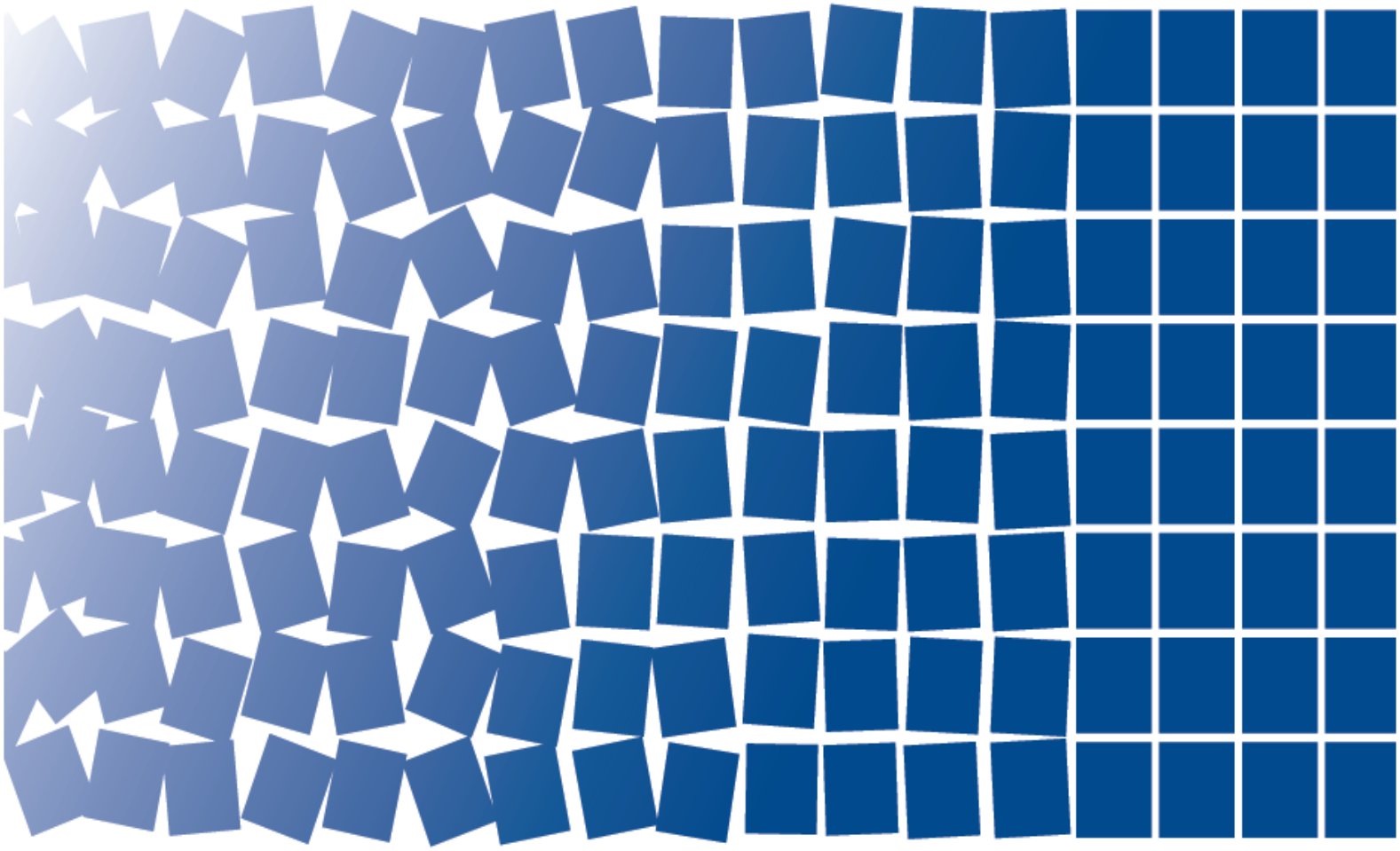
BC TRANSIT
OPERATIONAL RECORDS CLASSIFICATION SYSTEM



BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

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.

BC TRANSIT ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	***ARCS*** = *Administrative Records Classification System* ***ORCS*** = *Operational Records Classification System*
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Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year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.
- Government Records Officer contact information.

BC TRANSIT

Operational Records Classification System (ORCS)

Executive Summary

Creating Agency
BC Transit

Replacement ORCS Change Summary
The *BC Transit Operational Records Classification System (BCTR ORCS)* replaces the previous *BC Transit Operational Records Classification System (BCT ORCS)* to reflect the operational changes that have taken place over the past twenty years. In addition, the new *ORCS* reflects associated changes in records and information management practices and in the *ORCS* format requirements.

Scope
The previous *BCT ORCS* has been replaced by the *BCTR ORCS* to reflect current operational functions and activities such as development referrals, transit service changes, and incidents and investigations.

The *BCTR ORCS* eliminates classifications for defunct programs, practices and functions such as the YouthPass System, customer phone lines, and Fare Zone files.

In addition, the *BCTR ORCS* secondaries are configured so they can easily accommodate new programs and changes to operational processes by making secondaries more functional and less subject based. Single secondaries are used to manage an operational function rather than having multiple secondaries with slightly different focuses. For example, all transit programs are now managed under a single secondary rather than having a secondary for each individual program. This change allows defunct programs to be eliminated and new programs to be introduced without amending the *ORCS*. Similar secondaries have been created for transit data, transit planning, policies, and issues.

Notes On Application
BCTR ORCS classifications fully replace all previous *BCT ORCS* classifications and apply retroactively. All files (i.e., both closed and active) will be reclassified from the previous *BCT ORCS* classifications to the new *BCTR ORCS* classifications.

In *Appendix A: Summary of Changes to the BC Transit ORCS*, under the Type of Change column, secondaries labelled as “Closed” are functions that are no longer performed, and it has been confirmed that no files remain classified under that secondary.

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
New secondaries scheduled for full or selective retention by the government archives under this replacement *ORCS* include:

- Final policies and procedures (22000-00)

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

Previously, both the development and approved transit policies and procedures were maintained in the -00 secondary in each and every one of the *ORCS*'s primaries. This current arrangement collects the development files under a single secondary (22000-50) and the final, approved policies and procedures in the 22000-00 secondary.

