research

FR = The government archives will fully retain archaeological violation case files because they provide evidence that the branch investigates violations and documents the activities in a geographical location.

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A      SA      FD

### 11150 ARCHAEOLOGY - FOUND HUMAN REMAINS

Records relating to reporting found human remains, investigating accidentally found human remains, and transferring human remains for final disposition.

Accidentally found human remains includes remains found in the process of a human activity (e.g., digging a basement, plowing a field), through a natural process (e.g., erosion, landslide) or during the normal process of a permit or ministerial order, if that process did not intend to discover human remains.

Human remains are also intentionally found through the process of a permit or ministerial order, when that process intended to discover and/or remove human remains. *Heritage Conservation Act* permits or ministerial orders must be issued in order to remove both accidentally and intentionally found human remains.

Human remains in the possession of government or other organizations may be repatriated through a transfer of the remains to a First Nations organization.

Burial reports are created by archaeological consultants to give a detailed description of found human remains. They are created either through the process of a ministerial order or a permit (see secondaries 11200-20 and 11200-30) or as a result of an accidentally found human remains case file (see secondary 11150-20).

A burial log indexes incidents of reported accidentally found human remains (secondary 11150-20) and may note information such as location, description, actions taken and final disposition of remains. Reported incidents include false and erroneous findings (e.g., non-human bone).

Reference materials from other jurisdictions are classified under secondary 11000-03.

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

(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**

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

11150 ARCHAEOLOGY - FOUND HUMAN REMAINS (continued)

For permits and ministerial orders, see primary 11200.  
 For reference material, see secondary 11000-03.  
 For site specific reference material, see primary 11300.

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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 (covers burial protocols)	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Burial log (covers records from 1978) (includes spreadsheet)		SO	nil	FR

SO = when no longer required for research purposes

FR = The government archives will fully retain the burial log because it provides an index to the accidentally found human remains case files (11150-20).

-03	Burial reports (arrange by calendar year, then by burial file number)		SO	nil	FR
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SO = when no longer required for research purposes

FR = The government archives will fully retain burial reports because they provide detailed information about the human remains at archaeological sites.

(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**

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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A      SA      FD

11150 ARCHAEOLOGY - FOUND HUMAN REMAINS (continued)

-20      Accidentally found human remains case files      SO      nil      FR  
            (covers correspondence with Royal Canadian Mounted  
            Police, municipal police, coroner, First Nations,  
            property owner and developer)  
            (includes photographs, maps, site inventory form,  
            press clippings, police and coroner's reports, and  
            archaeologist's and investigator's notes)  
            (arrange in batches by calendar year, then by case  
            number; exceptionally large and detailed cases are noted  
            in yearly batches but are filed separately by number)

SO = when no longer required for research purposes

FR = The government archives will fully retain accidentally found human remains case files because they document the excavation of human remains, the context of the remains and their final disposition.

NOTE: This secondary covers accidentally found human remains case files after 1996 and the microfiche that were created until 1996.

-25      Accidentally found human remains case files – microfilmed      SO      nil      SR

SO = when records have been microfilmed and are no longer required for research purposes

SR = The government archives will selectively retain accidentally found human remains case files because they document the excavation of human remains, the context of the remains and their final disposition.

(continued on next page)

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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.

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A      SA      FD

11150 ARCHAEOLOGY - FOUND HUMAN REMAINS (continued)

When preparing the case files for microfilming, archaeology branch staff will separate the records that are unsuitable for microfilming. Once microfilming has taken place, filmed records may be destroyed. The microfilm is classified under 11150-20. When the records that were unsuitable for microfilming, typically photographs and maps, are no longer required for reference purposes they should be boxed for full retention.

NOTE: This secondary covers accidentally found human remains case files until 1996.

