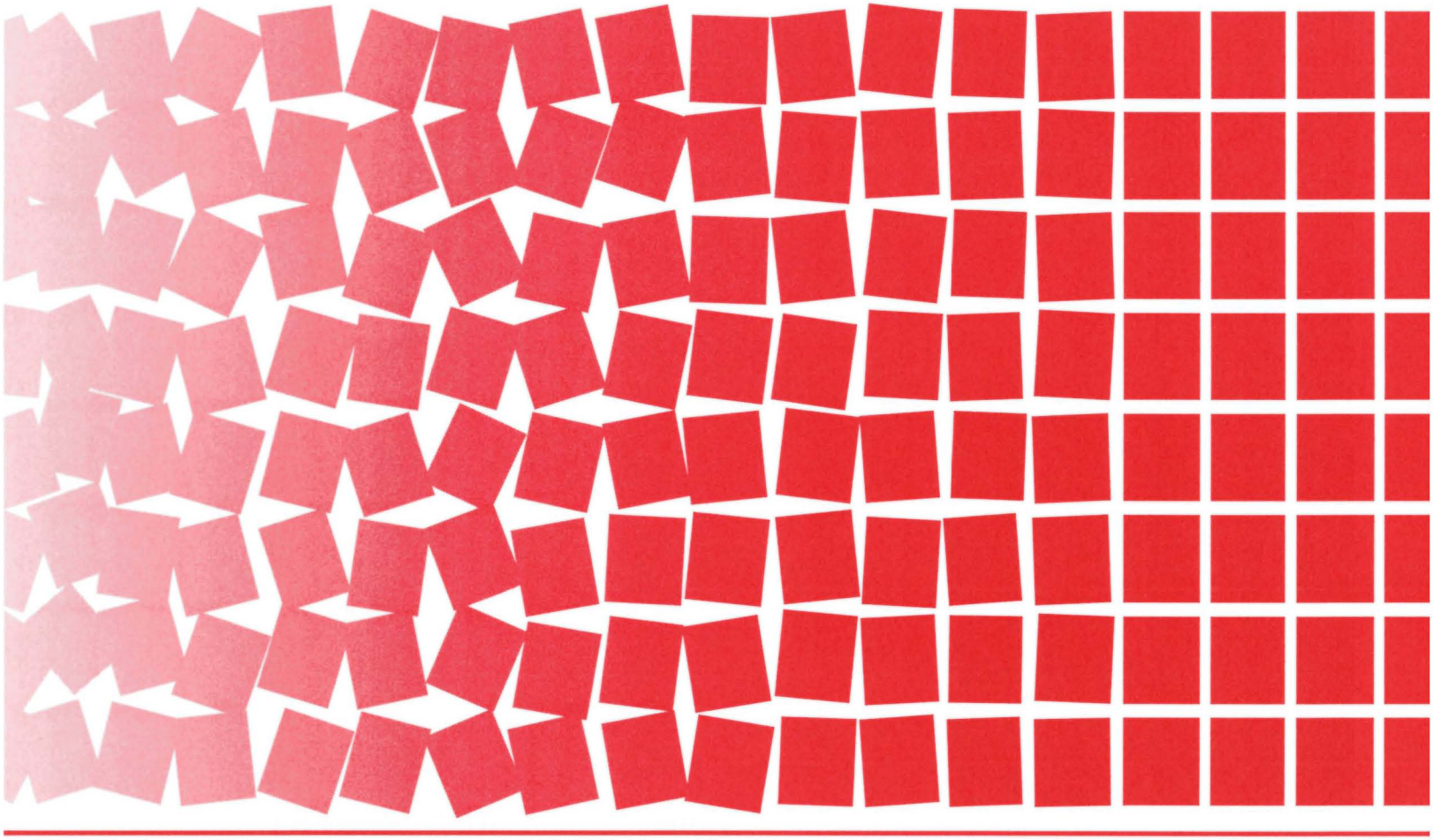
ENVIRONMENTAL ASSESSMENT
OPERATIONAL RECORDS CLASSIFICATION SYSTEM



BRITISH COLUMBIA

CORPORATE INFORMATION MANAGEMENT BRANCH

ENVIRONMENTAL ASSESSMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM

BRITISH COLUMBIA
The Best Place on Earth

Ministry of
Labour and
Citizens' Services

Corporate Information Management Branch

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British Columbia. Corporate Records Management Branch.
Environmental Assessment operational records classification system

ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Environmental Assessment ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments). Each amendment is uniquely identified as follows:

- **Formal amendments**: Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Records Management Operations (RMO), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.
- **Administrative amendments**: ADAM plus a registration number issued by Records Management Operations (RMO); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy entitled “Administrative Amendment of Approved Records Schedules” (CORP006) and *Standard ORCS Kit* chapter 3, section 3.3.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Unique identifier (ADAM # or Schedule #)	**Date Approved**	**Section/ Primary/ Secondary**	**Changes**
ADAM 046	2013/11/07	Appendix J – Designated Codes	Tertiary codes updated to reflect procedural changes, and for clarification
186900	2007-11-27	Section 1	Updated to reflect new legislation and mandate. Major changes include: inclusion of a policy development primary, inclusion of "no assessment required" secondary, expansion and clarification of functions and processes in scope notes, elimination of unused and redundant secondaries, and revision of the Electronic Project Information Centre (EPIC).

BRITISH COLUMBIA

Schedule No. 132564

RECORDS RETENTION AND DISPOSITION AUTHORITY

Amendment No. 186900

This is a recommendation to amend the above-noted records schedule.

Title: Environmental Assessment Operational Classification System (records) – amendment 1

Ministry of Sustainable Resource Management (now Ministry of Environment)
Environmental Assessment Office

Description and Purpose:

The purpose of this amendment is to update the classification system due to redrafting of the legislation and mandate for the agency. Major changes include: inclusion of a policy development primary, inclusion of "no assessment required" secondary, expansion and clarification of functions and processes in scope notes, elimination of unused and redundant secondaries, closure of secondaries that are no longer used, and revision of the Electronic Project Information Centre (EPIC).

For further descriptive information about these records, please refer to the attached schedule.

Date range: 1969 ongoing

Annual accumulation: 1.6 cubic meters

Physical format of records: see attached schedule

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer — Date: 06.08.31

Executive Director/~~ADM~~ Assoc. DM — Date: Sept 1/06

Deputy Minister/Corporate Executive — Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC — Date: 23 Oct 06

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

Date: April 4 2007

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Date: Nov 22 2007

OTHER STATUTORY APPROVALS:

Signature — Date — Signature — Date
Title: Title:

Schedule No. 132564

Amendment No. 186900

CONTACT: Terri Starkes, Manager of Corporate Services, (250) 356-5770

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 *Environmental Assessment Act* (SBC 2002, c. 43) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment 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.

Records Analyst — Date: 2006/02/07

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 — Date: 2006/02/07

The undersigned endorses the appraisal recommendations:

Director, Corporate Information Management Branch — Date: 2006-02-07

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

ENVIRONMENTAL ASSESSMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the Environmental Assessment Office (EAO) under the *Environmental Assessment Act* (SBC 2002, c. 43). This amendment was initiated due to a redrafting of the legislation as well as some changes in functions and processes.

Major changes were as follows: inclusion of a policy development primary, inclusion of a "No Assessment Required" secondary, expansion and clarification of functions and processes in scope notes, elimination of unused and redundant secondaries, closure of secondaries which are no longer used, and revision of the Electronic Project Information Centre (EPIC).

These records document the environmental assessment process; the provision of environmental assessment policy and procedures, the *Guide to the BC Environmental Assessment Process*, and web sites; the provision of public access to environmental assessment projects through EPIC; and general liaison activities with other jurisdictions.

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

This *ORCS* amendment covers records created and received since January, 1969.

(continued on next page)

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

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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.

1) Policy and Procedures — SO | 5y | FR
(secondary -00 throughout *ORCS*)

Throughout this *ORCS*, 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.

2) Transition orders — SO+27y | nil | FR
(secondary 30000-03)

These records document the legal continuation of an environmental assessment certificate when the legislation which awarded the certificate has been amended or replaced.