- BC Transit Board and Board committee files (22000-20)

These files provide a summary record of high-level BC Transit operational decision making.

Previously, these records were classified in *ARCS* under 200-20.

Secondaries with a retention or disposition period significantly affected by this replacement *ORCS* include:

- Final BC Transit plans, reports and studies (22000-02)

This secondary replaces multiple secondaries with a final disposition of DE or SR, as well as a wide variety of retention periods. The combined active and semi-active period for the replaced secondaries ranged from five to ten years, with many also having an open-ended SO or close trigger. This inconsistent approach was resolved by creating several secondaries to cover working documents and capturing final records under this secondary for full retention by the government archives.

Staff indicated that it was necessary to retain final records in the program area for 20 years for research and planning purposes. This more concrete period of time allows a CY active phase.

- BC Transit issue management and research projects (22000-40)

The change in final disposition from SR to DE is accommodated by filing final research reports in another secondary for retention by the government archives.

- Transit data (22100-02)

This secondary replaces several secondaries with identical or comparable retention periods except for one secondary which had a semi-active period of ten years. Given that the transit

data has long term research value, the effective retention period will exceed this semi-active period.

- Transit planning case files (22100-30)

The change in final disposition from SR to DE is made possible by the fact that final plans will be classified under secondary 22000-02 with a final disposition of full retention in the government archives.

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

SUMMARY LIST OF NEW CLASSIFICATIONS

SECTION 1 - BC TRANSIT

Classification	Classification Title	Retention
22000	BC TRANSIT - GENERAL	
22000-00	Policy and Procedures	SO 5y FR
22000-01	General	CY 1y DE
22000-02	BC Transit plans, reports, and studies - final	CY 20y FR
22000-03	Lost property management	CY 2y DE
22000-20	BC Transit Board and Board committee files	SO 7y FR
22000-30	BC Transit incidents and investigations	SO 15y DE
22000-40	BC Transit issue management and research projects	SO 5y DE
22000-50	BC Transit policy development files	SO 5y DE
22100	BC TRANSIT - PLANNING	
22100-01	General	CY 1y DE
22100-02	Transit data	SO nil DE
22100-20	Development referrals	CY 10y DE
22100-30	Transit planning case files	SO 5y DE
22100-40	Transit service change planning	CY 5y DE
22200	BC TRANSIT – PROGRAM MANAGEMENT	
22200-01	General	CY 1y DE
22200-02	Transit program applications - approved	SO 1y DE
22200-03	Transit program applications - pending	CY 1y DE
22200-20	Transit program development and management	SO 5y 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: 195734

Schedule Developer: Ken Oldenburger

Archivist: Jessica Nichol

Endorsed by Government Records Service: Mario Miniaci, Director, Archival and Records Initiatives, 2023-03-01

The government body endorses this schedule and its implementation: Roland Gehrke, Vice President, Finance and Chief Financial Officer, 2023-03-14

The Information Management Advisory Committee recommends this schedule for approval: Mary LaBoucane, Chair, 2023-05-04

Approved by the Chief Records Officer: Charmaine Lowe, 2023-06-26

END OF EXECUTIVE SUMMARY

SECTION 1

BC TRANSIT

PRIMARY NUMBERS

22000 – 22999

Section 1 covers records relating to the management of BC Transit's operational functions. BC Transit is a Crown corporation responsible for providing safe and reliable public transportation throughout the province, with the exception of Greater Vancouver, in accordance with the *British Columbia Transit Act* (RSBC 1996, c. 38). Under the *Act*, BC Transit is mandated "to plan, acquire, construct or cause to be constructed public passenger transportation systems and rail systems that support regional growth strategies, official community plans, and the economic development of transit service areas" *British Columbia Transit Act* (RSBC 1996, c. 38, s.(1)(a)).

The BC Transit operational functions covered in this section include analysis, planning and development of existing and proposed public transportation systems and transit programs, services, and facilities.

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BC TRANSIT

22000 - 22999

22000 BC TRANSIT - GENERAL

22100 BC TRANSIT - PLANNING

22200 BC TRANSIT - PROGRAM MANAGEMENT

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.

22000 BC TRANSIT - GENERAL

Records not shown elsewhere in this section that relate generally to the provision of operational BC Transit functions. These include the following:

- developing policies, procedures, and guidelines,
- handling passengers' lost property,
- managing BC Transit's issues and research projects, when not specific to plans or programs,
- documenting BC Transit's incidents and investigations,
- collecting various finalized transit related plans, reports and studies created during operational BC Transit functions, and
- providing secretariat services to the BC Transit Board and the directly associated committees of the Board (i.e., Board committees).

For facility management, see *ARCS* primary 525.
For fare development, evaluation, and negotiation, see *ARCS* secondary 1120-20.
For fleet vehicle management, see *ARCS* secondary 877-20.
For organizational planning and annual reports not directly related to transit planning and reporting, see *ARCS* primary 400.
For policy from external sources, see *ARCS* secondary 358-20.
For policy registration and tracking, see *ARCS* secondary 100-05.
For real estate functions, see *ARCS* primary 525.
For reference material/topical files, see *ARCS* secondary 358-20.
For supplies management, see *ARCS* secondaries 705-20, 705-40 and 825-02.
For system descriptions, see the System Section.
For training, see the *Human Resources ARCS Supplement (schedule 206270)* primary 7730.

The ministry OPR is BC Transit unless otherwise noted below. See specific secondaries for OPR retention schedules.

22000	BC TRANSIT - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	**Policy and Procedures** (covers final/approved policies, procedures (such as standard operating procedures), standards, guidelines and templates pertaining to the functions and activities documented in this ORCS, developed for use by the program area) (arrange by category, if necessary, then by policy name or number) RETENTION STATEMENT Transfer to the government archives five years after the policy is replaced or becomes irrelevant.	SO	5y	FR

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.

22000	BC TRANSIT - GENERAL	A	SA	FD

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 schedule.

	-01	**General**	CY	1y	DE

RETENTION STATEMENT
Destroy at the end of the second calendar year.

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.

	-02	**BC Transit plans, reports, and studies - final** (includes finalized plans, reports and studies) (arrange by the document's name and year)	CY	20y	FR

RETENTION STATEMENT
Transfer to the government archives at the end of the 21st calendar year.

