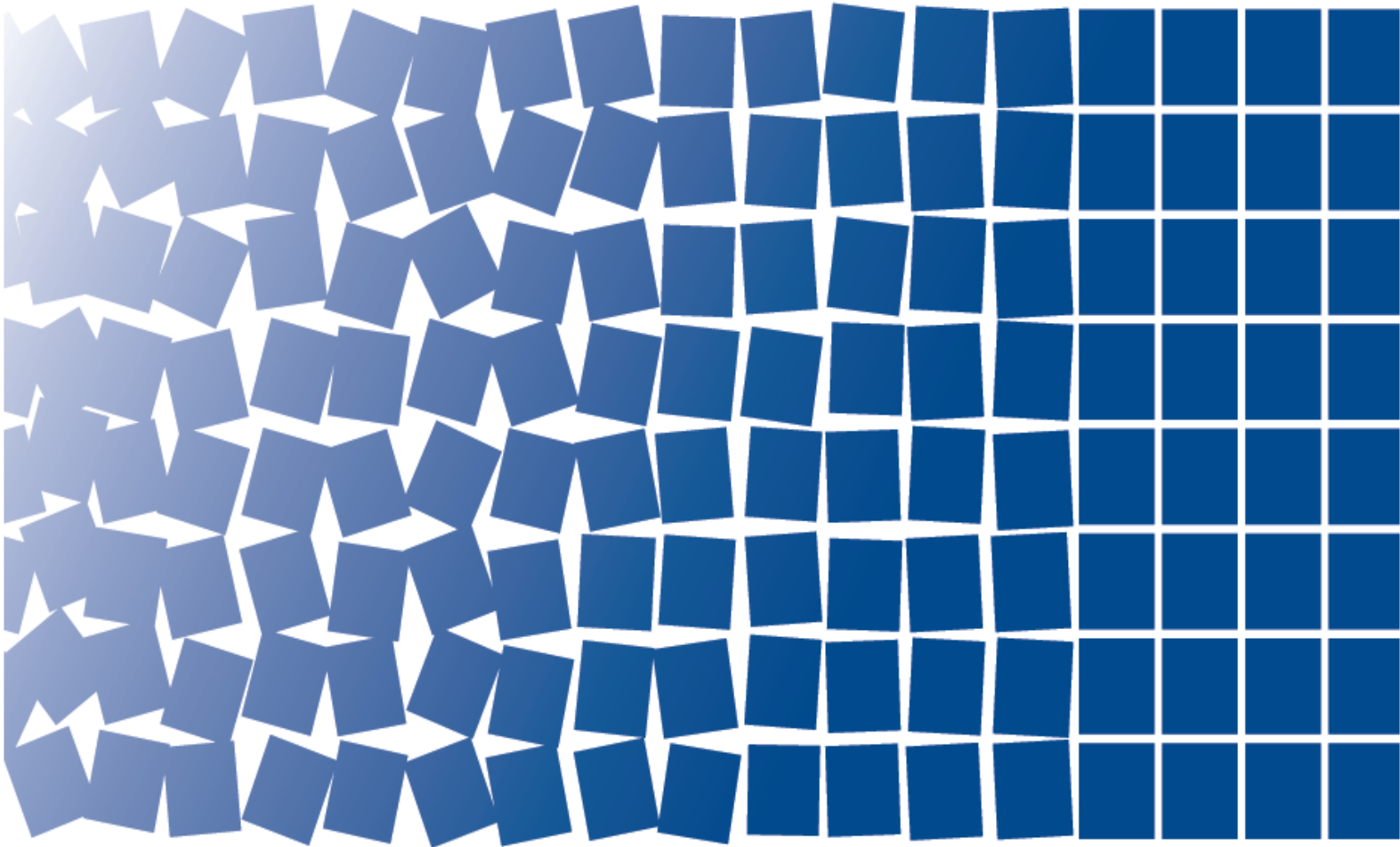


BC PAVILION CORPORATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

INFORMATION SCHEDULE APPROVAL	
Title: <i>BC Pavilion Corporation Operational Records Classification System (ORCS)</i>	
British Columbia Pavilion Corporation	
Scope of Schedule: <p>These records document marketing, selling, planning, executing, and managing events at the Vancouver Convention Centre (VCC) and BC Place as well as records relating to the maintenance of the facilities and management of the land around the facilities. BC Pavilion Corporation's mandate is established under a government mandate letter issued annually by the Minister for Transportation and Infrastructure and Minister responsible for B.C. Pavilion Corporation.</p>	
For more information, see the attached schedule.	
Earliest date of records covered by this schedule: 1981	
<p>The government body endorses this schedule and its implementation.</p> <p style="text-align: center;"><i>Endorsement on file</i></p> <hr/> <p>President and CEO, BC Pavilion Corporation Name: Ken Cretney</p> <p style="text-align: right;">2017-02-14 Date</p> <p>The Information Management Advisory Committee recommends this schedule for approval.</p> <p style="text-align: center;"><i>Susan Laidlaw</i></p> <hr/> <p>Susan Laidlaw, Chair</p> <p style="text-align: right;">2017/10/16 Date</p> <p>APPROVED BY THE CHIEF RECORDS OFFICER:</p> <p style="text-align: center;"><i>David Curtis</i></p> <hr/> <p>David Curtis</p> <p style="text-align: right;">2018/01/22 Date</p>	<p><i>The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.</i></p> <p>Archivist: Linda Nobrega</p> <p>Endorsed by Senior Director, Government Records Service.</p> <p style="text-align: center;"><i>Endorsement on file</i></p> <hr/> <p>Name: Alexander Wright Date: 2017-02-14</p>

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

B.C. Pavilion Corporation

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by B.C. Pavilion Corporation (PavCo) under a government mandate letter issued annually by the Minister for Transportation and Infrastructure and Minister responsible for B.C. Pavilion Corporation.

These records document marketing, selling, planning, executing, and managing events at the Vancouver Convention Centre (VCC) and BC Place as well as records relating to the maintenance of the facilities and management of the land around the facilities.

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

This *ORCS* covers records created and received since 1981 when construction of BC Place began in preparation for Expo '86, the world exposition on transportation and communication held in Vancouver in 1986.

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

- 1) Policy– final
(secondary 41000-00) SO 5y FR

Throughout this *ORCS*, the government archives will fully retain final versions of all policies, procedures, standards and guidelines created by offices having primary responsibility for their development and approval. These records have significant evidential value for documenting the functions covered by this *ORCS*.

- 2) Board of Directors
(secondaries 41000-05) SO 7y FR
(secondary 41000-20) SO 5y FR

