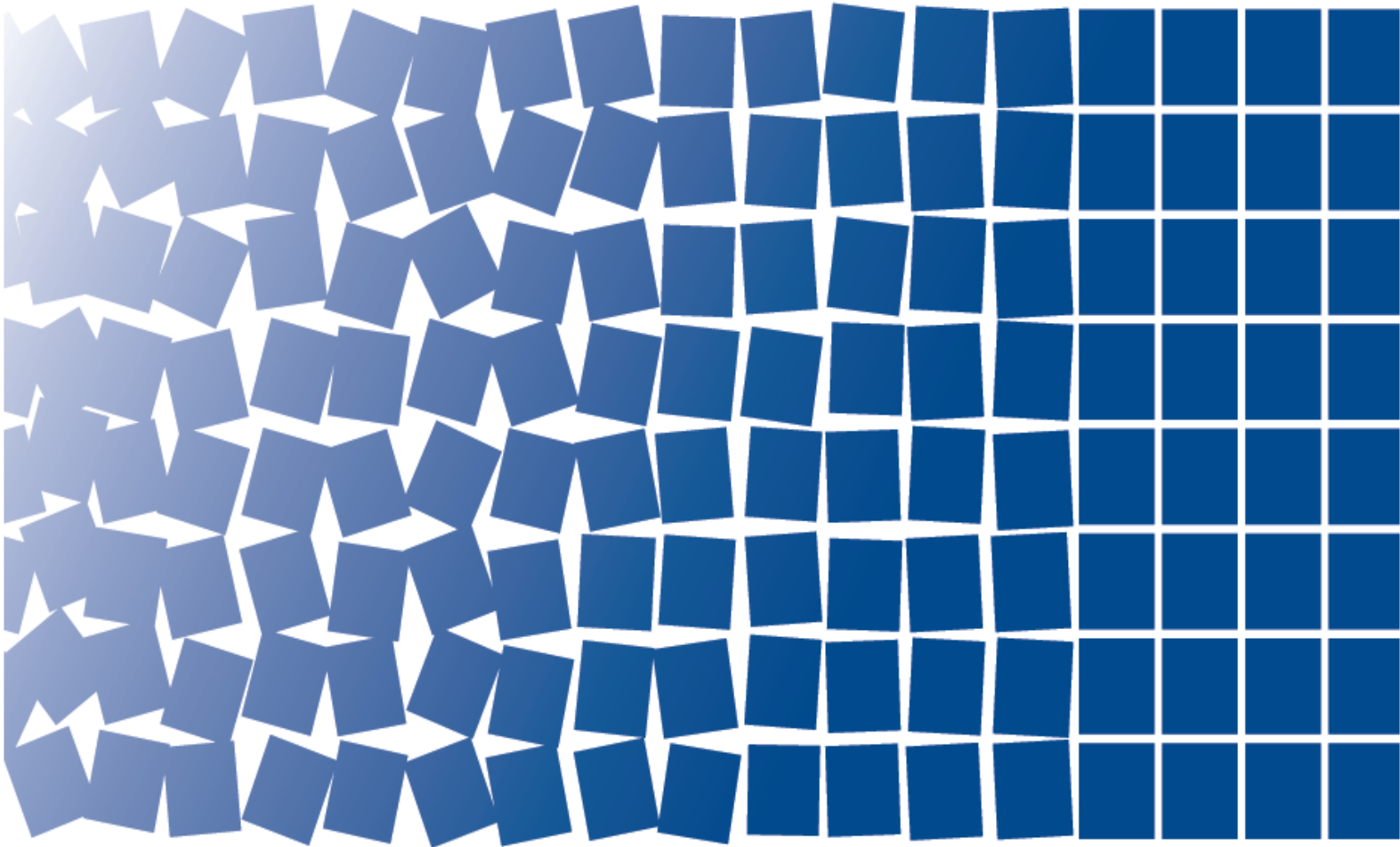


CULTURAL SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *Cultural Services Operational Records Classification System*

Ministry of Aboriginal, Community and Women's Services
Community Services and Culture Department
Cultural Services Branch

Description and Purpose:

The *Cultural Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Cultural Services Branch office in Victoria. These records document funding assistance to visual artists, writers and cultural institutions in British Columbia, and the administration of the provincial government's art collection. For further descriptive information about these records, please refer to the attached executive summary.