20y: The 20-year retention period allows for long-term research and reference of previous plans, reports, and studies for current planning.

FR: The government archives will fully retain finalized BC Transit plans, reports, and studies because these records document the broad impact of BC Transit operations on the community and environment. It also provides evidence of formal research and strategic development towards improving BC Transit services.

NOTE: This secondary covers finalized versions of plans, reports and studies created under secondaries 22000-40, 22100-30, 22100-40 and 22200-20.

PIB	**-03**	**Lost property management** (covers records relating to the collection and identification of lost property found on BC Transit vehicles)	CY	2y	DE

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.

22000		BC TRANSIT - GENERAL	A	SA	FD
		(includes lost property management spreadsheet, customer personal information and item description data contained in an information system) RETENTION STATEMENT Destroy at the end of the third calendar year. OPR: Customer Services NOTE: Statistical reporting on lost property management is classified under *ARCS* secondary 440-20.			
	-20	**BC Transit Board and Board committee files** (includes correspondence, notices, agendas, minutes, reports, submissions, briefing notes, nominations, elections, Order In Council appointments and meeting packages, resolutions and decisions/motions) (arrange by Board or Board committee, then date) RETENTION STATEMENT Transfer to the government archives seven years after the Board or Board committee no longer exists or when no longer needed for research or reference purposes. SO: when the Board or Board committee no longer exists or when no longer needed for research or reference purposes FR: The government archives will fully retain BC Transit Board and Board committee files because these records provide a high-level, comprehensive record of BC Transit operations. NOTE: All other committees, councils and boards, including the Victoria Regional Transit Commission, are classified under *ARCS* secondary 200-20.	SO	7y	FR
PIB	**-30**	**BC Transit incidents and investigations** (covers incidents and investigations by BC Transit which are related to accidents, threat, security, vandalism, theft, disaster, and emergency) (includes interview notes, supervisor and investigator notebooks, photographs, videos, forms, final and drafts of reports, copies of security logs and surveillance recordings used in the investigation, and incident and investigation data in BC Transit's information systems)	SO	15y	DE

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.

22000 BC TRANSIT - GENERAL **A SA FD**

(arrange by the type and date of incident or investigation, then by name of the incident or individual)

RETENTION STATEMENT

Destroy 15 years after incident or investigation is completed or abandoned or, if a minor was involved, 34 years after the incident or investigation is completed or abandoned to ensure the minor reaches the age of majority.

OPR: Operations and Asset Management

SO: when incident or investigation is completed or abandoned or, if a minor was involved, 19 years after the incident or investigation is completed or abandoned to ensure the minor reaches the age of majority

15y: The fifteen-year retention period provides a long period for re-activation of an incident and is consistent with the ultimate limitation period in section 21 of the *Limitation Act* (SBC 2012, c. 13)

NOTE: For security notices and bulletins, see *ARCS* secondary 470-07.

NOTE: Incidents or investigations which result in a legal matter (e.g., a claim or a lawsuit) must be reclassified to *ARCS* secondary 350-20.

NOTE: This secondary is used instead of *ARCS* secondary 110-20 (Equipment-related accident/incident investigations), *ARCS* secondary 275-25 (Disaster/emergency incident case files), *ARCS* secondary 450-20 (Claims for injury or damage), *ARCS* secondaries 470-08 and 470-20 (Security incident and loss reporting and Security incident investigation files), and *ARCS* secondary 877-20 (Motor vehicle history files with respect to vandalism and theft).

NOTE: This secondary does not replace Ombudsperson's investigations (*ARCS* secondary 155-20), Information and Privacy Commissioner investigations (*ARCS* secondary 290-20), Auditor General and Comptroller General investigations (*ARCS* primary 975), computer and network system incidents (*ARCS* secondary 6820-25), disputes and complaints with

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.

22000	BC TRANSIT - GENERAL	A	SA	FD
	employees (*HRAS* secondary 7480-30), or records relating to occupational safety, health and accidents (e.g. OH&S hazard reports) (*HRAS* primary 7560).			
-40	**BC Transit issue management and research projects** (covers researching a topic or issue and/or responding to an issue that is not directly related to a specific, existing plan, program or policy) (includes correspondence, passenger studies, public petitions regarding provincial transit, service comment sheets, customer service reports [CSR] and background and research material) (arrange by issue or research paper) RETENTION STATEMENT Destroy five years after the issue is resolved or no longer relevant or the research project is completed or abandoned. SO: when the issue is resolved or no longer relevant, or the research project is completed or abandoned NOTE: Final reports produced as a result of a research project are copied under secondary 22000-02. NOTE: Examples of issues or research projects include researching new fare collection technologies, reviewing consistent customer complaints about a route or schedule and exploring new social media options for informing riders. If an issue or research project results in the creation of a new file such as a policy or plan, either copy portions of the issue and/or research file to the new file or, if necessary, reclassify the issue and/or research file. NOTE: If a service delivery/customer service response results in an incident or investigation, use secondary 22000-30. For a log of issues or service comments, see *ARCS* secondary 100-05. For general inquiries, see *ARCS* secondary 320-20.	SO	5y	DE
-50	**BC Transit policy development files** (covers developing, evaluating, and amending policies) (includes correspondence, briefing notes, policy proposals/intentions papers, and final and draft versions) (arrange by category, if necessary, then by policy name or number)	SO	5y	DE

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.

22000	BC TRANSIT - GENERAL	A	SA	FD

RETENTION STATEMENT

Destroy five years after the policy is approved and distributed, or when it is abandoned, and the records are no longer required for reference purposes.

SO: when the policy is approved and distributed or when it is abandoned, and the development file is no longer required for reference purposes

DE: Policy development files may be destroyed because final policies are fully retained under secondary 22000-00.

END OF PRIMARY

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.

22100 BC TRANSIT - PLANNING

Records relating to BC Transit's transit system and service planning such as strategic/long-term transit plans, transit future plans, operational plans, short-term plans, route plans, community plans, land use plans, and scheduling plans.