-30	Transfer and final disposition of human remains case files (covers copies of requests for remains, notification of transfers and/or repatriation of remains from museums, universities and other repositories to First Nations) (includes photographs and maps) (arrange by name of incident, First Nations or location)	SO	nil	DE
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DE = Transfer and final disposition of human remains case files may be destroyed because these are copies provided to the branch for information purposes. The transfers are initiated between the cultural institutions and First Nations. The archaeology branch does not have an active role in these case files.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
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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

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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A      SA      FD

### 11200 ARCHAEOLOGY - PERMITS

Records relating to issuing and tracking of permits and ministerial orders under the *Heritage Conservation Act*. Permits and ministerial orders are issued under sections 12 and 14 of the *Act* and are tracked within the Archaeology Permit Tracking System (APTS).

The difference between a permit and a ministerial order is that a ministerial order originates from the minister and a permit originates from some other party. A ministerial order may be issued when a site is being threatened. Consultation with other parties is required for permit applications.

Permits and ministerial orders are issued for inspection, investigation and alteration of archaeological and heritage sites. Inspection permits allow a qualified archaeologist to search for evidence of the existence of a site. Investigation permits authorize the systematic recovery of data from sites for research or to mitigate the potential loss of data from the development of an area. Alteration permits allow alterations in order to facilitate development of an area.

Permit reports summarize the results of the activities performed under the permit. Archaeological Impact Assessments (AIA) are a type of permit report which are created in order to determine the impact of a proposed development on an archaeological site.

In 2009, the Archaeology Branch established an electronic library of permit reports. The library is accessible online via Queen's Printers and enables authorized users to search, view, download, and order archaeological reports in PDF format. In order for the Branch to place digital copies of reports in the electronic library, copyright owners must grant a license to the Province of British Columbia. The original copyright owner will retain copyright ownership whereas the Province will simply have a license to copy and distribute the reports. To grant a license, copyright owners must include a Grant of License in the permit report (11200-03). Copyright licenses for permit reports predating the licensing requirement are placed in the copyright license secondary (11200-05) or included in the permit file (11200-30).

For APTS, see the information system overview (ISO) section.

(continued on next page)

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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

11200 ARCHAEOLOGY - PERMITS (continued)

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

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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	Archaeological permit inquiries and correspondence				
-03	Archaeological permit reports (includes photographs, maps and Archaeological Impact Assessments [AIA])		SO	nil	FR

SO = when no longer required for research purposes

FR = The government archives will fully retain archaeological permit reports because they document archaeological sites, including the excavation and the specific location where heritage objects were found.

NOTE: This secondary covers permit reports after 2001 and the microfiche that were created until 2001.

NOTE: The OPR will store archaeological permit reports under the ongoing RCS accession number 90-7923.

-04	Archaeological permit reports - microfilmed (includes photographs, maps and Archaeological Impact Assessments [AIA])		SO	nil	SR
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SO = when records have been microfilmed and are 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  
DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
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.

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A      SA      FD

11200 ARCHAEOLOGY - PERMITS (continued)

SR = The government archives will selectively retain archaeological permit reports because they document archaeological sites, including the excavation and the specific location where heritage objects were found.

When preparing the reports for microfilming, archaeology branch staff will separate the records that are unsuitable for microfilming. Once microfilming has taken place, filmed records may be destroyed. The microfilm is classified under 11200-03. When the records that were unsuitable for microfilming, typically photographs and maps, are no longer required for reference purposes they should be boxed for full retention.

NOTE: This secondary covers permit reports until 2001.

-05 Archaeology permit report copyright licenses (arrange alphabetically by surname)      SO      nil      FR

FR = The government archives will fully retain permit report copyright licenses because they document the permission, exclusions or refusal by the copyright holder for the Province of BC to copy or allow researchers to copy permit reports (11200-03 and 11200-04).

NOTE: This secondary covers copyright licenses, refusals and supporting documents.

