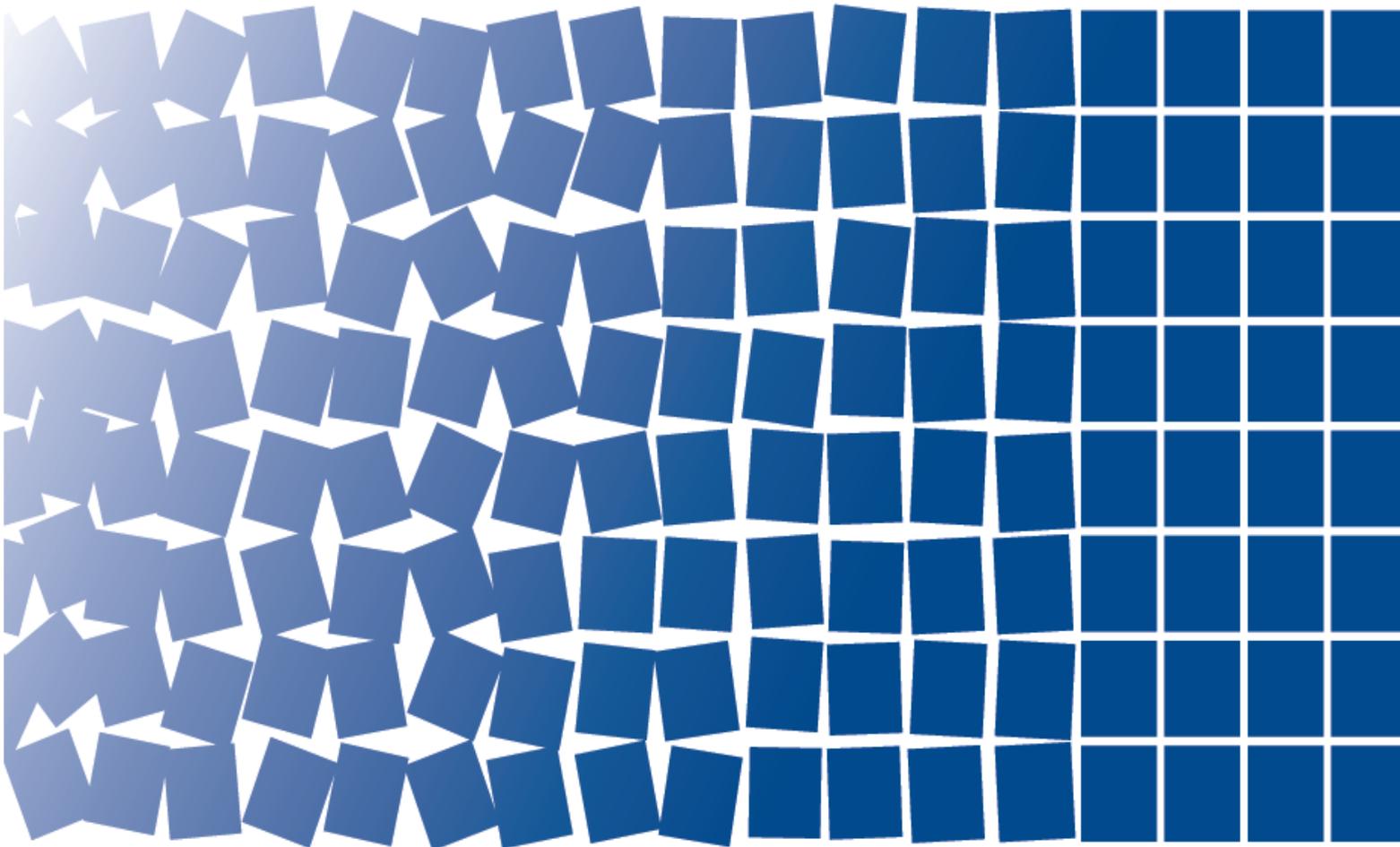


# **BUILDING AND SAFETY STANDARDS OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**



**INFORMATION SCHEDULE APPROVAL**

Title: *Building and Safety Standards Operational Records Classification System (ORCS)*

Ministry of Natural Gas Development  
Building and Safety Standards Branch

Scope of Schedule:

The *Building and Safety Standards ORCS* establishes a classification system and information schedule for the operational records created by the Building and Safety Standards Branch under the *Administrative Tribunals Act* (SBC 2004, c. 45), the *Building Act* (SBC 2015, c. 2), the *Building Officials' Association Act* (SBC 1997, c. 16), the *Fire Services Act* (RSBC 1996, c. 144), the *Homeowner Protection Act* (SBC 1998, c. 31), the *Safety Authority Act* (SBC 2003, c. 38), and the *Safety Standards Act* (SBC 2003, c. 39).