Transit system and service planning activities includes

- gathering and analyzing transit data,
- conferring with local governments (e.g., Victoria Regional Transit Commission) and the public,
- creating or contracting studies and reports, and
- drafting and amending the transit plans.

Various jurisdictions and agencies also often submit proposals for developments (e.g., highways, airports, city limit expansion, neighbourhood rezoning) to BC Transit for comment and information. BC Transit may respond to such proposals with questions and recommendations.

For BC Transit publications (completed and in development), such as the *Rider's Guide*, see *ARCS* secondaries 312-05 and 312-20.
For customer satisfaction surveys, see *ARCS* secondary 338-02.
For organizational charts and organizational history, see *ARCS* secondary 105-02.
For organizational planning (e.g., BC Transit corporate strategic plans) and annual reports not directly related to transit planning and reporting, see *ARCS* primary 400.
For reference material/topical files, see *ARCS* secondary 358-20.
For system descriptions, see the System Section.

The ministry OPR is Business Development unless otherwise noted below. See specific secondaries for OPR retention schedules.

22100	BC TRANSIT - PLANNING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	**General** RETENTION STATEMENT Destroy at the end of the second calendar year.	CY	1y	DE
-02	**Transit data** (includes customized and standardized data compilations, raw data and data on scheduling, vehicle location, GIS, service monitoring, traffic counts, business, and employee counts maintained in various databases)	SO	nil	DE

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.

22100	BC TRANSIT - PLANNING	A	SA	FD

(arrange by data type, then by date)

RETENTION STATEMENT
Destroy transit data once it is replaced or is no longer required for research or reference purposes.

SO: when the transit data is replaced or is no longer required for research or reference purposes

NOTE: For coding tools and scripts, use *ARCS* primary 6450.

NOTE: Transit data monitoring, gathering and analysis are essential activities involved in transit planning, but the data may also be used by programs, issues, or research projects. It is stored, as raw data, records and reports, in various repositories, including data collectives and BC Transit's information systems.

NOTE: For incident data, use secondary 22000-30.

-20	**Development referrals** (covers BC Transit's response to consultation requests submitted by external organizations with respect to development proposals) (includes correspondence, development proposals, and BC Transit responses and recommendations) (arrange by community, then development name or number)	CY	10y	DE

RETENTION STATEMENT
Destroy at the end of the 11th calendar year.

10y: The 10-year retention period allows for long-term tracking of developments which may impact transit.

NOTE: For the development referral tracking spreadsheet, see *ARCS* secondary 100-05.

-30	**Transit planning case files** (covers data analysis, public engagement, local and provincial government liaison, community context and priorities research, and planning project group meetings) (includes correspondence, key performance indicators (KPI), copies of agreements, and drafts and final versions of plans, reports and studies)	SO	5y	DE

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.

22100	**BC TRANSIT - PLANNING**	**A**	**SA**	**FD**

(arrange by type of plan, then by the plan's subject [e.g., name of municipality, location, route, facility, etc.])

RETENTION STATEMENT
Destroy five years after the plan is replaced, abandoned or obsolete.

SO: when the plan is replaced, abandoned or obsolete

NOTE: File a copy of each finalized transit plan, report, or study under secondary 22000-02. Drafts and other development material can remain in this secondary.

NOTE: When infrastructure planning results in a capital project, use *ARCS* secondary 545-40 for the construction project.

NOTE: Issues and research not specifically related to a planning process are managed under secondary 22000-40.

NOTE: For transit service change planning, see secondary 22100-40. For annual performance reports/summaries (final and in development), see *ARCS* secondaries 400-02 and 400-20. For originals of annual operating agreements, see *ARCS* secondary 146-45.

-40	**Transit service change planning**	CY	5y	DE

(covers changes to transit services such as routes, schedules, and transit vehicle types)
(includes correspondence, service specification documents, and draft and final service change plans)
(arrange by community)

RETENTION STATEMENT
Destroy at the end of the sixth calendar year.

NOTE: File a copy of each finalized service change plan, under secondary 22000-02.

NOTE: For records relating to the Service Change Committee, see *ARCS* secondary 200-20.

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.

END OF PRIMARY

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.

22200 BC TRANSIT - PROGRAM MANAGEMENT

Records relating to the planning, management and reporting of BC Transit's transit programs. Transit programs may be created to provide specialized transit options and services such as bus pass programs (e.g., Free Fares for Children Age 12 and Under, ProPass, U-Pass, BC Transit employees, and daily and monthly passes), customer service program, Developer Program, HandyDART, and TaxiSaver. Individuals submit applications to attain access to specialized transit options and services. Transit programs may also be created to respond to other goals and objectives of the corporation, such as the Low Carbon Fleet Program, Scrap-It program, and EcoPass.

For fare development and review files, see *ARCS* secondary 1120-20.
For reference material/topical files, see *ARCS* secondary 358-20.
For system descriptions, see the System Section.

The ministry OPR is BC Transit unless otherwise noted below. See specific secondaries for OPR retention schedules.

	22200	BC TRANSIT - PROGRAM MANAGEMENT	A	SA	FD
		All non-OPR offices will retain these records for:	SO	nil	DE
	-01	**General** RETENTION STATEMENT Destroy at the end of the second calendar year.	CY	1y	DE
PIB	-02	**Transit program applications - approved** (includes approved applications, mobility assessment, occupational therapist report, medical information, conditions of the pass, pick-up/drop-off site assessment checklist, photo ID for some custom transit programs and customers' personal information for some custom transit program passes) (arrange by program and/or transit system [i.e., provincial location], then individual's name) RETENTION STATEMENT Destroy one year after the individual no longer requires custom transit service. SO: when the individual no longer requires custom transit service 1y: The one-year retention period is required by section 31 of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).	SO	1y	DE
PIB	-03	**Transit program applications - pending**	CY	1y	DE

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.

22200	BC TRANSIT - PROGRAM MANAGEMENT	A	SA	FD

(includes pending, rejected and withdrawn applications, mobility assessment, occupational therapist report, medical information)
(arrange by program, transit system [i.e., provincial location], then individual's name)

RETENTION STATEMENT
Destroy at the end of the second calendar year.

1y: The one-year retention period is required by section 31 of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

NOTE: Approved applications are classified under secondary 22000-02.