27y = Orders will be kept onsite for an additional 27 years after the date of issue. This retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.

FR = The government archives will fully retain transition orders because they document the review of projects with significant environmental impact. These records have significant evidential, legal and informational value.

3) Certified or completed project case files — CY+6y | 20y | FR
(reserved secondary -25 in primaries 30050 to 30450 and 30700)
(secondary 30500-35)

These records document the environmental assessment process and the certification of reviewable projects, including the Salmon Aquaculture Review.

27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.

(continued on next page)

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

		A	SA	FD

FR = The government archives will fully retain certified or completed project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.

4)	Withdrawn or rejected or no assessment required project case files (reserved secondary -30 in primaries 30050 to 30450) (reserved secondary -35 in primaries 30050 to 30450)	CY+1y	20y	FR

These records document either the withdrawal of the project by the proponent or the provincial government's decision to reject the project and not award an environmental certificate. No assessment required project case files document the provincial government's decision to not require an environmental assessment certificate after the process has been initiated.

22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.

FR = The government archives will fully retain withdrawn or rejected or no assessment required project case files because they document the description, assessment and the rejection or certification of projects in the province with significant impact on the environment.

5)	Legacy project studies and reports (reserved secondary -50 in primaries 30050 to 30400)	SO	20y	FR

These records document studies and reports created through various environmental assessment processes that were in place before the existence of the EAO.

20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.

FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.

(continued on next page)

		A	SA	FD
6)	Non-reviewable project enquiries (secondary 30020-05)	CY+1y	5y	FR

These records document initial enquiries by potential proponents and those projects determined to be below the regulated thresholds and therefore not requiring an environmental review.

FR = The government archives will fully retain non-reviewable project enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

7)	Environmental assessment policy (secondary 30010-02)	SO	5y	FR

These records document the provincial government's environmental assessment policies.

FR = The government archives will fully retain environmental assessment policy files. These records provide evidence of the high-level government policies that direct the functions of the EAO.

8)	Section 49 assessment reports and recommendations (secondary 30010-03)	SO	5y	FR

These records document the review of provincial policies, enactments, plans, practices or procedures for their impact on the environment.

FR = The government archives will fully retain section 49 assessment reports and recommendations because they document the review or assessment, under Section 49 of the *Environmental Assessment Act*, of provincial policies, enactments, plans, practices or procedures for their impact on the environment.

(continued on next page)

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

		A	SA	FD
9)	Environmental assessment reports and publications (secondary 30000-06)	SO	nil	FR

These records document the EAO annual reports and various guides published to assist in the environmental assessment process.

FR = The government archives will fully retain reports and publications by retaining one copy of each annual report, annual service plan report, the Guide to the BC Environmental Assessment Process, and the supplementary guides for proponents, first nations and the public.

10)	Project registry case files (secondary 30650-50)	CY+6y	20y	DE

These records document the electronic copies of environmental assessments provide to the public through the Environmental Assessment Project Tracking System (EAP).

27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.

11)	Electronic Records			DE

The following electronic databases and web sites are covered by this *ORCS*: the Electronic Project Information System (EPIC) and the Environmental Assessment intranet and internet web sites. The Information System Overview section provides information about the electronic systems, web sites, inputs and outputs and routine back-ups. Notes under the relevant *ORCS* secondaries 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.

(continued on next page)

A = Active
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PIB = Personal Information Bank
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OPR = Office of Primary Responsibility
CY = Calendar Year
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VR = Vital Records

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	A	SA	FD
12) 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 five years. 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 280-03) and the Office of the Comptroller General annual reports (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

HOW TO USE *ORCS*

For further information, call your Records Officer,
Jeff Barber, 356-1860

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

HOW TO USE *ORCS*

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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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

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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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

PART 1

THE *OPERATIONAL RECORDS CLASSIFICATION SYSTEM* (*ORCS*)

1.1 General Introduction

The purpose of this chapter of the *ORCS* Manual is to explain the nature, purpose, and usage of the *ORCS*. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the *ORCS*. It is also a reference tool which can help users understand how to implement the *ORCS* and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of *ORCS* in general and an introduction to this *ORCS* in particular. Part Two explains how to read a primary, the basic building block of the *ORCS*. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the *ORCS* as part of this system.