The schedule covers records relating to the research, revision, review, development, amendment, and adoption of British Columbia's building, safety and home ownership legislation, regulations and standards. This includes records relating to the safe installation and operation of technical systems and equipment, the rulings of the Building Code Appeal Board, and stakeholder education.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements. For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1890

<p>The government body endorses this schedule and its implementation.</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>Schedule Developer: Ken Oldenburger Archivist: Joni Mitchell</p> <p>Endorsed by Government Records Service.</p> <p> Alex Wright, Sr. Director Date June 22, 2017</p>
<p>Authorization on file</p> <p>Gregory Steves, Assistant Deputy Minister, Officer of Housing and Construction Standards</p> <p>November 17, 2016 Date</p>	
<p>The Information Management Advisory Committee recommends this schedule for approval.</p> <p> David Curtis, Chair</p> <p>JUNE 28, 2017 Date</p>	
<p><b>APPROVED BY THE CHIEF RECORDS OFFICER:</b></p> <p> Cheryl Werenz Date Sept 8, 2017</p> <p>David Curtis</p>	

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act](#) (SBC 2015, c. 27). For more information consult your [Records Officer](#).

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### BUILDING AND SAFETY STANDARDS

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Building and Safety Standards Branch under the *Administrative Tribunals Act* (SBC 2004, c. 45), the *Building Act* (SBC 2015, c. 2), the *Building Officials' Association Act* (SBC 1997, c. 16), the *Fire Services Act* (RSBC 1996, c. 144), the *Homeowner Protection Act* (SBC 1998, c. 31), the *Safety Authority Act* (SBC 2003, c. 38), and the *Safety Standards Act* (SBC 2003, c. 39).

This schedule covers records relating to the research, issues, revision, review, development, amendment, and adoption of British Columbia's legislation and regulations pertaining to building, safety, and homeowner protection. This includes records relating to the safe installation and operation of technical systems and equipment, the rulings of the Building Code Appeal Board, and stakeholder education.

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.

The *Building and Safety Standards ORCS* covers:

- All building regulation records created and received since 1973 when the provincial government assumed responsibility for BC building regulations from municipalities that are **active** when the *Building and Safety Standards ORCS* is approved, and are subsequently created, and
- All safety regulatory framework records created and received since 1890 that are **active** when the *Building and Safety Standards ORCS* is approved, and are subsequently created.

The *Building and Safety Standards ORCS* does not cover records relating to inspecting, approving equipment/material, investigating accidents, issuing licences, and developing examinations for certification for the commercial use of boilers, pressure vessels, refrigeration units, elevating devices, aerial tramways, and railways. See the *Safety Engineering Services ORCS* (schedule 124170).

The *Building and Safety Standards ORCS* runs concurrently with two other *ORCS*:

- The *Building Policy ORCS* (schedule 143918), which covers all **semi-active** and **inactive** building regulation records created or received prior to the approval date of the *Building and Safety Standards ORCS*.
- The *Safety Engineering Services ORCS* (schedule 124170), which covers all **semi-active** and **inactive** safety regulatory framework records created or received prior to the approval date of the *Building and Safety Standards ORCS*.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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See **Appendix A** for information about how to reclassify records from these existing *ORCS* to the *Building and Safety Standards ORCS*.

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 and procedures SO 30y FR  
(secondary 56000-00)

These records document the final, approved versions of internal policies, procedures, standards, and guidelines pertaining to building and safety.

30y: The thirty year retention provides a long period for research and review of past internal policies.

