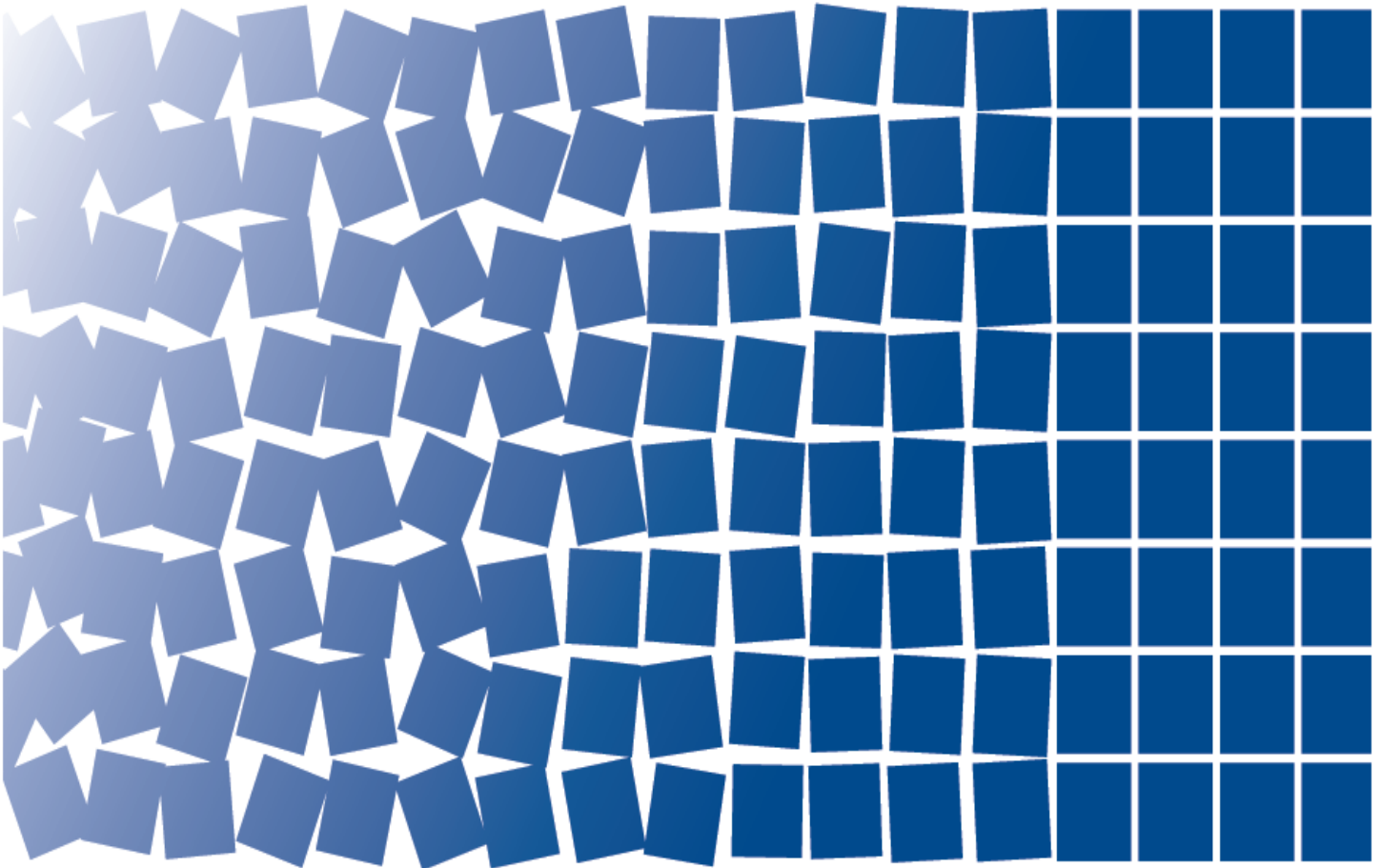


# **BRITISH COLUMBIA ENTERPRISE CORPORATION**

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS  
SERVICE**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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# *BRITISH COLUMBIA ENTERPRISE CORPORATION*

## *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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USEFUL INFORMATION

EXECUTIVE SUMMARY

SECTION 1      20000 - 20399      BRITISH COLUMBIA ENTERPRISE CORPORATION  
SERVICES

SYSTEMS SECTION

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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 = Superseded or Obsolete 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