NOTE: Passes for some programs are managed by other jurisdictions (e.g., U-Pass is managed by the relevant university).

-20	**Transit program development and management**	SO	5y	DE

(covers proposed programs and the collection of program statistics for use in transit program planning and reporting)
(includes review reports of service providers [i.e., contracted transit companies aka operating companies and occupational therapists], business plans, and copies of contracts, surveys, and user guides)
(arrange by name and year of program)

RETENTION STATEMENT
Destroy five years after the program is discontinued, or a program proposal is rejected.

SO: when the program is discontinued, or a program proposal is rejected

NOTE: File a copy of each finalized transit program's plan, report, or study under secondary 22000-02.

NOTE: For customer satisfaction surveys, see *ARCS* secondary 338-02. For completed publications of BC Transit program user guides (e.g., Kelowna Regional Transit handyDART User Guide), see *ARCS* secondary 312-05.

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.

22200	**BC TRANSIT - PROGRAM MANAGEMENT**	**A**	**SA**	**FD**
	NOTE: The secondary covers defunct programs such as the YouthPass.			

END OF PRIMARY

BC TRANSIT ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

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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.

SYSTEM SECTION

Bus Stop Management System (BSMS)

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
The Bus Stop Management System (BSMS) maintains up-to-date inventories of bus stops to assist staff with route and bus stop location planning.

Information Content
BSMS contains bus stop attribute data (e.g., ID, name, location, and owner) and bus stop amenities data (e.g., heat/light, shelter, bench, signage, and schedule holder).

Inputs, Processes, and Outputs
Inputs
BC Transit staff input BSMS data.

Processes
Location data (e.g., offset, longitude and latitude) are calculated rather than entered.

Outputs
Location data connects the bus stop's attribute data to a spatial map for easy reference and for use in publication.

Historical Note
BSMS is a spatial database that uses the General Transit Feed Specification (GTFS) standard.

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.

Bus Stop Management System (BSMS)

DATA RETENTION PLAN

Data Description	Data Retention Period
Transit Data Classification 22100-02	Destroy transit data once it is replaced or is no longer required for research or reference purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

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.

DILAX Citisense (DILAX)

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
DILAX Citisense (DILAX) enables BC Transit staff to evaluate passenger data, and, in turn, it facilitates transit development, operations, and scheduling decision-making. Analysis and reporting functions provide BC Transit planners with a full picture of daily transit activities by combining passenger data with other data, such as timetables, ticketing and vehicle information.

Information Content
DILAX contains passenger count data (e.g., stops, boardings and alightings), vehicle data (e.g., operator code, compartment, coupling/uncoupling, and vehicle code and type), stop data (e.g., name, location, and area) and schedule data (e.g., timetable, network, trips, and cancellations).

Inputs, Processes, and Outputs
Inputs
DILAX gathers raw passenger data from Automatic Passenger Counter (APC) hardware installed on transit vehicles. Passenger data may also be manually entered. Schedule data is imported from the HASTUS system.

Processes
DILAX has predictive analysis processing which assists planning and scheduling. It also performs diagnostics to verify if passenger counting is accurately matched with transit schedules.

Outputs
Standardized reports are created directly from DILAX for use in scheduling, operations and development. Other reports are produced from DILAX data using Microsoft Power Bi. Data is also exported into HASTUS for further analysis.

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.

DILAX Citisense (DILAX)

DATA RETENTION PLAN

Data Description	Data Retention Period
Transit data Classification 22100-02	Destroy transit data once it is replaced or no longer required for research or reference purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

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.

GuardCard

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
GuardCard is a database used to produce and issue identification cards for internal use (i.e., employee transit passes and security passes) and individual passes for some transit programs (i.e., EcoPass and ProPass).

Information Content
GuardCard contains identity card data (e.g., card status, format, unique code, issue and end dates), employee information (e.g., name, photo, department, and employee ID), and customer personal information (e.g., name, photo, contact information, and city/region).

Inputs, Processes, and Outputs
Inputs
Staff input data directly or, in the case of employee information, by importing from Trapeze.

Processes
GuardCard performs no calculations or workflow processes.

Outputs
The primary output of GuardCard is a printed identification card. Reports may also be run to provide lists of identity cards.

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.

GuardCard

DATA RETENTION PLAN

Data Description	Data Retention Period
Transit program applications - approved Classification 22200-02	Destroy one year after the individual no longer requires custom transit service.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

HASTUS

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
The purpose of HASTUS is to support transit planning including regular and on-demand transit schedule planning and day-to-day operations and administration of the transit system. It tracks, manages and reports on a wide variety of transit related data.

Information Content
HASTUS contains operational transit data such as route data (e.g., number, name, bus stops, actual and estimated travel time, dates, and exceptions), spatial data (e.g., direction, place, street, zone, district, and landmarks), and vehicle schedules data (e.g., booking, location, and status).

HASTUS also contains administrative data such as vehicle management data (e.g., owner, type, garage, status, operating hours, and maintenance) and crew schedule data (e.g., duties, times, payroll, cost, and performance).

Inputs, Processes, and Outputs
Inputs
Data related to vehicles, operators and passengers (de-identified) is imported from the Bus Stop Management System, DILAX Citisense, GFI Farebox and NextRide/SmartBus. Spatial data is downloaded and imported from various spatial data sources. All other data contained within HASTUS is manually entered by staff.

Processes
HASTUS performs calculations (e.g., statistics, percentages, speeds, distances, punctuality) to assist in planning and scheduling analysis.

Outputs
HASTUS produces reports to assist in ongoing planning and scheduling of vehicles, routes, operators and crews.

HASTUS produces transit schedules, routes and maps which are available through web-based applications such as NextRide and Transit as well as published on the BC Transit website. Schedules are also exported to DILAX Citisense to match up against passenger count data.

HASTUS exports vehicle data and transit operator and crew work assignments into Trapeze.

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.

HASTUS

DATA RETENTION PLAN

Data Description	Data Retention Period
Transit data Classification 22100-02	Destroy transit data once it is replaced or is no longer required for research or reference purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

PERSPECTIVE

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
The purpose of Perspective, also known as PPM, or Incident Management and Investigation Program or Resolver (i.e., the Vendor's Name) is to track and help staff manage lost property and respond to transit activities and incidents.