FR: The government archives will fully retain final and approved versions of building and safety internal policies, procedures, standards, and guidelines. The records provide evidence of the principles and processes that guide how the government develops, amends, and implements legislation and regulations pertaining to building, safety, and homeowner protection.

- 2) Building and safety final educational material SO 10y FR  
(secondary 56100-40)

These records document the final versions of building and safety educational materials such as manuals, guidebooks and handbooks.

10y: The ten year retention period provides a reasonable time for research and review of previous educational materials.

FR: The government archives will fully retain final versions of building and safety guides, manuals, handbooks, and technical and information bulletins developed by the Building and Safety Standards Branch and its successor offices. These records provide evidence of what explanatory information the government conveys to users about building and safety statutory requirements and how that information is conveyed. The records also provide information about the history and interpretation of relevant legislation and regulations.

- 3) Building and safety legislation and regulation SO 10y SR  
(secondary 56000-40)

These records document the development, amendment, and adoption of British Columbia's legislation and regulations. Building and safety legislation includes the *Building Act* (SBC 2015, c. 2), the *Homeowner Protection Act* (SBC 1998, c. 31), the *Safety Authority Act* (SBC 2003, c. 38), and the *Safety Standards Act* (SBC 2003, c. 39). The regulations under these statutes include the *Homeowner Protection Act Regulation* (BC Reg 29/99), the *BC Building Code*, the *Plumbing Code*, and the various safety technical system

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

requirements for equipment such as boilers, pressure vessels and refrigeration systems, electrical equipment and systems, elevators and escalators, gas appliances, railways, ski lifts, and amusement rides. In addition, the *British Columbia Fire Code Regulation* (BC Reg 263/2012) is managed under this secondary although its legislation is not.

10y: The ten year retention period is consistent with the retention of building and safety inquiries, cooperation and liaison, and issues management.

SR: The government archives will selectively retain building and safety legislation and regulation records by retaining proposals for innovative buildings that employ construction methods or materials that differ from the BC codes. These records provide evidence of the review process to accept and evaluate innovative building proposals, including the development of site-specific regulations.

The record creating office will identify all building and safety legislation and regulation records that do not meet this criterion as being eligible for destruction at the end of the semi-active period; for physical files, this requires that the creating office box those files separately.

- 4) Building code appeal board decisions SO nil FR  
(secondary 56200-02)

These records summarize the decisions of the BC Building Code Appeal Board.

FR: The government archives will fully retain Building code appeal board decisions. These records summarize appeals made to the Board disputing the decision of a local authority on whether a matter conforms to a building regulation. They provide evidence of the building code appeal process in British Columbia in that they outline the reasons for appeal, the positions of the appellant and the local authority, and the appeal board's decision and reason for that decision.

- 5) Building code appeal board meetings and board ruling case files CY/SO 30y DE  
(secondaries 56200-20 and -30)

These records document the meetings of the BC Building Code Appeal Board and the board's rulings on individual appeals.

30y: The thirty year retention period provides a reasonable time for review and reference of past decisions.

DE: Building code appeal board ruling case files will be destroyed because appeal cases and board and board policies and procedures are sufficiently documented in building code appeal board decisions and building and safety policy and procedures, both of which are fully retained in 56000-00 and 56200-02.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This information schedule is approved in accordance with the [Information Management Act](#) (SBC 2015, c. 27). For more information consult your [Records Officer](#).

	A	SA	FD
6) <u>Building and safety inquiries, cooperation and liaison, issues management, policy analysis, educational events,</u> (secondaries 56000-02, -20, -30 and -50, 56000-20)	CY/SO	10y	DE
<p>These records document building and safety inquiries, complaints, issues management, liaison and communication with other organizations involved in building and safety, and building and safety policy analysis which involves in-depth research projects into topics that impact building and safety legislation, regulations and/or related activities in British Columbia.</p> <p>10y: The ten year retention provides a reasonable period for research and review.</p>			
7) <u>Building and safety educational events and educational material development</u> (secondaries 56100-20 and -30)	SO	10y	DE
<p>These records document the development and presentation of building and safety educational events and the development of building and safety educational materials.</p> <p>10y: The ten year retention provides a reasonable period for research and review.</p>			
8) <u>All Other Records</u>			DE
<p>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 <i>ORCS</i> or in <i>ARCS</i>, such as summary reports, policy records, executive briefing notes (<i>ARCS</i> secondary 280-20), and annual service plan reports (<i>ARCS</i> secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.</p>			