These records document the governance of PavCo by the Board of Directors. The semi-active retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

The government archives will fully retain Board resolutions because they document formal approvals and consent given by the Directors who have been appointed by the Provincial Government to manage and lead PavCo.

- 3) Marketing and communications
(secondary 41500-02) CY+1y 7y FR
(secondary 41500-03) SO 7y FR

These records document developing and planning specific or broad marketing strategies or campaigns in order to promote PavCo's venues. Campaigns are directed to industry and to the general public via traditional and social media. Industry campaigns are directed at the primary target market of meeting planners and include the design of advertisements, promotional brochures or other materials as well as generating social media content for sharing across sales and marketing teams. Marketing is also created for the general public, specifically the local neighbourhood, to ensure good relations with local businesses. Records also relate to communications with the public via media releases as well as individual responses to a guest's experience.

The semi-active retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.

The government archives will fully retain the external communications and media releases because they succinctly document the activities, projects and improvements at PavCo venues.

- 4) Event planning and production SO 15y DE
(secondary 41200-20)

These records document planning and producing events of any size or duration. Once a contract is signed an event manager is assigned to the client and makes the event occur to the client's satisfaction. This process includes obtaining requirements from the client and then arranging for a variety of particular needs, including housekeeping, catering, layout, safety, audio-visual, internet, signs and banners, programming, electrical, plumbing, rigging, security, and scheduling. Once all arrangements have been made an event resume is issued to the client that includes these requirements in detail. After the client has signed the event resume the event manager can schedule all activities to produce the event.

The semi-active period of 15 allows event managers to review at least 2 previous events sponsored by a client.

- 5) Event sales SO 15y DE
(secondary 41300-20)

These records document prospecting for or generating leads to book events into the VCC from Canadian, US, and international associations and corporate markets as well

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

as providing potential clients with proposals for their organization's event. Prospecting includes establishing relationships with potential clients by participating in trade shows, responding to requests for proposals, or connecting with potential clients by email, telephone or in person. Proposals to prospective clients include costing, facility information such as floor plans and amenities, general tourism information that showcases the city, and hotel partners. All leads and subsequent contact with clients are filed alphabetically in EBMS by the name of the client.

The semi-active period of 15 allows sales teams to review at least 2 previous events sponsored by a client.