Information Content
Perspective records activities and incident data (e.g., summary, date, time, system, bus and route number, police involvement, status, legal actions and claims, access control, outcome), involved persons data (e.g., details, description, contact information, and notes of operators, injured parties, witnesses, supervisors, etc.), involved organizations data (e.g., involvement type, contact information, and comments of police, ambulance, fire department, etc.), involved vehicles data (e.g., involvement type, details and comments of bus and any other vehicle involved), item data (e.g., losses and recoveries, disposition and description), and investigations data (e.g., investigator(s), dates, status, notes, interviews, comments, CCTV logs and recordings). Documents may also be attached to incidents.

Inputs, Processes, and Outputs
Inputs
The majority of the data recorded in Perspective is manually inputted by staff and contracted operators. BC Transit vehicle data is imported from a vehicle asset management system and operator data is imported from Trapeze. Incidents may be manually linked to each other in order to 1) connect the same event that was reported twice, or 2) connect incidents that have similarities which may require future attention.

Activities are generated based on calls to the Transit Communication Coordinators (T-Comm) and become incidents based on the judgement of the Victoria Security Department. Activities may involve anything reported to T-Comm but generally activities such as security breaches, vandalism, theft and accidents are elevated to incidents.

Other calls/reports which do not involve T-Comm (e.g., from Victoria Customer Relations or Customer Service Reports) are automatically entered as incidents due to the system's method of entering information from these sources rather than based on the type of incident.

Processes
Workflows may be used to assign specific tasks to staff or contracted operators. Perspective also maintains an audit trail on changes and actions taken within the system.

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.

Outputs
In addition to various statistical reports and the ability to create customized incident reports, Perspective can report on the history of activities and incidents associated with the involved vehicle or person.

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.

PERSPECTIVE

DATA RETENTION PLAN

Data Description	Data Retention Period
Lost property management Classification 22000-03	Destroy at the end of the third calendar year.
BC Transit incidents and investigations Classification 22000-30	Destroy 15 years after incident or investigation is completed and if applicable, after minor has reached the age of majority (19 years).
BC Transit issue management and research projects Classification 22000-40	Destroy five years after the issue is resolved or obsolete or the research project is completed or abandoned.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

Trapeze OPS (Trapeze)

SYSTEM OVERVIEW

Creating Agency
BC Transit

Date of System Description
2021-06-13

Purpose
The purpose of Trapeze OPS (Trapeze) is to integrate and automate transit operations management and workforce management. It is used by BC Transit to track employee availability. It is used by employees to “Bid” on shifts. It is used to “dispatch” drivers and assign mechanics and yard personnel to yard and asset management tasks. Vehicle damage noted in accidents informs mechanic assignments. Information about incidents which involve injury to a worker is used to initiate and review work-related incidents. Trapeze OPS integrates with HR and with payroll systems.

Information Content
Trapeze contains work assignment data (e.g., type and name of work, division, dates and times, employee, vehicle, and priorities), employee data (e.g., name, contact information, licenses, medical information, actual and assigned work time and leave, payroll details, seniority, location, status, type, performance details and customer feedback), worker's accident/incident data (e.g., date and time, location, employee, type, supervisor, damage amount, vehicle, insurance policy and notes) and vehicle data (e.g., number, make, year, description, license, type, garage, status, and maintenance history).

Inputs, Processes, and Outputs
Inputs
Schedules, routes, and vehicle details are imported from HASTUS. Transit operator and crew work assignments are imported from HASTUS. Other employee data, including worker's accident/incident data is manually entered.

Dispatchers assign drivers and enter exceptions. Employees can submit desired shifts. Managers assign mechanics and yard workers and enter notes and comments. Mechanics and yard workers update the system to confirm task completion and enter notes and comments.

Processes
Trapeze calculates time worked into payroll information. Trapeze can also generate messages for employees whose driver's licenses, medical approvals, or Vehicle Transit Training (VTT) are about to expire.

Outputs
Daily activity, manifest and dispatch reports are standardized reports. Other customizable reports can be created.

Employee payroll data is exported to the payroll system for payment.

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.

Trapeze OPS (Trapeze)

DATA RETENTION PLAN

Data Description	Data Retention Period
BC Transit incidents and investigations Classification 22000-30	Destroy 15 years after incident or investigation is completed and if applicable, after minor has reached the age of majority (19 years).
Transit data Classification 22100-02	Destroy transit data once it is replaced or is no longer required for research or reference purposes.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the Systems Section FAQ.

END OF OVERVIEW

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

This concordance table is intended as a general guide for transition between the old and new versions of this *ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage. When converting old files to the new *ORCS*, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
22000	BC Transit – General	NEW Replaces 82000 Public Transit Planning – General Replaces 83520 Customer service - lost property identification Replaces 84000 Transit system operations - general	
22000-00	BC Transit policy – final	NEW Partially replaces 82000-00 Policy and procedures Partially replaces 82300-00 Policy and procedures Partially replaces 82500-00 Policy and procedures Partially replaces 82700-00 Policy and procedures Partially replaces 82720-00 Policy and procedures Partially replaces 82740-00 Policy and procedures Partially replaces 82760-00 Policy and procedures Partially replaces 82780-00 Policy and procedures Partially replaces 82800-00 Policy and procedures Partially replaces 83000-00 Policy and procedures Partially replaces 83100-00 Policy and procedures Partially replaces 83300-00 Policy and procedures Partially replaces 83500-00 Policy and procedures Partially replaces 83520-00 Policy and procedures Partially replaces 83540-00 Policy and procedures Partially replaces 84000-00 Policy and procedures Partially replaces 84100-00 Policy and procedures Partially replaces 84500-00 Policy and procedures Partially replaces 84600-00 Policy and procedures	SO 5y FR
22000-01	General	NEW Replaces 82000-01 General	CY 1y DE