-06 Archaeology Permit Tracking System data files (electronic database records) (covers data pertaining to the issuance of permits and resulting documentation).      SO      nil      DE

NOTE: This secondary is not used for filing. It classifies the data contained in the APTS.

(continued on next page)

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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**

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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A      SA      FD

11200 ARCHAEOLOGY - PERMITS (continued)

NOTE: This secondary covers archaeological ministerial order case files until 1990.

-30	Archaeological permit case files (includes application, permit, videotape, photographs and maps) (arrange by calendar year, then permit number)	SO	nil	FR
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SO = when no longer required for research purposes

FR = The government archives will fully retain archaeological permit case files because they document approved permits and the interim reports found in the case files also provide evidence of the archaeological site.

NOTE: This secondary covers archaeological permit case files after 1999 and the microfiche that were created until 1999.

NOTE: The OPR will store archaeological permit case files under the ongoing RCS accession number 90-7924.

-35	Archaeological permit case files - microfilmed (includes application, permit, videotape, photographs and maps) (arrange by calendar year, then permit number)	SO	nil	SR
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SO = when records have been microfilmed and are no longer required for research purposes

SR = The government archives will selectively retain archaeological permit case files because they document approved permits and the interim reports found in the case files also provide evidence of the archaeological site.

(continued on next page)

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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.

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A      SA      FD

### 11200 ARCHAEOLOGY - PERMITS (continued)

When preparing the reports for microfilming, archaeology branch staff will separate the records that are unsuitable for microfilming. Once microfilming has taken place, filmed records may be destroyed. The microfilm is classified under 11200-30. When the records that were unsuitable for microfilming, typically photographs and maps, are no longer required for reference purposes they should be boxed for full retention.

NOTE: This secondary covers permit case files until 1999.

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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

**11250 ARCHAEOLOGY - PROJECT REVIEW and LAND USE PLANNING**

Records relating to the review of referrals and project proposals. When a project or plan has the potential to impact archaeological or heritage sites, it is submitted to the archaeology office for review, advice and recommendations. These referrals come from government organizations (including other branches, ministries, municipal governments and First Nations), non-government organizations and the private sector.

Reviews are provided for environmental assessments, land development projects, land and water use planning and any other referral which may impact archaeological sites. A request for a review is often the prelude to an application for an inspection and/or alteration permit in response to a proposed land development project.

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

NOTE: All case file secondaries in this primary have a retention period of 10 years. This is based on the need to access decisions, justifications, and background information.

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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				
-20	Archaeological referral case files (includes maps, photographs, plans, recommendations and reviews) (arrange by originating organization, then by calendar year or agency referral number)		SO	10y	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  
DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
OD = Other Disposition  
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.

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A      SA      FD

**11250 ARCHAEOLOGY - PROJECT REVIEW & LAND USE PLANNING**

(continued)

NOTE: This is for archaeological reviews of land use planning.

-60	Water use planning participation case files (includes maps, photographs, management plans and recommendations) (arrange by name of plan)	SO	10y	DE
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SO = when final recommendation is issued or when it is determined that the project is unlikely to impact any archaeological sites

DE = Water use planning participation case files may be destroyed because they document informal inquiries to the branch of possible archaeological sites within a planning area.

NOTE: This is for archaeological reviews of water use planning.

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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

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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A      SA      FD

### 11300 ARCHAEOLOGY - REGISTRATION AND DATA REQUESTS

Records relating to registering archaeological and heritage sites and managing site data and legal documentation on the provincial heritage registry. A provincial heritage registry is required by the *Heritage Conservation Act* (s.3). The registry records are managed by the Heritage Resource Inventory Application (HRIA). For more information on the HRIA, see the information system overview (ISO) section.

