

Schedule No. 169594

Accession No. see attached ongoing records schedule

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an ongoing records schedule.	
Title: Carbon Measurement and Reporting ongoing records schedule	
Ministry of Labour, Citizens' Services and Open Government Shared Services BC Technology Solutions Corporate Application Services Carbon Measurement and Reporting	
Description and Purpose: These records are created and received (maintained/duplicated) by the Carbon Measurement and Reporting Branch. They document the measurement and reporting of greenhouse gas emissions produced by provincial Public Sector Organizations and local governments. These records consist of correspondence, reports, guideline documents and data contained within the SMARTTEC and SMARTTool database systems. For more information, see attached schedule.	
Date range: 2007 ongoing	Physical format of records: see attached schedule
Annual accumulation: .064 cubic meters	
Recommended retention and disposition: scheduled in accord with attached ongoing records schedule.	

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><u><i>Dea Nacey</i></u> Records Officer</p> <p><u><i>[Signature]</i></u> Executive Director/ADM</p> <p><u><i>W. St. John</i></u> Deputy Minister/Corporate Executive</p> </div> <div style="width: 15%;"> <p><u>Aug 29, 2011</u> Date</p> <p><u>Sept 20, 2011</u> Date</p> <p><u>Sept. 21/2011</u> Date</p> </div> </div>	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <p style="text-align: center;">APR 24 2012</p> <p style="text-align: center;">Date</p>								
THE PUBLIC DOCUMENTS COMMITTEE CONCURS: <p><u><i>[Signature]</i></u> Chair, PDC</p> <p><u>27 Oct 2011</u> Date</p>	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <p style="text-align: center;">MAY 31 2012</p> <p style="text-align: center;">Date</p>								
OTHER STATUTORY APPROVALS: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Signature</td> <td style="width: 25%; border-bottom: 1px solid black;">Date</td> <td style="width: 25%; border-bottom: 1px solid black;">Signature</td> <td style="width: 25%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title:</td> <td></td> <td style="border-bottom: 1px solid black;">Title:</td> <td></td> </tr> </table>		Signature	Date	Signature	Date	Title:		Title:	
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Title:		Title:							

CONTACT: Bea Nacey, Records Officer, 250-387-4594

RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42), *Carbon Neutral Government Regulation* (BC Reg. 392/2008) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

The retention and final disposition guidelines have been established in consultation with the Records Officer, staff and managers.



 Michael Jenkins, Records Analyst

2011/08/19

 Date



 Sarah Shea, Team Lead, ORCS Development

2011/08/19

 Date

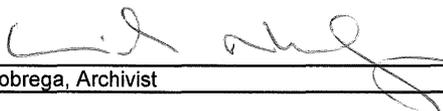
ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ongoing records schedule.

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

The definition of full retention provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.



 Linda Nobrega, Archivist

2011/08/19

 Date

The undersigned endorses the appraisal recommendations:



 Glen Isaac, Manager, Policy, Appraisal and Storage

2011/08/25

 Date

ONGOING RECORDS SCHEDULE

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

A SA FD

20000 CARBON MEASUREMENT AND REPORTING

Records relating to the measurement and reporting of greenhouse gas (GHG) emissions produced by provincial Public Sector Organizations (PSOs). The measurement of (GHG) emissions allows PSOs to comply with the requirements established under the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42) and the *Carbon Neutral Government Regulation* (BC Reg. 392/2008).

PSOs include the provincial government and organizations or corporations not a part of the provincial government but included within the government reporting entity under the *Budget Transparency and Accountability Act* (SBC 2000, c. 23).

The tools developed to measure and report GHG emissions are SMARTTEC and SMARTTool. SMARTTool calculates and reports emissions from the PSO use of buildings, vehicles, paper and business travel. PSOs collect raw data on their energy use in buildings and vehicles as well as paper consumption data and upload it into SMARTTool. Ministry employees use SMARTTEC to collect details on their business travel and Shared Services BC uploads this data into SMARTTool. PSOs use SMARTTool reports to determine the amount of carbon offsets they need to purchase to be carbon neutral for the year and to assist in their production of annual Carbon Neutral Action Reports (CNARs), which document their plans and actions taken to reduce GHG emissions. The Climate Action Secretariat uses the individual CNARs to produce summary roll-up reports. SMARTTEC and SMARTTool are also used by participating local governments that have signed on to the *Climate Action Charter*.

For committees, including the Methodology Working Group, see ARCS secondary 200-20.

For cross-government programs, projects, and initiatives, see ARCS secondary 400-40.

For the development, testing, maintenance, and roll-out of SMARTTEC and SMARTTool, see ARCS primaries 6000 to 6840.

For the SMARTTEC and SMARTTool Information System Overview (ISO), see the ISO section in this ORS.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

ONGOING RECORDS SCHEDULE

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20000 CARBON MEASUREMENT AND REPORTING (continued)

For SMARTTEC travel itinerary or confirmation reports retained by travelers, see ARCS secondary 1240-20.