The following links provide additional resources for managing your information:

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### *British Columbia Enterprise Corporation*

### *Operational Records Classification System (ORCS)*

### Executive Summary

#### **Creating Agency**

Ministry of Community, Sport, and Cultural Development  
Management Services Division

#### **Scope**

These records were created and received by the now defunct British Columbia Enterprise Corporation (BC Enterprise Corporation, BCEC) and its predecessor agencies, British Columbia Place Ltd. (BC Place Ltd.), and British Columbia Development Corporation (BC Development Corporation, BCDC), and their various subsidiary organizations. BC Enterprise Corporation was responsible for the stimulation of economic growth in the province through the financial and developmental assistance provided to industrial enterprises, and the development and maintenance of industrial and commercial land and building projects, including public facilities.

This information schedule establishes a classification system and retention and disposition schedule for records created by the BC Enterprise Corporation and its predecessor and subsidiary organizations. It also includes some series created by the British Columbia Harbours Board prior to 1973, which were transferred to the custodianship of the BC Development Corporation along with certain assets and responsibilities. The records consist of routine administrative records and operational files concerning construction projects, property management, loans and grants administration, land sales, privatization, and other related projects. The records also document the cessation of activities by the BC Enterprise Corporation and the transfer of assets – comprising loan profiles, other pecuniary responsibilities, leases, and property holdings – after the March 31, 1987 mandate to privatize the assets of the BC Enterprise Corporation.

#### **Date Range of Records**

1958 - 1989

#### **Standard Appraisal Considerations**

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

#### **Specific Appraisal Considerations**

Records scheduled for transfer to the government archives include:

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- Policies and procedures;
- Final reports, statistics and reviews;
- Final versions of corporate level marketing and branding records, and significant lands projects including: the BC Place redevelopment and stadium, False Creek, Expo 86, Lonsdale Quay, Westminster Quay, Whistler, Songhees, Duke Point, Tilbury Industrial Park, and the Vancouver Trade and Convention Centre;
- Records relating to the governance of BC Enterprise Corporation and its predecessor organizations; and
- Property and development contamination and environment assessment records.

These records provide significant evidence of the governance of functions and programs covered by this schedule.

All other records covered under this schedule are destroyed at the end of their retention periods.

### SUMMARY LIST OF CLASSIFICATIONS

#### SECTION 1 - BRITISH COLUMBIA ENTERPRISE CORPORATION

Classification	Classification Title	Retention
20000	BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL	
20000-00	Policy and Procedures	SO nil FR
20000-01	General	SO nil DE
20000-02	File lists and indexes	SO nil NA
20000-03	Final reports, statistics, and reviews	SO nil FR
20000-20	Corporate marketing - final	SO nil FR
20000-30	Governance	SO nil FR
20000-35	Litigation	SO nil DE
20000-40	Policy and governance development	SO nil DE
20100	LAND AND PROPERTY OWNERSHIP AND DEVELOPMENT	
20100-01	General	SO nil DE
20100-20	Construction and development project management	SO nil DE
20100-25	Land ownership and sale	SO nil DE
20100-30	Lands and property marketing	SO nil SR
20100-35	Lands summary and executive reporting	SO nil FR
20100-40	Property and development contamination and environmental assessment	SO nil FR
20100-45	Property management, leasing, and operation	SO nil DE
20200	BUSINESS FINANCING	
20200-01	General	SO nil DE
20200-20	Applications, research, and expressions of interest	SO nil DE

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification	Classification Title	Retention
20200-30	Loans and grants finance and administration	SO nil DE
20300	PRIVATIZATION	
20300-01	General	SO nil DE
20300-30	Privatization summary reporting	SO nil FR
20300-35	Privatization development and agreements	SO nil DE

### Endorsements

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

Schedule Number: 170469

Schedule Developer: Rebecca Willmott, 2016-07-11

Archivist: Maxwell Otte, 2016-08-08

Endorsed by Government Records Service: Glen Isaac, Director, Digital Strategy and Operations, 2016-08-16

The government body endorses this schedule and its implementation: Danine Leduc, Executive Director, Management Service Division, Community, Sport and Cultural Development, 2016-08-17

The Information Management Advisory Committee recommends this schedule for approval: David Curtis, 2017-04-19