1.2 What is an *ORCS*?

ORCS is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as *ORCS* is the cornerstone of an effective records management program. Each *ORCS* is tailored to fit the specific operational records relating to a function or program of government.

ORCS is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into *ORCS* ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the *ORCS* is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization.

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System* (*ARCS*). Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The *ARCS* manual is available in hardcopy from your Records Officer, or online at http://www.bcarchives.gov.bc.ca/ARCS/index.htm

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by *ARCS* and *ORCS*.

The following categories of special records schedules are provided in the *ARCS* manual:

Schedule No.	Schedule Title
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data Records

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

The Purpose of *ORCS*

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

Responsibility for *ORCS*

The Corporate Records Management Branch (CRMB) is responsible for establishing standards for the development of *ORCS* for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c.99).

Each ministry, government agency, and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, usually known as the Ministry Records Officer or Corporate Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your records officer is, call CRMB at 387-1321.

The BC Archives is responsible for preserving and providing access to records of enduring value to the province. The BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at http://www.bcarchives.gov.bc.ca. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

1.3 Introduction to the *EAO ORCS*

The operational records in this *ORCS* relate to the operations and services provided by the Environmental Assessment Office (EAO) in carrying out the functions for which it is responsible according to statute, mandate or policy. These records document the administration of the *Environmental Assessment Act* (SBC 2002, c. 43) including: consultation with proponents of reviewable projects regarding the requirements of the Act; informing and working with government agencies, local governments and First Nations; ensuring appropriate notification of environmental assessment projects for the public and First Nations; coordination of the review of applications; and supervising the preparation of project reports. It also covers records related to: assessing the impact of projects on the environment; conducting public hearings; approving and rejecting projects; and maintaining a project information centre.

This *ORCS* covers all operational record series created or received since January, 1969. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section, which identifies and describes electronic records. This *ORCS* includes the following sections:

Section Number	Primary Numbers	Section Title
Section 1	30000 - 30999	Environmental Assessment

Covers records related to the administration of the *Environmental Assessment Act* (SBC 2002, c. 43) including: consultation with proponents of reviewable projects regarding the requirements of the Act; informing and working with government agencies, local governments and First Nations; ensuring appropriate notification of environmental assessment projects for the public and First Nations; coordination of the review of applications; and supervising the preparation of project reports.

This section includes records related to: assessing the impact of projects on the environment; conducting public hearings; approving and rejecting projects; and maintaining a project information centre.

ISO	EPIC	Electronic Project Information System

The purpose of EPIC is to provide internet access to a central repository of public use environmental assessment records as well as contact information related to environmental assessment projects and records. EPIC also tracks environmental assessment project performance for staff use.

ISOW		Environmental Assessment internet web site

The purpose of the Environmental Assessment web site is to provide public internet access to general information about the environmental assessment process, as well as specific information on individual project assessments.

ISOW — Environmental Assessment intranet web site

The purpose of the Environmental Assessment intranet web site is to provide internal intranet access to information about the office's staff meetings, training, workloads, phone numbers, guidelines and the human resources plan.

Within each section, primaries are presented in numerical order and grouped as follows:

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section ("reserved secondaries" - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.
- Groups of related primaries, called "primary blocks", appear together, indicated by two-part titles and an initial "general" primary (for example, "Client Group Issues - General" and "Client Group Issues - Families").

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Index (aids in classifying and finding records - see 3.6 for further discussion)
- Appendices (provide codes and other information useful for classifying and understanding the records - see 3.6 for further discussion)

This *ORCS* was reviewed by CRMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the EAO. This means that this *ORCS* is a legally binding document, i.e.it has statutory authority.