Unless otherwise specified below, the ministry OPR (Carbon Measurement and Reporting) will retain these records for:

CY+1y nil DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

FR= The government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

-04 Reports

(includes ad-hoc or similar reports)

SO nil DE

SO = when no longer required for statistical or reference purposes

NOTE: This secondary covers ad-hoc reports, produced by the branch for statistical purposes, at the request of the manager, or at the request of other organizations (e.g. ministries, branches, etc.). SMARTTEC Travel Confirmation reports are retained by the branch under secondary -09, while those received by the traveler are classified under ARCS secondary 1240-20. SMARTTool self-serve reports generated by clients are classified within ARCS.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
20000	<u>CARBON MEASUREMENT AND REPORTING</u> (continued)			
-06	Research and reference materials	SO	nil	DE
	SO = when no longer required for research and reference purposes			
	NOTE: This secondary covers a collection of reference materials, such as reports and articles, collected for reference purposes only and does not include records generated by the branch.			
-07	Self-certification checklists and supporting documents	SO	nil	FR
	SO = when new checklists and supporting documents are created and when no longer needed for reference			
	FR= The government archives will fully retain the Self-certification checklists and supporting documents because they document the policy requirements and best practices for measuring greenhouse gas emissions and the provincial government's efforts to ensure accurate reporting.			
	NOTE: Self-certification is undertaken in compliance with a policy requirement, established by the Ministry of Environment, for PSOs to certify that they have adopted best practices for the collection and management of their raw data and the measurement of related GHG emissions. Certification is required on a yearly basis. Self Certification checklists and supporting documents are prepared by the branch on an annual basis for signoff by the Chief Financial Officer for Shared Services BC.			
-08	SMARTTEC corrected itinerary data (covers travel data entered into the Oracle database via SMARTTEC and moved to a separate table) (electronic records) (continued on next page)	CY+6y	nil	DE

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20000 CARBON MEASUREMENT AND REPORTING (continued)

7y = This retention period ensures that data can be verified in case of audits performed by the Office of the Comptroller General or independent, third parties. Year-end audits are generally performed on travel that takes place during the previous calendar year. Retaining the data for seven years is also consistent with the best practices outlined in the *British Columbia Public Sector Emissions Reporting: Quality Control and Quality Assurance Guidance Document* produced by the Ministry of Environment.

NOTE: In the case of an input error the relevant data is moved to a separate table that does not factor into the database's calculations. The correct data is re-entered by the traveler.

NOTE: This secondary is not for filing. It is used to schedule the data within the database.

-09 SMARTTEC travel confirmation reports
(covers travel reports generated through SMARTTEC)
(arrange by confirmation number)
(electronic records)

2y = This retention period ensures that records are available to support the annual audit performed by the Office of the Comptroller General on SMARTTEC and I-Expense reporting. Audits are only performed on the previous year's calculations. Also ensures that the reports are available as a convenience for travelers who may perform similar travel or for any other reason they might need to consult or confirm previous travel.

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A SA FD

20000 CARBON MEASUREMENT AND REPORTING (continued)

NOTE: Ministers (or their delegates) and government staff enter travel data through SMARTTEC's interface and a report of each trip is generated and sent to the traveler. The report sent to the traveler is classified under ARCS secondary 1240-20. The data entered by the traveler is calculated and loaded to the database. Copies of SMARTTEC Travel Confirmation reports are maintained in the database as a convenience for travelers.

-11 Emission sources data SO nil DE
(covers data stored in the Oracle database)
(electronic records)

SO = when a minimum of seven years have passed since the data was reported and when no longer needed for measuring and reporting GHG emissions, as determined by the director. This retention period complies with best practices outlined in the *British Columbia Public Sector Emissions Reporting: Quality Control and Quality Assurance Guidance Document*

DE = These records can be destroyed, upon authorization of the Records Officer, because this information is captured and documented in the Climate Action Secretariat's yearly roll-up reports and Carbon Neutral Action Reports, which they receive from PSOs.

NOTE: The Climate Action Secretariat, formed in 2007, is the governing body responsible for ensuring that the Province meets its GHG reduction targets.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
20000	<u>CARBON MEASUREMENT AND REPORTING</u> (continued)			
-12	SMARTTool emission sources data input files (electronic records)	CY+6y	nil	DE
	7y = This retention period provides a reasonable period of time for error correction, verification, reconciliation and baseline measurement. It is also consistent with the best practices outlined in the <i>British Columbia Public Sector Emissions Reporting: Quality Control and Quality Assurance Guidance Document</i> .			
	NOTE: This secondary covers emission sources and consumption data input files received from Shared Services BC (SSBC) data owners for related building, vehicle, and paper data as defined by the annual SSBC self certification report, other SSBC program areas, and Consolidated Revenue Fund entities. Other data input files received by the branch, such as distance data files, may be destroyed under the Transitory Electronic Data Processing (EDP) Records schedule (102902).			
-20	Client data configuration documents (includes spreadsheets, emails, and correspondence) (arrange by client)	SO	nil	DE
	SO = when a minimum of seven years have passed since the data (secondary -11) was reported and when no longer needed for measuring and reporting GHG emissions, as determined by the director. This retention period complies with best practices outlined in the <i>British Columbia Public Sector Emissions Reporting: Quality Control and Quality Assurance Guidance Document</i>			
	NOTE: This secondary covers documents submitted by clients, relating to the attributes of their organization and emission sources and used by the branch for system configuration purposes.			