Approved by the Chief Records Officer: Cheryl Wenezenki-Yolland, 2017-05-27

END OF EXECUTIVE SUMMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1

#### BRITISH COLUMBIA ENTERPRISE CORPORATION

#### PRIMARY NUMBERS

20000 – 20999

Section 1 covers records relating to the stimulation of economic development in the Province of British Columbia through the financial and developmental assistance provided to industrial enterprises, and the development and maintenance of industrial and commercial land and building projects, including public facilities. These functions were carried out by the British Columbia Enterprise Corporation, British Columbia Place Ltd., British Columbia Development Corporation, and various predecessor and subsidiary organizations under the [Development Corporation Act \(SBC 1973, c. 27\)](#), [British Columbia Place Act \(SBC 1980, c.2\)](#), [British Columbia Enterprise Corporation Act \(RSBC 1996, c. 35\)](#), [British Columbia Enterprise Corporation Financial Restructuring Act \(SBC 1987, c.39\)](#), and the [British Columbia Enterprise Corporation Loan Privatization Act \(SBC 1989, c.44\)](#).

This section also documents the cessation of activities by the British Columbia Enterprise Corporation (BC Enterprise Corporation, BCEC) and the transfer of assets to private and public agencies after March 31, 1987.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1 TABLE OF CONTENTS BRITISH COLUMBIA ENTERPRISE CORPORATION

20000 - 20999

20000	BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL
20100	LAND AND PROPERTY OWNERSHIP AND DEVELOPMENT
20200	BUSINESS FINANCING
20300	PRIVATIZATION



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**20000 BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL**

Records not shown elsewhere in the schedule that relate generally to the corporate functions of the BC Enterprise Corporation and its predecessor and subsidiary organizations. These include such activities as policy development, governance, corporate marketing, and administration.

Unless otherwise specified, the SO for all records covered in this primary is upon approval of this schedule.

- For accounts payable, see [ARCS secondary 925-20](#).
- For accounts receivable, see [ARCS secondary 935-20](#).
- For annual reports, see [ARCS primary 400](#).
- For corporate branding and promotion management, see [ARCS secondary 306-20](#).
- For corporate marketing and advertising files, see [ARCS secondary 295-30](#).
- For Human Resources files, see [Human Resources ARCS Supplement](#).
- For reference material/topical files, see [ARCS secondary 358-20](#).

The OPR is British Columbia Enterprise Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>20000</b>	<b>BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-00</b>	<b>Policy and Procedures</b> (includes final/approved versions of policy and procedure documents, corporate-level financial and strategic plans, position statements, and briefing notes)  RETENTION STATEMENT Transfer to the government archives upon approval of this schedule.	SO	nil	FR
<b>-01</b>	<b>General</b>  RETENTION STATEMENT Destroy upon approval of this schedule.  NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.	SO	nil	DE
<b>-02</b>	<b>File lists and indexes</b> (covers the creation of file lists and indexes at the time of records transfer to offsite storage or to receiving agencies)  NOTE: The creator's subject-catalogued file listings and indexes contained in accessions 93-4720 boxes 1-4	SO	nil	NA

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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20000	BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL	A	SA	FD
	<p>and 90-1769 box 24 will be transferred to Government Records Service (GRS) for incorporation into their accession files. Any duplicates will be destroyed. All file lists and indexes not contained in the above boxes will be destroyed because Government Records Service (GRS) has copies of full file listings for any accessions not accounted for in the above boxes. These indexes provide meaningful context to BC Enterprise Corporation's record keeping and functions, including evidence of file transfer to recipient agencies.</p>			
<b>-03</b>	<p><b>Final reports, statistics, and reviews</b>            (includes reports by or for Board of Directors, summary and executive reports for BC Place Ltd., BC Development Corporation, or BC Enterprise Corporation divisions, briefing notes, and annual financial reporting)</p>	SO	nil	FR
	<p>RETENTION STATEMENT            Transfer to the government archives upon approval of this schedule.</p> <p>FR: The government archives will fully retain summary and executive reports, statistics, and reviews because they document the functions and goals of the BC Enterprise Corporation and its predecessor organizations BC Place Ltd. and BC Development Corporation.</p>			
<b>-20</b>	<p><b>Corporate marketing - final</b>            (covers final corporate marketing products by BC Enterprise Corporation, BC Development Corporation, and BC Place Ltd., including those published for the purpose of privatization)            (includes final versions of corporate-level marketing and branding such as brochures, pamphlets, posters, business cards, logos, slides, videos, etc.)</p>	SO	nil	FR
	<p>RETENTION STATEMENT            Transfer to the government archives upon approval of this schedule.</p> <p>FR: The government archives will fully retain final marketing records because they document the corporate image of the BC Enterprise Corporation and its predecessor organizations BC Place Ltd. and BC Development Corporation.</p>			
	<p>NOTE: Final project and corporate marketing by the subsidiary organizations of BC Enterprise</p>			