Archaeological and heritage sites include designated and non-designated sites and objects. Many sites are automatically protected through the *Heritage Conservation Act*, but a heritage site or object can be protected by designation. Provincial heritage sites and objects have cultural heritage value and are designated on a site by site basis through an Order in Council (OIC). Local governments can designate sites through the *Local Government Act* (RSBC 1996, c. 323, s. 977(1)) or the *Vancouver Charter* (RSBC 1953, c. 55, s. 602(1)). Such local designations are overseen by the Province's Heritage Branch. The Archaeology Branch is responsible for designating provincial archaeological and heritage sites.

Requests for archaeological site data require an information sharing agreement (ISA) with the requestor. A simple ISA is included on the back of the data request form, but stakeholders who often request data may sign a more comprehensive ISA.

This primary also covers records related to map reserves, notations of interest, restrictive covenants and statutory declarations. A map reserve is used to temporarily withdraw or withhold Crown land from disposition in order to prevent development in an area believed to contain archaeological sites. A notation of interest is used to indicate archaeological interest in an area of Crown land. Map reserves and notations of interest are defined by the *Land Act* (RSBC 1996, c. 245, s. 15 and 17). A restrictive covenant is a legal agreement created by a property owner and is registered against the land's title (i.e., with the Land Title Division), so that it applies even if the land changes hands. The restrictive covenant prevents development of the land and is explained by the *Land Title Act* (RSBC 1996, c. 250, s. 219). A statutory declaration is an agreement between the province and a property owner with regard to the management of a property. It is intended to protect the archaeological value of an area. Copies of these legal instruments are provided to the branch for archaeological research.

(continued on next page)

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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

**11300 ARCHAEOLOGY - REGISTRATION AND DATA REQUESTS**  
(continued)

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

For complaints and violations, see primary 11100.  
For comprehensive ISAs, see ARCS primaries 146 to 154.  
For HRIA, see the ISO section.  
For transitory input documents such as HRIA site data changes, see special schedule 102902.

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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	Archaeological site data requests (includes data request form)		SO	10y	DE

10y = The retention is based on the need to track the content of original requests and Branch responses. This is due to increased project duration and First Nations concerns regarding development activities within their asserted traditional territories. The ten-year retention allows staff to access decisions, justifications, and background information.

-25	Archaeological and heritage site data files (electronic database records) (covers archaeological and heritage site records and maps, including data relating to heritage roads and trails, municipal and provincial designations, heritage wrecks and culturally modified trees)		SO	nil	DE
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NOTE: This secondary is not to be used for filing. It classifies the data contained in the HRIA.

(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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	<u>A</u>	<u>SA</u>	<u>FD</u>
11300 <u>ARCHAEOLOGY - REGISTRATION AND DATA REQUESTS</u> (continued)			
-30 Archaeological and heritage site designation case files (includes heritage road and trail designations, photographs, maps, Orders in Council and copies of alteration permits) (arrange by name of designated site)	SO	nil	FR

FR = The government archives will fully retain Archaeological and heritage site designation case files because they document the rationale for provincial designation and provide evidence on site activity and features that are not captured in site inventories (secondary 11300-35).

-35 Archaeological and heritage site inventory case files (includes photographs, maps, completed BC archaeological site inventory forms and site record binders) (arrange by Borden number)	SO	nil	FR
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FR = The government archives will fully retain archaeological and heritage site inventory case files because they provide evidence of inventoried archaeological sites in British Columbia.

NOTE: The completed BC archaeological site inventory forms are collected into binders.

NOTE: Archaeological and heritage sites also covers heritage wrecks (i.e., wrecked vessels and aircraft) and culturally modified trees.

NOTE: A Borden number locates an archaeological site through a unique identifier of four letters and a number (e.g., FcSm-011). The Borden System assigns the number through a grid based on a topographic map.