Date range: 1974 ongoing

Physical format of records: see attached schedule

Annual accumulation: 1.2 cubic meters

Recommended retention and disposition: scheduled in accord with attached *ORCS*.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Dee Apsey
Records Officer
Date: *Apr 11/03*

[Signature]
Executive Director/ADM
Date: *April 14/03*

Kwanamaka
Deputy Minister/Corporate Executive
Date: *Apr 14/3*

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Sa Mitchell
Chair, PDC
Date: *2003/05/08*

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

2003/05/28
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

2003/05/29
Date

OTHER STATUTORY APPROVALS:

Signature	Date	Signature	Date
Title:		Title:	

CONTACT: Su Cameron, Coordinator, Finance and Administration, 356-1726

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 the *Arts Council Act* (RSBC 1996, c. 19) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* 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 and staff and managers of all branches conducting operational functions in the creating agency.


Records Analyst

2003/04/09
Date

ARCHIVAL APPRAISAL:

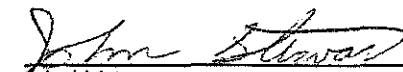
This appraisal documents the recommendation for final disposition.

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 *ORCS*, as well as in the Executive Summary.

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

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist

2003/04/09
Date

The undersigned endorses the appraisal recommendations:


Director, Corporate Records Management

2003/04/09
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A SA FD

CULTURAL SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Cultural Services Branch.

These records document arts and culture funding, including funding available through the British Columbia Arts Council under the *Arts Council Act* (RSBC 1996, c. 19), and the administration of the provincial government's art collection.

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

This *ORCS* covers records created and received since 1974, which corresponds to the creation of the BC art collection. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedule(s) and/or under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

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

(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
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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 standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout ORCS)	SO	5y	FR
FR = Throughout this ORCS, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
2) <u>BC Arts Council Meeting Records and Annual Reports</u> (secondary 80100-03) (secondary 80100-04)	CY+2y SO	5y 7y	FR FR

These records document the funding programs and funding decisions of the BC Arts Council.

The retention periods are consistent with the retention period for committee files and annual reports in ARCS. These records are included in ORCS instead of ARCS in order to schedule them for full retention.

FR = The government archives will fully retain the meeting packages (binders) and meeting minutes of the BC Arts Council because these records document the decisions and decision making process of the Council in dispersing grants to visual artists, writers and institutions in the province.

The government archives will retain a copy of each annual report of the BC Arts Council because the reports summarize the programs and services of the Council and itemize the grants dispersed each year to visual artists, writers and institutions.

3) <u>Arts and Culture Funding Case Files</u> (secondary 80100-20)	SO+1y	5y	DE
---	-------	----	----

These records document applications submitted to the British Columbia Arts Council and other ministry arts and culture funding programs.

Since some of the recipients are required to sign contribution agreements, these files will be retained for six years after the satisfactory completion of project. The six-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>BC Art Collection Records</u>			
(secondaries 80200-02, -07, and -20)	SO	nil	FR
(secondaries 80200-04 and -05)	SO	nil	SR
(secondary 80200-03)	SO+6y	nil	DE
(secondaries 80200-06, -08, -09, and -30)	SO	nil	DE

These records document the art and artists represented in the BC Art Collection, as well as loans of individual pieces, and the acquisition, inventory, conservation, exhibition, documentation, and storage of the collection.

With the exception of conservation files, these records are retained until they are superseded or obsolete.

Since conservation files contain contracts with conservators, they are retained for six years after the expiry or termination of the contract. The six-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will fully retain:

- Artist files because they provide significant information on the art and artists represented in the BC art collection.
- Acquisition files because they provide legal evidence of the province's ownership of the art and the initial value of the art.
- Inventory files because they provide the only complete record of art in the collection, including artwork identified as missing and when it was last seen.

SR = The government archives will selectively retain:

- Documentation files by retaining slides of the artwork because they depict the art in the collection, and the *British Columbia Art Collection 1974-1980* and other published catalogues because they provide a concise history of the collection over time and the manner in which the government publicized the collection.

(continued on next page)

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A SA FD

- Exhibition files by retaining only those records that document exhibition of works from the BC art collection. These provide the only complete record of which art works in the collection were chosen for exhibition, and where they were exhibited. Records that document other exhibitions involving branch staff, but not the BC art collection, will be destroyed.