END OF EXECUTIVE SUMMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### *BUILDING AND SAFETY STANDARDS*

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### SECTION 1

#### BUILDING AND SAFETY STANDARDS

##### PRIMARY NUMBERS

56000 - 56999

Section 1 covers records relating to the research, issues, revision, review, development, amendment, and adoption of British Columbia's legislation and regulations pertaining to building, safety, and homeowner protection. This includes records relating to the safe installation and operation of technical systems and equipment, the rulings of the Building Code Appeal Board, and stakeholder education.

The performance of these functions is mandated under the *Administrative Tribunals Act* (SBC 2004, c. 45), the *Building Act* (SBC 2015, c. 2), the *Building Officials' Association Act* (SBC 1997, c. 16), the *Fire Services Act* (RSBC 1996, c. 144), the *Homeowner Protection Act* (SBC 1998, c. 31), the *Safety Authority Act* (SBC 2003, c. 38), and the *Safety Standards Act* (SBC 2003, c. 39).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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#### BUILDING AND SAFETY STANDARDS

56000 - 56999

- 56000 BUILDING AND SAFETY STANDARDS - GENERAL
- 56100 BUILDING AND SAFETY EDUCATION
- 56200 BUILDING CODE APPEAL BOARD

**56000 BUILDING AND SAFETY STANDARDS - GENERAL**

Records relating to the research, review, development, amendment, and adoption of British Columbia's legislation and regulations pertaining to building, safety, and homeowner protection.

This primary covers records relating to building and safety inquiries, complaints and issues management. This primary also covers building and safety policy analysis which involves in-depth research projects into topics that impact building and safety legislation, regulations and/or related activities in British Columbia.

Building and safety legislation includes the *Building Act* (SBC 2015, c. 2), the *Homeowner Protection Act* (SBC 1998, c. 31), the *Safety Authority Act* (SBC 2003, c. 38), and the *Safety Standards Act* (SBC 2003, c. 39). The regulations under these statutes include the *Homeowner Protection Act Regulation*, the *BC Building Code*, the *Plumbing Code*, and the various safety technical system requirements for equipment such as boilers, pressure vessels and refrigeration systems, electrical equipment and systems, elevators and escalators, gas appliances, railways, ski lifts, and amusement rides. Building and safety regulations also include the *British Columbia Fire Code Regulation* which is mandated under section 47 of the *Fire Services Act* (RSBC 1996, c.144). Except for s. 47 (2) (g) and (h), the *Fire Services Act* is the responsibility of the Ministry of Transportation and Infrastructure. The *Fire Services Act* is being replaced by the *Fire Safety Act*.

British Columbia's Codes are based on the model National Building Code (NBC) of Canada. The NBC is revised approximately every five years with input from consensus-based technical committees with representatives from across the sector. The BC Codes generally follow the five year NBC cycle and contain limited modifications from the national code. Codes and standards may be adopted entirely as presented by the developing body (e.g., National Research Council), or amended. Provincial variations are a result of recommendations from industry stakeholders or by the provincial government. Proposed code changes may be posted for public review. In addition, local authorities or persons may submit requests for variations to provincial building regulations under sections 7 and 8 of the *Building Act*.

The safety regulatory framework consists of the *Safety Standards Act*, and its regulations, and the *Safety Authority Act*. The safety regulatory framework governs equipment safety and worker qualifications in key technical areas. The key technical areas are boilers, electrical equipment, gas, elevating devices, ski lifts, and amusement rides.

The purpose of *Homeowner Protection Act* is to strengthen consumer protection for buyers of new homes; improve the quality of residential construction; and to support research and education respecting residential construction in British Columbia. Section 14 of the *Homeowner Protection Act* and section 4 of the *Homeowner Protection Act Regulation* govern the licensing requirements for residential builders who build single family

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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homes and small residential buildings under Part 9 of the *BC Building Code*.