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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
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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	<u>A</u>	<u>SA</u>	<u>FD</u>	
<b>11300 <u>ARCHAEOLOGY - REGISTRATION AND DATA REQUESTS</u></b>				
(continued)				
-40	Archaeological and heritage site maps (includes linen and mylar maps) (arrange by National Topographic System number [NTS#])	SO	nil	FR
	FR = The government archives will fully retain archaeological and heritage site maps because they visually locate all sites reported to the branch.			
-45	Archaeological and heritage site reference case files (arrange archaeological sites by Borden number and other sites and objects by name of location, object or by Borden number)	SO	nil	DE
-50	Heritage road and trail reference case files (includes photographs, maps and copies of management plans) (arrange by geographical name)	SO	nil	DE
-55	Map reserve and notation of interest case files (includes copies of legal documentation, photographs and maps) (arrange by geographical name)	SO	nil	DE
-60	Restrictive covenant case files (includes copies of legal documentation, photographs and maps) (arrange by geographical name)	SO	nil	DE
-65	Statutory declaration case files (includes copies of legal documentation, photographs and maps) (arrange by geographical name)	SO	nil	DE

SO = when no longer required for research purposes

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SA = Semi-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  
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SO = Superseded or Obsolete  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**11350 ARCHAEOLOGY - TRAINING**

Records relating to the development, amendment and evaluation of archaeological training courses, curricula and projects. Training courses and curricula are designed to provide or enhance the skills and knowledge needed by both professionals and laypersons to gather information and identify archaeological and heritage sites. Future courses may cover other aspects of archaeological skills and knowledge.

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

Unless otherwise specified below, the ministry OPR (Archaeology Branch) 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				
-02	Archaeological training graduates list		SO	nil	DE
-03	Archaeological training instructors list		SO	nil	DE

-20	Archaeological training courses and curricula case files (includes final version of courses, lesson plans, workbooks and training materials) (arrange by course or guide title)		SO	nil	DE
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SO = when the course package is updated and any evaluations or reviews are complete

-30	Archaeological training project case files (covers development and evaluation of training courses and curricula) (arrange by course or guide title)		SO	nil	DE
-----	---	--	----	-----	----

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

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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### INFORMATION SYSTEM OVERVIEW SECTION

#### TABLE OF CONTENTS

##### ISO TITLE

Archaeological Permit Tracking System	APTS
Heritage Resource Inventory Application	HRIA

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Tourism, Culture and the Arts (MTCA)  
Archaeology Branch

#### **System Title**

Archaeological Permit Tracking System (APTS)

#### **Purpose**

The Permitting and Assessment Section of the branch uses APTS to issue and manage *Heritage Conservation Act* (RSBC 1996) permits. The system enables the creation and administration of permits, user information, correspondence, and permit reports.

APTS replaces the Excel Workbooks (spreadsheets and worksheets) formerly used to manage the permit tracking process. APTS facilitates data entry and retrieval, and provides automated support in the generation of letters, reports and other system outputs. It allows staff to issue permits and manage permit reports.

APTS is also accessible to approved external clients, who are able to submit and view their own applications, documents, and reports; track their application status; and maintain user profiles.

The system was activated in October 2008.

#### **Information Content**

APTS is an online interface to a relational database. In November 2009, the system contained data for approximately 5872 applications, 5483 permits, 5754 associated parties (individuals and organizations) and 4325 permit reports. Hundreds of permits are added to the system annually.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

External applicants enter and upload categories of information and documents related to permit applications. They also submit interim and permit reports. Branch staff and the system administrator input and edit data (such as Borden numbers, conditions and comments, recommendations, cross references, etc.), according to the status and stage of the permit file.

##### **Processes**

The branch uses APTS to manage the workflow and lifecycle of permit applications.

##### **Outputs**

APTS is used to generate and issue permits, letters, and other communications. The system has the ability to output data onto MS Word merged forms which are created and maintained within the branch. It is also used to produce performance measures, and send permit reports to Queen's Printer.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy as prescribed in the *General Management Operating Policy* (8.1.4) and in special schedule 112910 in the *ARCS* manual.