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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20000	BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL	A	SA	FD
	Corporation, BC Place Ltd., and BC Development Corporation will not be captured in this secondary but will instead be addressed in the functional primaries 20100 and 20200.			
<b>-30</b>	<b>Governance</b> (includes Board of Directors' meetings, final agreements including merger agreements, final budgets, transfer of responsibilities, memos, organizational charts, and presidential correspondence)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives upon approval of this schedule.			
	FR: The government archives will fully retain governance records because they document the corporate decision-making of the BC Enterprise Corporation and its predecessor organizations BC Place Ltd. and BC Development Corporation not otherwise documented in secondaries -00 and -03.			
<b>-35</b>	<b>Litigation</b> (covers claims by and against BC Enterprise Corporation, BC Development Corporation, and BC Place Ltd., and their subsidiary organizations) (includes correspondence, briefing notes, memos, press releases, summary reports, and court transcripts)	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			
	NOTE: All litigation and legal documentation in the accessions covered by this schedule have passed the conclusion of litigation and all applicable appeal period. Any litigation files still open in 1989 were transferred to the Ministry of the Attorney General during the corporation's wind-up to be completed by December 31, 1989.			
<b>-40</b>	<b>Policy and governance development</b> (covers the development of policy, procedure, and general corporate direction) (includes planning notes, correspondence, and memos, topical and advisory files, financial working files, research, studies, and contact lists)	SO	nil	DE
	RETENTION STATEMENT			

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>20000</b>	<b>BRITISH COLUMBIA ENTERPRISE CORPORATION - GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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Destroy upon approval of this schedule.

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END OF PRIMARY

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**20100 LAND AND PROPERTY OWNERSHIP AND DEVELOPMENT**

These records document properties owned, developed, leased, and managed by the BC Enterprise Corporation and its predecessor and subsidiary organizations. They document construction and development project planning and implementation, lease and parking licence arrangements, management and operation of owned and leased properties, and property and project marketing. They also document the sale of properties and developments by the BC Enterprise Corporation and its predecessor and subsidiary organizations. This occurred throughout the operation of the BC Enterprise Corporation and its predecessors, under the Lands Division and Business Finance Division and later under the Privatization program.

Unless otherwise specified, the SO for all records covered in this primary is upon approval of this schedule.

Record types include correspondence, memos, reports, forms, agreements, contracts, releases, and other types of records as indicated under relevant secondaries.

For accounts payable, see [ARCS secondary 925-20](#).  
 For accounts receivable, see [ARCS secondary 935-20](#).  
 For business financing (loans and grants) records, see primary 20200.  
 For reference material/topical files, see [ARCS secondary 358-20](#).

The OPR is BC Enterprise Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>20100</b>	<b>LAND AND PROPERTY OWNERSHIP AND DEVELOPMENT</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-01</b>	<b>General</b>	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			
<b>-20</b>	<b>Construction and development project management</b> (covers the proposal, scheduling, budgeting, process, and completion of construction and other development projects and their disposal; also covers research, training, and financial management for projects) (includes feasibility studies, RFPs, proposals, contracts, agreements, construction working documents, progress reports including photographs, contractors files, financial documentation, claims, permits, inspections, site plans, legal surveys, easements, specifications, blueprints, maps and drawings, and development issues case files)	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			