5) Electronic Records

DE

The following electronic database is covered by this ORCS: BC Art Collection Database. The Information System Overview section provides information about the electronic system, inputs and outputs and routine back-ups. Notes under the relevant ORCS secondary provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

6) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed three years after they are superseded or obsolete. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this ORCS, as well as in briefing notes to the ministry executive (ARCS secondary 280-20) and Ministry of Community, Aboriginal and Women's Services annual reports (ARCS secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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CULTURAL SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

CULTURAL SERVICES

PRIMARY NUMBERS

80000 - 80999

Section 1 covers records relating to services in support of arts and culture in British Columbia. This includes records relating to: arts and culture funding, including funding available through the British Columbia Arts Council under the *Arts Council Act* (RSBC 1996, c. 19); and the administration of the provincial government's art collection.

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A SA FD

SECTION 1

80000 - CULTURAL SERVICES - 80999

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80000 CULTURAL SERVICES - GENERAL

80100 ARTS AND CULTURE FUNDING

80200 BRITISH COLUMBIA ART COLLECTION

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A SA FD

80000 CULTURAL SERVICES - GENERAL (continued)

NOTE: This web site (www.mcaaws.gov.bc.ca/csb) provides general information about the services provided by the Cultural Services Branch and links to related web sites. Because this is a simple web site, an information system overview for a web site has not been developed.

NOTE: All documents presented on this web site are classified under appropriate secondaries within this *ORCS* or in *ARCS*.

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A SA FD

80100 ARTS AND CULTURE FUNDING

Records relating to grants and scholarships available to community and professional arts and cultural organizations and individual artists through the British Columbia Arts Council and other ministry arts and culture funding programs.

Grant and scholarship funding are available to support and encourage various cultural and artistic endeavors, including but not limited to, arts festivals, arts training, community and regional arts development, professional performing arts (e.g., dance and theatre), visual arts, literary and publishing arts, and media arts. The BC Arts Council web site (classified under secondary -02) provides information on these funding programs.

Branch staff and one or more adjudication committees or juries consisting of professionals from applicable disciplines review the applications and make funding recommendations, which depending on the funding program, may be submitted to the BC Arts Council for approval. A file is created for each applicant upon receipt of an application.

Funding is awarded according to established eligibility and program guidelines documented in the policy manuals classified under secondary -00. Recipients may be required to sign contribution agreements.

Record types include correspondence, manuals, web site, applications, financial statements, proposals, agreements, payment requisitions, minutes, and reports.

Unless otherwise specified below, the ministry OPR (Cultural Services Branch) will retain these records for:

CY+2y 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 (includes BC Arts Council policy manuals)	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	BC Arts Council web site		SO	nil	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80100	<u>ARTS AND CULTURE FUNDING</u> (continued)			
-04	BC Arts Council meeting packages and meeting minutes	SO	7y	FR
	SO = when the Council is no longer active and/or file/volume has been closed for one year			
	7y = The seven-year retention period is consistent with the retention period for committee files classified under <i>ARCS</i> secondary 200-20.			
	FR = The government archives will fully retain the meeting packages (binders) and meeting minutes of the BC Arts Council because these records document the decisions and decision making process of the Council in dispersing grants to visual artists, writers and institutions in the province.			
	NOTE: This record series is included in <i>ORCS</i> instead of <i>ARCS</i> in order to schedule BC Arts Council meeting packages and meeting minutes for full retention.			

PIB	-20	Arts and culture funding case files (arrange by fiscal year, then program, and then by applicant)	SO+1y	5y	DE
		SO = upon satisfactory completion of project or upon rejection of application			
		6y = The six-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
		DE = Arts and culture funding case files will be destroyed because significant applications are summarized in the <i>British Columbia Arts Council Annual Report</i> classified under secondary -03, and the British Columbia Arts Council meeting records classified under -04.			
		NOTE: These files contain approved and not approved applications. Between 1800 to 2000 applications are received every year.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
80100		<u>ARTS AND CULTURE FUNDING</u> (continued)			

PIB	-30	Arts and culture funding data (electronic records)	SO	nil	DE
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SO = upon the expiry of a minimum of seven years, and when no longer required for analysis

NOTE: These records must be retained for a minimum of seven years for consistency with the paper files.