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

### Classification

#### Electronic System

This electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
11200-06	Archaeology Permit Tracking System data files

#### Inputs

Secondary No.	Secondary Title
11200-02	Archaeological permit inquiries and correspondence
11200-03	Archaeological permit reports
11200-30	Archaeological permit case files

#### Outputs

Secondary No.	Secondary Title
11200-02	Archaeological permit inquiries and correspondence
11200-03	Archaeological permit reports
11200-30	Archaeological permit case files

### Other Related Records

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

### System Scheduling and Disposition

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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The 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.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Tourism, Sport and the Arts (MTSA)  
Art, Culture and Heritage Division  
Archaeology Branch

#### **System Title**

Heritage Resource Inventory Application (HRIA)

#### **Purpose**

The purpose of the HRIA is to maintain the inventory of known archaeological sites in British Columbia and to facilitate participation in and support of: integrated resource planning at the provincial and local government level, the archaeological permitting process, the treaty process, environmental review, public sector land use, and the maintenance of data on the historical records of archaeological work done in the province. HRIA is the provincial heritage register as required by the *Heritage Conservation Act* (RSBC 1996, c. 187, s. 3).

The HRIA replaced the Provincial Heritage Register Database (PHRD) on April 1, 2002. All the data from PHRD has been transferred to HRIA. The PHRD performed essentially the same function as HRIA. HRIA also received a one time input of data from the Canadian Heritage Information Network (CHIN) and the Cultural Heritage Resource Inventory System (CHRIS).

#### **Information Content**

The HRIA is an Oracle database that, in 2003, contained data relating to approximately 28,000 archaeological sites, provincially designated sites and objects, sites designated by local governments, shipwrecks, and other types of heritage sites. More than 1,000 sites are added annually. Data includes exact locations mapped at a 1:20000 scale, photographs and other images, spreadsheets with detailed descriptions of location features. Other attribute data includes site descriptions, locations, activities and collections. Other site data may include the civic address, Property Identification Number (PID) and legal descriptions. Site locations are also stored spatially in the Geographic Information System (GIS) component of the database. Information about archaeologists is also stored in HRIA in relation to the sites.

The HRIA also contains heritage site records that are maintained by the Heritage Branch in the Ministry of Community, Aboriginal and Women's Services. For more information on these records, see the *Heritage Conservation ORCS* (143928).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Archaeology staff input data into HRIA based on forms and reports from private archaeological consultants and staff. Archaeological consultants will be able to enter their data directly into the HRIA by January 1, 2005.

##### **Processes**

HRIA manages and shares geographic information with other geographically oriented databases. Queries of spatial and attribute data by staff are used to support data requests.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Outputs

HRIA outputs consist of electronic data (including maps) sent to stakeholders and to individuals requesting data. Once a week, HRIA updates the Land and Resource Data Warehouse (LRDW). Clients may access HRIA data in the LRDW through a web-based tool called the Remote Access to Archaeological Data (RAAD).

### Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is 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 below.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
11300-25	Archaeological and heritage site data files

#### Inputs

Secondary No.	Secondary Title
11300-30	Archaeological and heritage site designation case files
11300-35	Archaeological and heritage site inventory case files
11300-40	Archaeological and heritage site maps
11300-45	Archaeological and heritage site reference case files
11300-50	Heritage road and trail reference case files
11300-55	Map reserve and notation of interest case files
11300-60	Restrictive covenant case files
11300-65	Statutory declaration case files

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Outputs

Secondary No.	Secondary Title
11300-35	Archaeological and heritage site inventory case files
11300-40	Archaeological and heritage site maps
11300-45	Archaeological and heritage site reference case files
11300-50	Heritage road and trail reference case files
11300-55	Map reserve and notation of interest case files
11300-60	Restrictive covenant case files
11300-65	Statutory declaration case files

### Other Related Records

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

### System Scheduling and Disposition

The 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.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### ARCHAEOLOGY

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

#### INDEX

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

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

#### Cross-references:

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

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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