- 6) Facilities operations
(secondaries 41400-03, 41400-20) SO 7y DE
(secondary 41400-06) CY+1Y 7y DE

These records document the day-to-day operation of the systemic infrastructure at BC Place and VCC including planning, certifications, environmental services such as pest management, housekeeping, waste management and wastewater treatment, and sustainability.

The semi-active retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.

- 7) Systems SO nil DE

The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.

Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.

- 8) All Other Records SO nil DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the *ORCS* or in *ARCS*, such as summary reports, policy records, executive briefing notes (*ARCS* secondary 280-20), and annual service plan reports (*ARCS* secondary 400-02) These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

B.C. PAVILION CORPORATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

EXECUTIVE SUMMARY

USEFUL INFORMATION

SECTION 1 41000 – 41500 B.C. PAVILION CORPORATION

SYSTEMS SECTION

 EVENT BUSINESS MANAGEMENT SYSTEM (EBMS)

INDEX

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1

B.C. PAVILION CORPORATION

PRIMARY NUMBERS

41000 – 41500

Section 1 covers records relating to marketing, selling, planning, executing, and managing events at the Vancouver Convention Centre (VCC) and BC Place as well as records relating to the maintenance of the facilities and management of the land around the facilities.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1 TABLE OF CONTENTS

B.C. PAVILION CORPORATION

41000 - 41500

41000	B.C. PAVILION CORPORATION - GENERAL
41200	EVENT PLANNING AND PRODUCTION
41300	EVENT SALES
41400	FACILITIES OPERATIONS
41500	MARKETING AND COMMUNICATIONS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

41000 **B.C. PAVILION CORPORATION – GENERAL**

Records not shown elsewhere in the *B.C. Pavilion Corporation Operational Records Classification System* (ORCS) that relate generally to marketing, selling, planning, executing, managing events or maintaining and operating the facilities at BC Place and the VCC. Records also relate to the governance of B.C. Pavilion Corporation (PavCo) by the Board of Directors.

Record types include meeting-related minutes, agenda packages, resolutions, and standard operating procedures.

For a description of the Event Business Management System (EBMS), see the Systems Section.

For committees, see ARCS primary 200.

For PavCo website, see ARCS secondary 340-30.

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

The OPR is B.C. Pavilion Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
<hr/> -00 Policy and procedures - final	SO	5y	FR

(covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this ORCS, developed for use by the program area and/or by clients/stakeholders/the public)
(arrange by department and then by policy name or registration number)

SO: when the policy is replaced or becomes irrelevant

FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS.

NOTE: Standard Operating Procedures (SOPs) are classified under 41000-03

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	-01	General	CY+1y	nil	DE
		NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
VR	-03	Standard Operating Procedures (SOPs) (covers all procedures documenting standard protocols for operating equipment and parts of the buildings (such as opening the roof at BC Place), maintaining various aspects of the facilities, and producing events) 7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.	SO	7y	DE
VR	-05	Board resolutions (arrange chronologically) 7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making. FR: The government archives will fully retain Board resolutions because they document formal approvals and consent given by the Directors who have been appointed by the Provincial Government to manage and lead PavCo.	SO	7y	FR
	-20	Policy development case files (covers drafts and other working papers that lead to approved policies, procedures, and guidelines) (arrange by department and then by policy name or registration number) SO: when the policy is approved and distributed or abandoned DE: Policy development files may be destroyed because final policies are fully retained under secondary -00.	SO	5y	DE
VR	-25	Board of Directors' meetings (covers agenda packages and background materials needed to make decisions as well as signed minutes) (arrange chronologically)	CY+1y	7y	FR

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

-
- 7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.
- FR: The government archives will fully retain Board of Director's meeting records because they document the activities and decisions of the body responsible for the leadership and direction of PavCo and includes reports on the activities and issues addressed by the standing and ad hoc committees.
-

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

41200 EVENT PLANNING AND PRODUCTION

Records relating to planning and producing events of any size or duration. Once a contract is signed, an event manager is assigned to the client and makes the event occur to the client's satisfaction. This process includes obtaining requirements from the client and then arranging for a variety of particular needs, including housekeeping, catering, layout, safety, audio-visual, internet, signs and banners, programming, electrical, plumbing, rigging, security, and scheduling. Once all arrangements have been made, an event resume is issued to the client that includes these requirements in detail. After the client has signed the event resume, the event manager can schedule all activities to produce the event.

For accounts payable, see ARCS secondary 925-20.
 For building management see ARCS secondary 525-40.
 For standard operating procedures, see secondary 41000-03.