The electronic records, which are currently on the Grant Tracking Management System (GTMS), date back to 1995. All entries contain the file number, name of applicant, brief description of the project, its location, and the amount of funding received. Reports are generated on an ad hoc basis and are classified under the relevant *ORCS* or *ARCS* secondary.

NOTE: Because GTMS is a simple database (currently Visual Foxpro), an information system overview has not been created.

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A SA FD

80200 BRITISH COLUMBIA ART COLLECTION

Records relating to the provincial government's art collection. The purpose of the collection is to promote and support BC artists, and to loan their art to provincial government offices. The collection consists of approximately 1100 pieces of visual art by BC artists, which were acquired by the provincial government from 1974 to 1995. Most of the acquisitions were purchased, but some pieces were donated. Future acquisitions are subject to the availability of funding and donations.

The records provide descriptive information about each item in the collection, biographical information about the artists, and information on the acquisition, conservation, storage, and loan of each item.

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

For the BC Art Collection Database Information System Overview (ISO), see the ISO section.
For risk management, see *ARCS* primary 450.

Unless otherwise specified below, the ministry OPR (Cultural Services Branch) will retain these records for:

CY+2y 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 (includes BC art collection policy manual)	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	BC art collection acquisition files (includes lists and invoices)		SO	nil	FR

FR = The government archives will fully retain acquisition files because they provide legal evidence of the province's ownership of the art and the initial value of the art.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BRITISH COLUMBIA ART COLLECTION</u> (continued)			
	NOTE: These records document the date on which the art was acquired, the purchase price or initial value of the art, the names of staff, contractors, and government agencies involved in the acquisitions, and pertinent issues surrounding acquisitions.			
-03	BC art collection conservation files (includes correspondence, copies of contracts and invoices, and reports)	SO+6y	nil	DE
	SO = upon expiry or termination of contract			
	6y = The six-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			
	NOTE: This secondary covers reference material on available art conservators, as well as contracts with conservators and their invoices. The invoices may include information on the assessment, condition, and conservation of certain pieces. Comprehensive information on the condition and treatment of the collection is included in the database classified under secondary -30.			
-04	BC art collection documentation files (includes correspondence, slides, and catalogues)	SO	nil	SR
	SR = The government archives will retain the slides because they depict the art in the collection, and the <i>British Columbia Art Collection 1974-1980</i> and other published catalogues because they provide a concise history of the collection over time and the manner in which the government publicized the collection.			
	Published catalogues and slides for retention by the archives will be boxed separately from other records for destruction at the time of transfer to storage.			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BRITISH COLUMBIA ART COLLECTION</u> (continued)			
	NOTE: This secondary covers slides of each piece of art in the collection and other records relating to the documentation and publicity of the collection such as the <i>British Columbia Art Collection 1974-1980</i> .			
-05	BC art collection exhibition files (includes correspondence, lists, exhibition catalogues, and press releases and clippings)	SO	nil	SR
	SR = The government archives will selectively retain exhibition files by retaining only those records that document exhibition of works from the BC art collection. These provide the only complete record of which art works in the collection were chosen for exhibition, and where they were exhibited. Records that document other exhibitions involving branch staff, but not the BC art collection, will be destroyed.			
	NOTE: This secondary documents exhibitions undertaken by the branch, as well as art from the collection displayed at other exhibitions (e.g., the 1976 Olympic Games in Montreal). Examples of exhibition catalogues in the files include: <i>The Provincial Collection 1975</i> , <i>Paperworks 1978</i> , and <i>1976 Olympic Exhibition of the Provincial Collection</i> .			
-06	BC art collection storage facility files (includes correspondence, the successful proposal, and reports)	SO	nil	DE
	NOTE: This secondary covers the specifications and description of the storage facility storing the BC art collection (e.g., size, layout, shelving, and temperature control). Contracts with storage facilities are classified under <i>ARCS</i> primary 1080.			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BRITISH COLUMBIA ART COLLECTION</u> (continued)			
-07	BC art collection inventory files (includes correspondence and reports)	SO	nil	FR
	FR = The government archives will fully retain inventories of BC art collection records because they provide the only complete record of art in the collection, including artwork identified as missing and when it was last seen.			
	NOTE: The inventories, which are generated by the BC Art Collection Database and earlier databases, provide a snapshot of the collection over time, including artwork identified as missing and when it was last seen. This secondary also includes records documenting searches for the missing pieces.			
-08	BC art collection loan files (includes correspondence, loan agreements, reports, cards, and lists) (arrange by loan number)	SO	nil	DE
	SO = upon expiry or termination of loan, and then upon the expiry of a minimum of six years			
	NOTE: These records must be retained for a minimum of six years after the loan expires in order to ensure that the loan agreements are retained for the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3)			
	NOTE: This secondary includes loan records documented on catalogue cards and word processing documents from 1974 to 1987. Since 1988, loans are documented on the BC Art Collection Database and in loan reports which are generated by the Database and classified under this secondary.			