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

PART 2

HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the *ORCS* schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

2.1 Primary Number and Title

2.2 Scope Note

2.3 Cross References

2.4 Records Retention and Disposition Schedule
- 2.4.1 Active retention period column
- 2.4.2 Semi-active retention period column
- 2.4.3 Final disposition column

2.5 Office of Primary Responsibility (OPR)

2.6 Secondary Number and Title
- 2.6.1 Reserved secondaries
- 2.6.2 Secondaries -02 to -19 (subject secondaries)
- 2.6.3 Case file secondaries (-20 and higher)
- 2.6.4 Coded series

2.7 Key of Terms (Abbreviations in Footer)
- 2.7.1 Terms used in the active and semi-active disposition columns
- 2.7.2 Terms used in the final disposition column
- 2.7.3 Other terms

2.8 Freedom of Information and Protection of Privacy Flags

2.9 Explanatory Notes
- 2.9.1 Qualifiers
- 2.9.2 Other notes

2.10 Physical Format Designations

2.11 Vital Records Flags

2.1

	A	SA	FD
23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING			

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry. Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

2.2

Record types include registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section.

2.3

For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see *ARCS* primary 415.

2.4

2.5 Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for: CY+1y | 3y | DE

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

2.6

-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Complaints and inquiries				
-03	Extraterrestrial reports and statistics		CY+1y	3y	FR

FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

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

			A	SA	FD
23120		EXTRATERRESTRIAL REGISTRATION AND TRACKING (continued)			
	-04	Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified) NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified. FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 15(1)(b)).	SO	NA	NA
PIB	-20	Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs) SO = when extraterrestrial visitor leaves the province NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111. 303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime. SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.	SO+3y	300y	SR
VR	-30	Extraterrestrial Registration System (ERS) (electronic database) SO = when the function supported by the database is no longer performed by government	SO	nil	DE

2.8 — FOI

2.9 — SO, NOTE, 303y, SR

2.10 — SO

2.11 — SO

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

2.1 Primary Number and Title

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within *ORCS*. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

2.2 Scope Note

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning “Includes” or “Record types include”. If this paragraph does not appear to be comprehensive, the information should appear in “includes” qualifiers under the relevant secondaries.

2.3 Cross References

Cross references link the primary to related primaries, both within the *ORCS* and in *ARCS*. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

2.4 Records Retention and Disposition Schedule

Every *ORCS* includes a record retention and disposition schedule that indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition will be.

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, " Key of Terms."

For further information regarding the scheduling system used in *ORCS*, see 3.7.

2.4.1 Active Retention Period Column

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are used frequently and therefore are retained and maintained in the office space and equipment of the user.

Entries in the active column often use the designations of "CY" or "FY', with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using "CY" and "FY".

CY+1y
Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y
Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

2.4.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record will be retained in the semi-active phase of its life cycle.

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

For boxing and transfer instructions for semi-active records, see 3.9.

2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website http://www.bcarchives.gov.bc.ca). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every *ORCS* primary contains two statements regarding the levels of responsibility for records within an ministry or agency (known as the “unless and except statements”).

For each primary, *ORCS* distinguishes between the office having primary responsibility for a category of records (OPR) and all other offices which hold copies of the same records (non-OPRs). The OPR is the office that has been designated the holder of the official record for the ministry. The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

For secondaries that have retention or disposition requirements different from the default retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and CRMB are aware of these changes.

2.6 Secondary Number and Title

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondaries exist within *ORCS*: reserved secondaries, subject secondaries, and case file secondaries.

2.6.1 Reserved Secondaries

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

Secondaries -00 and -01 are reserved throughout all *ORCS* and in *ARCS*.

Secondary number -00 is always reserved for "Policy and procedures" records. These files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

Secondary number -01 is always reserved for “general” records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of *ORCS*.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under "General" because this will cause access and scheduling problems.

2.6.2 Secondaries -02 to -19 (subject secondaries)

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

2.6.3 Case File Secondaries (-20 and higher)

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

2.6.4 Coded Series

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.

In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier "(arrange by registration number)". A reference to one of these files might read "23120-20/000326".