The OPR is B.C. Pavilion Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-12	Conversion planning and execution (covers records related to converting BC Place from one event, such as a sports event to another, such as a concert) (includes floor plans, schedules, task assignments, and reports)	CY+1y	3y	DE
VR	-20 Event planning and production case files (includes floor plans, drawings, operations reports, function review reports, correspondence, notes, schedules, service orders, permits, exhibit orders from the floor or service desk, moving in and out notices, drawings, Manager on Duty logs and the event resume) (arrange by client) SO: when the event is closed and the final invoice has been paid 15y: 15 years allows event managers to review at least 2 previous events sponsored by a client	SO	15y	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

41300 EVENT SALES

Records relating to prospecting for or generating leads to book events into the VCC from the Canadian, US, and international association and corporate markets as well as providing potential clients with proposals for their organizations. Prospecting includes establishing relationships with potential clients by participating in trade shows, responding to requests for proposals, or connecting with potential clients by email, telephone or in person. Proposals to prospective clients include costing, facility information such as floor plans and amenities, general tourism information that showcases the city, and hotel partners. All leads and subsequent contact with clients are filed alphabetically in EBMS by the name of the client.

For a description of the Event Business Management System (EBMS), see the Systems Section.

For operational policy, see secondary 41000-00.

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

The OPR is B.C. Pavilion Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-01 General	CY+1y	nil	DE
VR	-20 Sales case files (includes promotional documentation, such as brochures of Vancouver, proposals, correspondence, floor plans, sales reports, and contracts) (arrange by prospective client)	SO	15y	DE
	SO: when the contract has been signed or the sale has been abandoned			
	15y: 15 years allows sales staff to review at least 2 previous events which can occur every 4 to 8 years			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

41400 FACILITIES OPERATIONS

Records relating to the day-to-day operation of the systemic infrastructure at BC Place and VCC including planning, certifications, environmental services such as pest management, waste management and wastewater treatment, and sustainability.

For records relating to facilities repair and maintenance, see ARCS secondary 525-40

For security management, see ARCS primary 470.

For standard operating procedures, see secondary 41000-03.

The OPR is B.C. Pavilion Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-03 Sustainability initiatives and projects (covers project work on initiatives related to certifications, waste diversion, greenhouse gas emissions) (arranged by project)	SO	7y	DE
7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.			
-06 Wastewater treatment management (includes wastewater treatment reports, test results, daily log sheets, daily reports, reports to regulatory agencies.)	CY+1y	7y	DE
7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.			
-20 Infrastructure planning project files (covers planning records, scheduling, projects and reports related to trades including plumbing, electrical, IT and HVAC) (arrange by type of trade)	SO	7y	DE
SO: when the project has finished or the system is replaced by a new system			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

41500 MARKETING AND COMMUNICATIONS

Records relating to developing and planning specific or broad marketing strategies or campaigns in order to promote PavCo’s venues. Campaigns are directed to industry and to the general public via traditional and social media. Industry campaigns are directed at the primary target market of meeting planners and include the design of advertisements, promotional brochures or other materials as well as generating social media content for sharing across sales and marketing teams. Marketing is also created for the general public, specifically the local neighbourhood, to ensure good relations with local businesses.

Records also relate to communications with the public via media releases as well as individual responses to a guest’s experience.

For event sales, see primary 41300.

The OPR is B.C. Pavilion Corporation unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-02 External communications and media releases (includes briefing notes, media releases, formal and informal notes related to a particular issue or event) (arrange chronologically)	CY+1y	7y	FR
7y: The retention period satisfies PavCo’s need to refer to these records regularly for research and decision-making.			
FR: The government archives will fully retain the external communications and media releases because they succinctly document the activities, projects and improvements at PavCo venues.			
-03 Marketing – planning (covers strategic plans, social media strategy, website planning, community engagement) (arrange by name of plan)	SO	7y	FR
7y: The retention period satisfies PavCo’s need to refer to these records regularly for research and decision-making.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

FR: The government archives will fully retain marketing planning documents as they document the communication objectives or goals and public relations strategies taken by the organization and may include the contextual information and key players to the event or issue.