For administrative agreements under section 14 of the *Building Act* or section 83 of the *Safety Standards Act*, see *ARCS* secondary 146-45.

For agreements which delegate administration of the safety regulatory framework to the BC Safety Authority and local governments, see *ARCS* secondary 146-45.

For approved legislation and regulations, see *ARCS* secondary 140-60.

For blank forms and authorization templates, see special schedule 102901 (*Transitory Records*).

For building and safety committees, see *ARCS* secondary 200-20.

For building and safety educational events such as webinars and presentations, see secondary 56100-20.

For building and safety final educational materials such as guides, bulletins, and handbooks, see secondary 56100-40.

For NBC input and review committee, see *ARCS* secondary 200-20.

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

For tracking legislative projects, see *ARCS* secondary 140-02.

The ministry OPR is Building and Safety Standards Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	<b>A</b>	<b>SA</b>	<b>FD</b>
All non-OPR offices will retain these records for:	SO	nil	DE
<b>-00 Policy and procedures</b> (covers final/approved versions of internal policies, procedures, standards, and guidelines pertaining to building and safety)	SO	30y	FR
SO: when the policy is replaced or becomes irrelevant			
30y: The thirty year retention provides a long period for research and review of past internal policies.			
FR: The government archives will fully retain final and approved versions of building and safety internal policies, procedures, standards, and guidelines. The records provide evidence of the principles and processes that guide how the government develops, amends, and implements legislation and regulations pertaining to building, safety, and homeowner protection.			
NOTE: The development and evaluation of internal policies and procedures is classified under 56000-50.			

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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56000	BUILDING AND SAFETY STANDARDS - GENERAL	A	SA	FD
	<b>-01 General</b>	CY+2y	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.			
	<b>-02 Building and safety inquiries</b> (includes questions, complaints and responses)	CY	10y	DE
	10y: The ten year retention provides a reasonable period for research and review.			
	NOTE: Inquiries and complaints which are related to or create an issue file are classified under secondary 56000-30.			
	NOTE: Responses are not legal advice and include a legal disclaimer.			
	<b>-20 Building and safety cooperation and liaison</b> (includes correspondence and meetings with the organization, the organization's annual reports and strategic plans, and copies of the agreements with the organization) (arrange by agency or organization)	SO	10y	DE
	SO: when the relationship with the organization no longer exists			
	10y: The ten year retention provides a reasonable period for review and research of the relationship with the organization.			
	NOTE: This secondary includes cooperation and liaison with the BC Safety Authority, the Building Officials' Association of BC, the Homeowner Protection Office and the Safety Standards Appeal Board. Cooperation and liaison requires a longer retention period than provided by ARCS secondary 230-20.			
	NOTE: Safety strategic planning conducted in tandem with a partnered organization may be classified here, but a final copy of the strategic plan will also be classified under ARCS secondary 400-10.			
	NOTE: Issues or policy analysis related to or raised by an agency or organization should be classified under secondaries 56000-30 or 56000-50.			

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[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](#).

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<b>56000</b>	<b>BUILDING AND SAFETY – GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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<b>-30</b>	<b>Building and safety issues management</b> (arrange by issue) (covers media tracking and media summaries)	SO	10y	DE
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SO: when the issue is resolved and the file is no longer required for reference purposes; or in the case of media summaries, the end of the calendar year

10y: The ten year retention provides a reasonable period for research and review of resolved issues.

NOTE: If an issue results in policy analysis, reclassify the file to secondary 56000-50.

If an issue results in legislation or regulation development, amendment or adoption, copy the relevant portions of the file to secondary 56000-40.

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<b>-40</b>	<b>Building and safety legislation and regulation</b>	SO	10y	SR
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(includes correspondence, background documents, change proposals, committee comments and recommendations, plans, drawings, summary reports, briefing notes, requests for legislation, confidentiality agreements, legal opinions, drafting instructions, ministerial materials, briefing binders, and copies of final legislation and regulations)  
(arrange by legislation or regulation)

(covers research, public and industry review, input from other jurisdictions, working groups and technical committees specific to the development project [e.g., site specific regulations] and BC Safety Authority Board member appointments)

SO: upon rejection, approval or change of legislation, regulation, or standard and when the records that support decisions made during the project are no longer required for subsequent legislation, regulation, or standard projects

10y: The ten year retention period is consistent with the retention of building and safety inquiries, cooperation and liaison, and issues management.