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<b>20100</b>	<b>LAND AND PROPERTY OWNERSHIP AND DEVELOPMENT</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	<p>NOTE: Properties disposed through sale or transfer were accompanied with building and planning documentation to the receiving agency. The time elapsed since the cessation of operations in 1989 has already allowed sufficient time for the receiving agencies to bring any claims or requests to light.</p>			
<b>-25</b>	<p><b>Land ownership and sale</b>                      (covers research, assessment, land sale, creation of option agreements, covenants, and ongoing rights and interests)                      (includes land sales daily and other periodic reporting, correspondence, agreements, authorizations, assessments, real estate listings, valuations and appraisals, and certificates of title copies)</p> <p>RETENTION STATEMENT                      Destroy upon approval of this schedule.</p>	SO	nil	DE
<b>-30</b>	<p><b>Lands and property marketing</b>                      (covers the marketing and promotion of lands projects)                      (includes brochures, marketing correspondence, press clippings, advertisement and promotion documentation, special media documenting significant groundbreaking, and news releases)</p> <p>RETENTION STATEMENT                      Transfer selected records to the government archives upon approval of this schedule. Destroy records not selected.</p> <p>SR: The government archives will selectively retain final marketing and promotion materials for the following significant lands projects: the BC Place redevelopment and stadium, False Creek, Expo 86, Lonsdale Quay, Westminster Quay, Whistler, Songhees, Duke Point, Tilbury Industrial Park, and the Vancouver Trade and Convention Centre. Records selected for destruction will include other lands projects such as industrial parks, shipping terminals, commercial spaces, and so on. Any corporate-level marketing final versions are sufficiently retained in secondary 20000-20.</p>	SO	nil	SR
<b>-35</b>	<p><b>Lands summary and executive reporting</b>                      (covers summary and executive reporting by the subsidiary corporations responsible for land and property management, development, marketing, and sale)                      (includes policy, annual and other summary reports, executive/Board of Directors' meeting minutes, and guidelines)</p>	SO	nil	FR

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



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**20200 BUSINESS FINANCING**

This primary documents the financing of industrial developments by the BC Enterprise Corporation and its predecessor and subsidiary organizations. It also covers the financing by way of loans, grants, or purchase of shares, to industrial enterprises in BC, and assistance in industrial enterprises through sale of industrial sites, buildings, land, or equipment. It also includes the preparation of accounting files relating to these functions and the management of business finance client relationships.

Unless otherwise specified, the SO for all records covered in this primary is upon approval of this schedule.

Record types include correspondence, applications, plans, reports, studies, financial transaction files, and other types of records as indicated under relevant secondaries.

For lands and property development and management, including sales, see primary 20100.

For operational policy, see secondary 20000-00.

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

The OPR is BC Enterprise Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>20200</b>	<b>BUSINESS FINANCING</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
	<b>-01 General</b>	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			
	<b>-20 Applications, research, and expressions of interest</b> (covers research, proposal calls, advertising loan programs, application to loan programs by companies, evaluation of loan applications, and supporting analysis) (includes market research, studies, expressions of interest, proposal calls, advertising of loan programs, loan applications, and financial records)	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			
	<b>-30 Loans and grants finance and administration</b> (covers administration of loan programs to approved recipients) (includes schedules, loan agreements, loan management files, loan amendments, financial reporting, and legal documentation)	SO	nil	DE



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**20200 BUSINESS FINANCING**

**A SA FD**

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RETENTION STATEMENT  
Destroy upon approval of this schedule.

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END OF PRIMARY

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**20300 PRIVATIZATION**

Records relating to the post-1987 mandate to privatize the assets of the BC Enterprise Corporation. They cover privatization process decisions, marketing, and sale and transfer of assets. They also include the transfer of public facilities and other unsold assets and responsibilities to an independent Crown corporation (BC Pavilion Corporation) and to the Government of BC.

Unless otherwise specified, the SO for all records covered in this primary is upon approval of this schedule.

Record types include correspondence, memos, reports, agreements, releases, and other types of records as indicated under relevant secondaries.

For final versions of privatization marketing, see secondary 20000-20.  
 For operational policy, see secondary 20000-00.  
 For reference material/topical files, see [ARCS secondary 358-20](#).

The OPR is BC Enterprise Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>20300</b>	<b>PRIVATIZATION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
<b>-01</b>	<b>General</b>	SO	nil	DE
	RETENTION STATEMENT Destroy upon approval of this schedule.			
<b>-30</b>	<b>Privatization summary reporting</b> (covers the wind-up and privatization, or transfer to recipient government agencies, of BC Enterprise Corporation assets and responsibilities) (includes summary reviews, reports, and memoranda)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives upon approval of this schedule.			
	FR: The government archives will fully retain privatization summary reporting records because they document the provincial government's vision for BC Place Ltd., BC Development Corporation, and BC Enterprise Corporation.			
<b>-35</b>	<b>Privatization development and agreements</b> (covers development of the corporate response to the mandate to privatize) (includes scheduling, sale/transfer agreements, working papers, banking information, and privatization committee	SO	nil	DE