-20	Marketing campaigns case files	SO	7y	DE
	(covers campaign plans, ad design, fact sheets, promotional materials, content for social media platforms and web sites) (arrange by name of campaign)			

7y: The retention period satisfies PavCo's need to refer to these records regularly for research and decision-making.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

B.C. PAVILION CORPORATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO</u>
COMMON SYSTEM NOTES	2
Event Business Management System (EBMS)	3

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

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

Active	SO:	The system becomes superseded and obsolete when all data have been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

EVENT BUSINESS MANAGEMENT SYSTEM (EBMS)

SYSTEM OVERVIEW

Creating Agency

B.C. Pavilion Corporation

Purpose

This system is an event planning and business management system used extensively in the convention centre and event planning industry. The system tracks events by client from the sales stage to the event planning and production stage and finally to the invoicing of the client once the event has concluded.

The system also manages venues, including their repair and operations. Finally, with version 20, the system has moved into the document management business, so that all records related to an event are stored in the system's database (instead of pointing to records on a shared drive).

Information Content

All information relating to a client is documented in this database, including the start of a sales campaign, contact with a client over time, both before and after a contract for an event is signed and then through to the completion of the event and final invoicing. All documentation related to the event can also be included, including contracts, event resumes, emails, reports, floor plans, permits, etc.,. Activities like housekeeping, catering, and a multitude of other services relating to the production of an event, are planned and executed through EBMS.

EBMS can also generate work orders and other planning documentation for repairs or maintenance of the facilities in which events are hosted.

Because version 20 of EBMS includes document management capabilities event planning staff can access their records through the EBMS document library.

Inputs, Processes, and Outputs

Inputs

Client contact information, costing estimates, staff assigned to an event, and scheduling.

Processes

All information about a client is recorded in EBMS from first contact to final invoicing. Repairs and maintenance of facilities are also recorded in EBMS for work order planning and assignment.

Outputs

Outputs for events include the event resume, operations report, functional review report, and manager-on-duty logs.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

EVENT BUSINESS MANAGEMENT SYSTEM (EBMS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Inputs					
	41300-20	Sales case files	SO	15y	DE
	41200-20	Event planning and production case files	SO	15y	DE
ARCS	525-40	Building and land case files – not centrally managed	SO	2y	DE
ARCS	1070-20	Contract management files	SO	7y	DE
Outputs					
ARCS	0920-20	Financial account analysis and reconciliation files	FY+1	6y	DE
ARCS	0925-20	Accounts payable files	FY+1	6y	DE
ARCS	0935-20	Accounts receivable files	FY+1	6y	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6	see appropriate secondaries	INFORMATION TECHNOLOGY			
102902		Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001

END OF OVERVIEW

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

B.C. PAVILION CORPORATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

This index contains an alphabetical listing of:

- all keywords from primary titles;
- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- common abbreviations.

Use this index in the following ways:

- to locate the correct primary number to classify documents;
- to retrieve, by subject, documents which have been classified and filed; and
- to access the contents of your *ORCS*.

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

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

SUBJECT HEADINGS	PRIMARY NUMBERS
------------------	-----------------

- A -	
- B -	
BLACKWATER TREATMENT (See WASTEWATER)	
BOARD AGENDA	41000
BOARD MEETINGS	41000
BOARD MINUTES	41000
BOARD RESOLUTIONS	41000
BRIEFING NOTES	41500
BUILDING OPERATOR LOGS	41400
- C -	
CAMPAIGNS, MARKETING	41500
CAMPAIGNS, SALES	41300
COMMUNICATIONS	41500
CONVERSION PLANNING AND EXECUTION	41200
- D -	
DAILY SECURITY LOGS	<i>ARCS</i> 470
- E -	
ENVIRONMENTAL SERVICES	41400
EVENT MANAGEMENT	41200
EVENT PLANNING	41200
EVENT PRODUCTION	41200
EVENT SALES	41300
- F -	
- G -	
- H -	
HOUSEKEEPING	41400
- I -	
INFRASTRUCTURE PLANNING PROJECT FILES	41400
- J -	
- K -	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SUBJECT HEADINGS		PRIMARY NUMBERS
	- L -	
LAND AND BUILDING MANAGEMENT		ARCS 525
LEASE MANAGEMENT		ARCS 525
	- M -	
MANAGER ON DUTY LOGS		41200
MARKETING		41500
	- N -	
	- O -	
	- P -	
PEST MANAGEMENT		41400
POLICY		41000
	- Q -	
	- R -	
	- S -	
SECURITY		ARCS 470
STANDARD OPERATING PROCEDURES		41000
SUPPLIER MANAGEMENT		41400
SUSTAINABILITY		41400
	- T -	
	- U -	
	- V -	
	- W -	
WASTEWATER TREATMENT		41400
	- X -	
	- Y -	
	- Z -	

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