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
		Replaces 83520-01 General Replaces 84000-01 General	
22000-02	BC Transit plans, reports, and studies - final	NEW Replaces 82000-20 Public transit planning reports and studies Replaces 82000-30 Public-private planning and liaison case files Replaces 82500-20 Municipal system and service planning case files Replaces 82500-30 Municipal system passenger issue case files Replaces 82720-20 Community & land use planning case files Replaces 82740-20 Long-Range planning case files Replaces 82760-20 Route planning case files Replaces 82760-30 Service planning case files Replaces 82780-20 Transit facilities development case files Replaces 82800-20 Transit priorities planning case files Replaces 83000-20 Public transit services and programs reports and studies Replaces 83500-20 Customer service report (CSR) case files Replaces 84000-20 Transit system operations reports and studies Replaces 84100-20 Bus route management (P) case files	CY 20y FR
22000-03	Lost property management	NEW Replaces 83520-20 Lost property identification records	CY 2y DE
22000-20	BC Transit Board and Board committee files	NEW	CY 7y FR
22000-30	BC Transit incidents and investigations	NEW	SO 15y DE
22000-40	BC Transit issue management and research projects	NEW Replaces 82500-30 Municipal system passenger issue case files Replaces 83500-20 Customer service report (CSR) case files Replaces 84000-20 Transit system operations reports and studies	SO 5y DE

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APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
22000-50	BC Transit policy development files	NEW Partially replaces 82000-00 Policy and procedures Partially replaces 82300-00 Policy and procedures Partially replaces 82500-00 Policy and procedures Partially replaces 82700-00 Policy and procedures Partially replaces 82720-00 Policy and procedures Partially replaces 82740-00 Policy and procedures Partially replaces 82760-00 Policy and procedures Partially replaces 82780-00 Policy and procedures Partially replaces 82800-00 Policy and procedures Partially replaces 83000-00 Policy and procedures Partially replaces 83100-00 Policy and procedures Partially replaces 83300-00 Policy and procedures Partially replaces 83500-00 Policy and procedures Partially replaces 83520-00 Policy and procedures Partially replaces 83540-00 Policy and procedures Partially replaces 84000-00 Policy and procedures Partially replaces 84100-00 Policy and procedures Partially replaces 84500-00 Policy and procedures Partially replaces 84600-00 Policy and procedures	SO 5y DE
22100	BC TRANSIT – PLANNING	NEW Replaces 82500 Municipal system and service planning Replaces 82700 Regional transit planning – general Replaces 82720 Regional transit planning – community and land use Replaces 82740 Regional transit planning – long-range Replaces 82760 Regional transit planning – routes and services Replaces 82780 Regional transit planning – transit facilities Replaces 82800 Regional transit planning – transit priorities Replaces 83000 Public transit services and programs - general Replaces 84100 Bus route management Replaces 84500 Transit service monitoring	

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
22100-01	General	NEW Replaces 82500-01 General Replaces 82700-01 General Replaces 82720-01 General Replaces 82740-01 General Replaces 82760-01 General Replaces 82780-01 General Replaces 82800-01 General Replaces 83000-01 General Replaces 84100-01 General Replaces 84500-01 General	CY 1y DE
22100-02	Transit data	NEW Replaces 82500-02 Municipal service scheduling data Replaces 82760-40 Traffic counting case files Replaces 84100-30 Bus route management (E) case files Replaces 84500-20 Transit service monitoring (P) case files Replaces 84500-30 Transit service monitoring (E) case files	SO nil DE
22100-20	Development referrals	NEW	CY 10y DE
22100-30	Transit planning case files	NEW Replaces 82000-20 Public transit planning reports and studies Replaces 82000-30 Public-private planning and liaison case files Replaces 82500-20 Municipal system and service planning case files Replaces 82720-20 Community & land use planning case files Replaces 82740-20 Long-Range planning case files Replaces 82760-20 Route planning case files Replaces 82760-30 Service planning case files Replaces 82780-20 Transit facilities development case files Replaces 82800-20 Transit priorities planning case files Replaces 83000-20 Public transit services and programs reports and studies	SO 5y DE

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
		Replaces 84100-20 Bus route management (P) case files	
22100-40	Transit service change planning	NEW	CY 5y DE
22200	BC Transit – Program Management	NEW Replaces 83000 Public transit services and programs - general Replaces 83100 Public transit services and programs – accessible transit Replaces 83300 Public transit services and programs – bus pass administration Replaces 83500 Customer service - general Replaces 83540 Customer service - passenger safety	
22200-01	General	NEW Replaces 83000-01 General Replaces 83100-01 General Replaces 83300-01 General Replaces 83500-01 General Replaces 83540-01 General	CY 1y DE
22200-02	Transit program applications - approved	NEW Replaces 83100-20 Accessible transit application case files Replaces 83300-20 Bus pass program application case files	SO 1y DE
22200-03	Transit program applications - pending	NEW	CY 1y DE
22200-20	Transit program development and management	NEW Replaces 83000-20 Public transit services and programs reports and studies Replaces 83100-30 Accessible transit program case files Replaces 83100-50 TaxiSaver System Replaces 83300-30 Bus pass program case files Replaces 83500-30 Customer service program case files	SO 5y DE

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APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
		Replaces 83540-20 Passenger safety program case files	

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	Retention
82000	Public Transit Planning – General	Replaced – reclassify to 22000 BC Transit – General	
82000-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82000-01	General	Replaced – reclassify to 22000-01 General	
82000-20	Public transit planning reports and studies	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82000-30	Public-private planning and liaison case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82300	Fare Development	Replaced - reclassify to *ARCS* 1120 Fee Development	
82300-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82300-01	General	Replaced - reclassify to *ARCS* 1120-01 General	
82300-02	Fare Zones	Closed	
82300-20	Fare development case files	Replaced - reclassify to *ARCS* 1120-20 Ministry/agency fee inventory files	
82500	Municipal system and service planning	Replaced - reclassify to 22100 BC Transit - planning	
82500-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82500-01	General	Replaced - reclassify to 22100-01 General	
82500-02	Municipal service scheduling data	Replaced - reclassify to 22100-02 Transit data	
82500-20	Municipal system and service planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82500-30	Municipal system passenger issue case files	Replaced - reclassify to 22000-40 BC Transit issue management and research projects	
82700	Regional transit planning – general	Replaced - reclassify to 22100 BC Transit - planning	
82700-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82700-01	General	Replaced - reclassify to 22100-01 General	
82720	Regional transit planning – community and land use	Replaced - reclassify to 22100 BC Transit - planning	
82720-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82720-01	General	Replaced - reclassify to 22100-01 General	