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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56000	BUILDING AND SAFETY – GENERAL	A	SA	FD
-40	<b>Building and safety legislation and regulation</b>	SO	10y	SR

SR: The government archives will selectively retain building and safety legislation and regulation records by retaining the records relating to the review, development, amendment, and adoption of proposals for innovative buildings that employ construction methods or materials that differ from the BC codes. These records provide evidence of the review process to accept and evaluate innovative building proposals, including the development of site-specific regulations.

The record creating office will identify all building and safety legislation and regulation records that do not meet this criterion as being eligible for destruction at the end of the semi-active period; for physical files, this requires that the creating office box those files separately.

NOTE: Building and safety legislation and regulation includes orders in council and provincial regulations. Variations under sections 7 and 8 of the *Building Act*, if approved, are enacted as provincial regulations.

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-50	<b>Building and safety policy analysis</b> (arrange by project) (covers background information, studies and reports from other jurisdictions, research and analysis)	SO	10y	DE
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SO: when the project is complete or abandoned and the file is no longer required for reference purposes

10y: The ten year retention provides a reasonable period for research and review of policy analysis projects.

NOTE: Building and safety policy analysis projects involves in depth research projects into topics that are likely to impact building and safety legislation and regulation.

NOTE: If a policy analysis project results in development or an amendment to legislation or regulation, reclassify the file to secondary 56000-40.

NOTE: This secondary covers the development and evaluation of internal policies and procedures. The approved versions of internal policies and procedures are classified under 56000-00.

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END OF PRIMARY

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**56100 BUILDING AND SAFETY EDUCATION**

Records relating to the development and delivery of educational material. Educational events are offered to building officials/inspectors, residential builders, and others in the building and construction industry. The Branch may issue certificates for some educational events. Section 11 of the *Building Act* (SBC 2015, c. 2) requires qualification of building officials. Section 4 of the *Homeowner Protection Act Regulation* (BC Reg 29/99) describes requirements to enhance professionalism in the residential construction industry and increase consumer protection for buyers of new homes in BC. The requirements include qualifications and continuing education as a condition of renewing a residential builder licence in BC.

For general and non educational speeches and presentations, see ARCS secondary 324-40.

The ministry OPR is Building and Safety Standards Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	<b>A</b>	<b>SA</b>	<b>FD</b>
All non-OPR offices will retain these records for:	SO	nil	DE
<b>-01 General</b>	CY+2y	nil	DE
<b>-02 Building and safety education certificates</b> (arrange by event)	CY	5y	DE
5y: The five year retention period is based on section 4.03(4) of the <i>Homeowner Protection Act Regulation</i> which requires a residential builder to keep proof of each continuing education activity for a minimum of three years.			
<b>-20 Building and safety educational events</b> (includes webinars, presentations and presenters' notes) (arrange by event)	SO	10y	DE
SO: when the educational event is complete and the certificates, if any, have been issued			
10y: The ten year retention period provides a reasonable time for review and research of previous educational events.			

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<b>56100</b>	<b>BUILDING AND SAFETY EDUCATION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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<b>-30</b>	<b>Building and safety educational material development</b> (includes articles [published in print or on the internet] and information or technical bulletins) (arrange by type and name of educational material) (covers development of manuals, guidebooks, and handbooks)	SO	10y	DE
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SO: when the educational materials are superseded or obsolete

10y: The ten year retention period provides a reasonable time for research and review of previous educational materials.

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<b>-40</b>	<b>Building and safety final educational materials</b> (includes final versions of manuals, guidebooks and handbooks) (arrange by type and name of educational material)	SO	10y	FR
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SO: when the educational materials are superseded or obsolete

10y: The ten year retention period provides a reasonable time for research and review of previous educational materials.

FR: The government archives will fully retain final versions of building and safety guides, manuals, handbooks, and technical and information bulletins developed by the Building and Safety Standards Branch and its successor offices. These records provide evidence of what explanatory information the government conveys to users about building and safety statutory requirements and how that information is conveyed. The records also provide information about the history and interpretation of relevant legislation and regulations.