(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
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BRITISH COLUMBIA ART COLLECTION</u> (continued)			
-09	Pre-1996 BC art collection files (arrange by subject)	SO	nil	DE

SO = when the relevant information has been incorporated into the data classified under secondary -30

DE = These files can be destroyed because they consist of low value correspondence and memoranda. All records of value, that document the acquisition and description of art works in the BC art collection, have been removed and filed in classifications -02 to -08 in this primary.

NOTE: This secondary covers paper files created on the BC art collection until 1996, which were not reclassified under secondaries -02 to -08. Since 1995/96, no financial or human resources have been specifically allocated to the maintenance of the collection (apart from storage).

-20	Artist files (includes correspondence, exhibition and reproduction agreements (where available), lists, condition reports, biographies of artists, and may include photographs of artwork) (arrange by artist)	SO	nil	FR
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FR = The government archives will fully retain artist files because they provide significant information on the art and artists represented in the BC art collection.

NOTE: The exhibition and reproduction agreements with the artists permit the province to exhibit and reproduce artists' work for the promotion of the artists and the collection.

NOTE: There are currently 400 artist files.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80200	<u>BRITISH COLUMBIA ART COLLECTION</u> (continued)			
-30	BC art collection data (includes digital photographs) (electronic records)	SO	nil	DE

SO = when artwork is no longer owned by the Province of BC

NOTE: These records provide descriptive information about each item in the collection; basic information about the artists; information on the acquisition, conservation, location, and loan of each item; and information on borrowers.

NOTE: The data currently exists on SuperBase, which is a commercial software package that has been customized for this application. The database is not accessible remotely (e.g., by dialing into it or through the Internet), and may only be accessed by program staff. The database is described in the ISO section.

NOTE: Loan agreements and reports are generated regularly and classified under secondary -08. Other reports are generated on an ad hoc basis and classified under the relevant *ORCS* or *ARCS* secondary.

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Community, Aboriginal and Women's Services
Cultural Services Branch

System Title

BC Art Collection Database

Purpose

The purpose of the BC Art Collection Database is to manage the BC art collection and track loans of the art in the collection.

Information Content

The BC Art Collection Database contains: information on each item (e.g., title, digital photograph, accession and identification numbers, current location and location history, media description, size, colour, date made, purchase price and current value, and comments); information on the artists (e.g., identification numbers, style, genre, artworks in collection, cross-reference to biography document, birth and death dates and places, sex, contact information, and dealer information); loan information (e.g., ministry name, code and office, location, identification numbers, loan start dates and end dates, items on loan, contact information, and specific place where item is displayed); and borrower information (e.g., names, phone numbers, and locations of individual borrowers).

Inputs, Processes, and Outputs

Inputs

The BC Art Collection Database inputs consist of scanned slides, and information keyed from paper files, loan agreements, and staff comments.

Processes

The BC Art Collection Database links the digital photograph to the appropriate data, tracks the location and loan of items, and generates loan agreements and reports.

Outputs

The BC Art Collection Database outputs consist of loan agreements and reports.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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 standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

Classification

Electronic System

The 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".

Electronic Records

Secondary No.	Secondary Title
80200-30	BC art collection data

Inputs

Secondary No.	Secondary Title
80200-02	BC art collection acquisition files
80200-03	BC art collection conservation files
80200-04	BC art collection documentation files
80200-08	BC art collection loan files
80200-09	Pre-1996 BC art collection files
80200-20	Artist files

Outputs

Secondary No.	Secondary Title
80200-07	BC art collection inventory files
80200-08	BC art collection loan files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- 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 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.