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	Retention
82720-20	Community & land use planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82740	Regional transit planning – long-range	Replaced - reclassify to 22100 BC Transit - planning	
82740-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82740-01	General	Replaced - reclassify to 22100-01 General	
82740-20	Long-Range planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82760	Regional transit planning – routes and services	Replaced - reclassify to 22100 BC Transit - planning	
82760-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82760-01	General	Replaced - reclassify to 22100-01 General	
82760-20	Route planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82760-30	Service planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82760-40	Traffic counting case files	Replaced - reclassify to 22100-02 Transit data	
82780	Regional transit planning – transit facilities	Replaced - reclassify to 22100 BC Transit - planning	
82780-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82780-01	General	Replaced - reclassify to 22100-01 General	
82780-20	Transit facilities development case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
82800	Regional transit planning – transit priorities	Replaced - reclassify to 22100 BC Transit - planning	
82800-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
82800-01	General	Replaced - reclassify to 22100-01 General	
82800-20	Transit priorities planning case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
83000	Public transit services and programs - general	Replaced - reclassify to 22200 BC Transit – program management	
83000-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83000-01	General	Replaced - reclassify to 22200-01 General	

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	Retention
83000-20	Public transit services and programs reports and studies	Replaced - reclassify to 22100-30 Transit planning case files Or 22200-20 Transit program development and management Or 22000-02 BC Transit plans, reports, and studies - final	
83100	Public transit services and programs – accessible transit	Replaced - reclassify to 22200 BC Transit – program management	
83100-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83100-01	General	Replaced - reclassify to 22200-01 General	
83100-20	Accessible transit application case files	Replaced - reclassify to 22200-02 Transit program applications – approved OR 22200-03 Transit program applications – pending	
83100-30	Accessible transit program case files	Replaced - reclassify to 22200-20 Transit program development and management	
83100-50	TaxiSaver System	Replaced - reclassify to 22200-20 Transit program development and management	
83300	Public transit services and programs – bus pass administration	Replaced - reclassify to 22200 BC Transit – program management	
83300-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83300-01	General	Replaced - reclassify to 22200-01 General	
83300-20	Bus pass program application case files	Replaced - reclassify to 22200-02 Transit program applications – approved OR 22200-03 Transit program applications – pending	
83300-30	Bus pass program case files	Replaced - reclassify to 22200-20 Transit program development and management	
83300-50	ProPass and YouthPass System	ProPass System Replaced - reclassify to GuardCard – See System Overview YouthPass System Closed	
83500	Customer service - general	Replaced - reclassify to 22200 BC Transit – program management	
83500-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83500-01	General	Replaced - reclassify to 22200-01 General	
83500-02	Customer information phone lines	Closed	
83500-20	Customer service report (CSR) case files	Replaced - reclassify to 22000-40 BC Transit issue management and research projects	

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	Retention
83500-30	Customer service program case files	Replaced - reclassify to 22200-20 Transit program development and management	
83500-50	Customer service report (CSR) system	Replaced - reclassify to Perspective - See System Overview	
83520	Customer service - lost property identification	Replaced - reclassify to 22000 BC Transit – general	
83520-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83520-01	General	Replaced - reclassify to 22000-01 General	
83520-20	Lost property identification records	Replaced - reclassify to 22000-03 Lost property management	
83520-30	Lost property reports and statistics	Replaced - reclassify to *ARCS* 440-20 Reports and statistics (not covered elsewhere)	
83520-50	Lost Property System	Replaced - reclassify to Perspective - See System Overview	
83540	Customer service - passenger safety	Replaced - reclassify to 22200-20 Transit program development and management	
83540-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
83540-01	General	Replaced - reclassify to 22200-01 General	
83540-20	Passenger safety program case files	Replaced - reclassify to 22200-20 Transit program development and management	
84000	Transit system operations - general	Replaced - reclassify to 22000 BC Transit – general	
84000-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
84000-01	General	Replaced - reclassify to 22000-01 General	
84000-20	Transit system operations reports and studies	Replaced - reclassify to 22000-40 BC Transit issue management and research projects	
84100	Bus route management	Replaced - reclassify to 22100 BC Transit planning	
84100-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
84100-01	General	Replaced - reclassify to 22100-01 General	
84100-20	Bus route management (P) case files	Replaced - reclassify to 22100-30 Transit planning case files Or 22000-02 BC Transit plans, reports, and studies - final	
84100-30	Bus route management (E) case files	Replaced - reclassify to 22100-02 Transit data	
84100-50	Detour System	Replaced - reclassify to Bus Stop Management System - See System Overview	

Key to *ARCS/ORCS* Codes and Acronyms

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.

APPENDIX A: Summary of Changes to the *BC Transit ORCS*

Primary/ Secondary	Title	Type of Change	Retention
84500	Transit service monitoring	Replaced - reclassify to 22100 BC Transit planning	
84500-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
84500-01	General	Replaced - reclassify to 22100-01 General	
84500-20	Transit service monitoring (P) case files	Replaced - reclassify to 22100-02 Transit data	
84500-30	Transit service monitoring (E) case files	Replaced - reclassify to 22100-02 Transit data	
84500-50	Operating and Scheduling Issues System	Replaced - reclassify to Perspective - See System Overview	
84600	Transit vehicle maintenance	Replaced - reclassify to *ARCS* 877 Transportation	
84600-00	Policy and procedures	Replaced – reclassify to 22000-00 BC Transit policy – final Or 22000-50 BC Transit policy development files	
84600-01	General	Replaced - reclassify to *ARCS* 877-01 General	
84600-20	Transit vehicle inspection & maintenance (P) case files	Replaced - reclassify to *ARCS* 877-20 Motor vehicle history files	
84600-30	Transit vehicle inspection & maintenance (E) case files	Replaced - reclassify to *ARCS* 877-20 Motor vehicle history files	
84600-40	Transit vehicle unit history case files	Replaced - reclassify to *ARCS* 877-20 Motor vehicle history files	
84600-50	Preventative Maintenance System	Replaced - reclassify to Trapeze - See System Overview	