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Labour, Citizens' Services, and Open Government
Shared Services BC
Technology Solutions
Corporate Application Services
Carbon Measurement and Reporting

System Title

SMARTTEC (Travel Emissions Calculator) and SMARTTool

Purpose

Provincial public sector organizations (PSOs) use SMARTTEC and SMARTTool to collect, quantify, track, and report emissions produced by their organizations in compliance with the *Greenhouse Gas Reduction Targets Act* (SBC 2007, c. 42) and the *Carbon Neutral Government Regulation* (BC Reg. 392/2008).

Under the *Greenhouse Gas Reduction Targets Act*, the BC Public sector must measure, reduce, offset and report emissions from its operations as of 2010 and every year thereafter. The legislation also requires core government to do the same for its business travel as of October 2007; a requirement that does not apply to the broader public sector.

SMARTTEC and SMARTTool are web-based applications, developed in-house, and were implemented in 2008. Both applications share the same data repository (Oracle database) but have different front-end applications, with different functionality and different views of the shared data.

SMARTTool collects data on PSO buildings, supplies, and fleet vehicles, as well as summary level business travel data collected by SMARTTEC. The database calculates greenhouse gas (GHG) emissions. SMARTTEC and SMARTTool access the database calculations to provide emissions reports. Reports created through SMARTTool are used by PSOs to manage and reduce their emissions, track progress and determine the amount of carbon offsets to purchase to be carbon neutral.

Information Content

The database contains emissions data for government travel collected by SMARTTEC, including: reason for travel, traveler name, traveler IDIR, date of travel, travel mode, from and to location for each travel mode, fuel type, distance travelled, accommodation type, accommodation supplier, date of use of accommodation, and the number of nights of use of accommodation.

The database also contains emissions data from all PSO buildings (includes lighting, powering of machinery and equipment, heating and cooling of facilities), supplies (includes paper grade, quantity by weight, size and post consumer recycled content), and fleet vehicles (includes vehicle classes and fuel types) collected by SMARTTool.

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In addition to the emissions data, the database contains emissions factors, which express the mass of GHGs resulting from a specific kind of activity (e.g. how many kilograms of carbon dioxide are produced by burning one liter of gasoline in your car). These factors are used in the calculation and reporting of emissions.

Lastly, the database contains user information, such as IDIRs and BCEIDs, for security identification, tracking, auditing, access, and auditing purposes.

Inputs

Database inputs consist of:

- emissions sources data files loaded by the PSOs (uploaded via SMARTTool's Interface);
- emissions sources data files from Consolidated Revenue Fund entities loaded by the Carbon Measurement and Reporting Branch;
- data files used for calculating emissions (e.g. distance data, procurement data, etc.)
- CHIPS data, BCEID data, IDIR data;
- travel data entered manually by government staff and ministers offices via SMARTTEC's interface;
- emissions factors, developed/approved by the Methodology Group (which consists of the Ministry of Environment and the Carbon Measurement and Reporting Branch), entered manually by database analysts.

Processes

The database uses emissions sources data combined with emission factors and user information to calculate, attribute, and report on emissions.

Travel data entered in SMARTTEC is transferred to the database and available in SMARTTool for consolidated viewing purposes.

In the case of an input error for travel data, relevant data is moved to a "deleted" travel table that does not factor into calculations. The correct data must be re-entered. Data in the "deleted" table is kept for a set period in case of an audit.

Outputs

SMARTTEC outputs consist of travel itineraries and travel confirmation reports. The confirmation reports are used by the traveler in preparation of their travel expense claims, retained with other related travel documentation, and classified under *ARCS* secondary 1240-20.

SMARTTool outputs consist of a variety of self-serve, predefined reports accessible to the user as well as ad-hoc reports prepared by and accessible to branch staff.

Classification

Electronic System

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

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Electronic Records

Schedule No.	Secondary No.	Secondary Title
169594	20000-08	SMARTTEC corrected itinerary data
169594	20000-11	Emission sources data

Inputs

Schedule No.	Secondary No.	Secondary Title
169594	20000-12	SMARTTool emission sources data input files
169594	20000-20	Client data configuration documents

Outputs

Schedule No.	Secondary No.	Secondary Title
100001	1240-20 (ARCS)	Travel authorization files
169594	20000-04	Reports
169594	20000-09	SMARTTEC travel confirmation reports

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.