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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](#).

### 56200 BUILDING CODE APPEAL BOARD

Records relating to meetings and decisions of the Building Code Appeal Board. The Board operates independently from government in its decision-making capacity; Board members include subject-matter experts from outside government as well as one Branch member who serves as Board Secretary. The Branch is responsible for processing appeal applications and maintaining the Board's decisions. The Branch also maintains Board meeting agendas and minutes and initiates drafting of member ministerial appointments. The Board Resourcing Development Office is responsible for processing Board member applications and appointments.

Under Part 4 of the *Building Act* (SBC 2015, c. 2), the Building Code Appeal Board hears appeals and provides rulings to settle disputes between local governments and property owners or their agents (e.g., designers or builders) over the interpretation or application of the *BC Building Code*. The appeals are not conducted in the form of a hearing. They are decided on the basis of written submissions. The decision of the Board is final and binding. The only situation in which the decision of the Board may have a judicial review (i.e., be appealed to the Supreme Court of British Columbia) is when one or both parties feel that the Board's decision was arrived at improperly.

Remunerations and honorariums of Board members are managed by the Branch and are classified under ARCS secondary 925-20.

For BC Safety Authority Board member appointments by ministerial order under the *Safety Authority Act* (SBC 2003, c.38, s.8), see secondary 56000-40.

For other Board member appointment files, see ARCS secondary 125-04. For Supreme Court case files, see the *Court Services ORCS* (schedule 100152).

The ministry OPR is Building and Safety Standards Branch 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
<b>-01 General</b>	CY+2y	nil	DE
<b>-02 Building Code Appeal Board decisions</b> (arrange by the decision's sequential number)	SO	nil	FR
SO: when the decisions are no longer required for reference purposes			

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>56200</b>	<b>BUILDING CODE APPEAL BOARD</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	<b>-02 Building Code Appeal Board decisions</b>	SO	nil	FR
	<p>FR: The government archives will fully retain Building Code Appeal Board decisions. These records summarize appeals made to the Board disputing the decision of a local authority on whether a matter conforms to a building regulation. They provide evidence of the building code appeal process in British Columbia in that they outline the reasons for appeal, the positions of the appellant and the local authority, and the Board's decision and reason for that decision.</p> <p>NOTE: Decisions are posted on the internet.</p>			
	<b>-20 Building Code Appeal Board meetings</b> (includes minutes, agenda packages, reports, meeting follow-up questions, correspondence and responses)	CY	30y	DE
	<p>30y: The thirty year retention period provides a reasonable time for review and reference of past decisions.</p>			
	<b>-30 Building Code Appeal Board ruling case files</b> (includes appeal applications completed by the appellant and building officials/inspectors, written details of the dispute, supporting documents such as drawings and reports, written confirmation to appellant that the appeal has been received and accepted along with the date of the meeting at which it will be considered, appeal board decision letters, and copies of the signed decision summary sheets) (arrange by the decision's sequential number)	SO	30y	DE
	<p>SO: when the appeal is abandoned, cancelled or concluded and all appeal periods for a judicial review have expired and, if applicable, upon conclusion of the judicial review</p> <p>30y: The thirty year retention period provides a reasonable time for review and reference of past decisions.</p> <p>DE: Building Code Appeal Board ruling case files will be destroyed because appeal cases and Board policies and procedures are sufficiently documented in Building Code Appeal Board decisions and building and safety policy and procedures, both of which are fully retained in 56000-00 and 56200-02.</p>			

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END OF PRIMARY

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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### *BUILDING AND SAFETY STANDARDS*

### *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 it to:

- locate the correct primary number to classify documents;
- retrieve, by subject, documents which have been classified and filed; and
- 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.

## DRAFT RECORDS SCHEDULE

In accordance with the *Document Disposal Act* (RSBC 1996, c. 99), DO NOT DESTROY ANY RECORDS covered by this records schedule until it has been approved by the Legislative Assembly. Consult your [Records Officer](#).

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## DRAFT RECORDS SCHEDULE

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