2.7 Key of Terms (Abbreviations in Footer)

The key at the bottom of each *ORCS* page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

w = week

m = month

y = year

CY = Calendar Year (1 January to 31 December)

FY = Fiscal Year (1 April to 31 March)

SO = Superseded or Obsolete

"SO" identifies records that must be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in *ORCS* in the following different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

Active	Semi-Active	Final Disposition
SO	nil	DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value, especially for non-OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records that must be retained until a case is closed or some other specified event occurs. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as “when extraterrestrial visitor leaves the province”. This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

NA = Not Applicable

“NA” is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the “NA” designation may be stated in a “NA =” note, or in an “SO =” note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of “NA” because files are reclassified to secondary -20 when the visitor is identified.

nil = no semi-active retention period

"Nil" is used in the semi-active column to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, *ORCS* may specify in the final disposition column that they are to be transferred to the government archives. Otherwise, the final disposition of such records is usually physical destruction.

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

2.7.2 Terms Used in the Final Disposition Column

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of BC Archives for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. BC Archives, also known as the government archives, preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an “FR =” statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR “because they document and analyse extraterrestrial visitors to the province.”

SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. BC Archives, also known as the government archives, preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an “SR =” statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR “because they document extraterrestrial visitors to the province” and the selection criteria is to retain “all files relating to green extraterrestrials.”

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from CRMB. The instructions for extraterrestrial registrant case files require that after records to be retained are identified, they are to be boxed separately from records to be destroyed.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see 3.9.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records that have no residual value or insufficient public value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan at the time of their final disposition. The final disposition of such records is:

NA = Not Applicable

See explanation of NA in 2.7.1.

2.7.3 Other Terms

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

FOI =	**Freedom of Information/Privacy**	see 2.8
OPR =	**Office of Primary Responsibility**	see 2.5
PIB =	**Personal Information Bank**	see 2.8
PUR =	**Public Use Record**	see 2.8
VR =	**Vital Record**	see 2.11

2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions). The flags are placed in the left-hand column, next to the relevant secondary. In the sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the Act to justify restricting access.

For further information about FOI issues, see 3.10.

2.9 Explanatory Notes

Explanatory notes are used in the *ORCS* to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

2.9.1 Qualifiers

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- "Includes" qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the "Includes …" sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) "includes reference materials relating to visits and visitors as yet unconfirmed and unidentified."
- "Arrange" qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

2.9.2 Other Notes

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

OPR = This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.

SO = This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.

##y = This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.

NA = This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.

SR/FR/DE = These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.

FOI: This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.

NOTE: This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored "under ongoing RCS accession number 99-9111." For discussion of ongoing accession numbers, see section 3.9.1(b).

2.10 Physical Format Designations

All government records, regardless of physical format, must be classified under either an *ARCS* or an *ORCS* secondary number. Different physical format versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or "hardcopy") version and a microfilm version of the same series.

When records are held in several different physical formats each version is identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats

have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

Some physical format designations used in *ARCS* and *ORCS* are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in "special media" (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an "(includes)" qualifier or in the paragraph of the scope note beginning "Includes" or "Record types include". All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.

2.11 Vital Records Flags

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see glossary for more detailed definition).

BC Archives recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

PART 3

ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

3.1 The Purpose of *ORCS*

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, etc.) or media (maps, photographs, videotapes, etc.). It helps you find the information you need, when you need it, at the least possible cost. *ORCS* also provides a framework to manage the retention and disposition of records. With *ORCS* you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your operational records. *ORCS* is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of the government archives, or removal from the control of the Government of British Columbia.

The records schedules incorporated into *ORCS* identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

3.2 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c.99) establishes approval requirements for the retention and disposition of records and recorded information. An *ORCS* is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format or media:

> "Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by CRMB, government ministries, and other government agencies. This *ORCS* was reviewed by CRMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the EAO. This means that this *ORCS* is a legally binding document.

3.3 An Effective Records Management System

An effective records management system has five essential elements to aid retrieval and maintenance:

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

3.4 The Classification System

A standard classification system such as *ORCS* is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the ministry or agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of *ORCS* not only indicate standard classification and filing categories, but also aid access and guide retrieval.

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each functional or subject grouping of records is assigned a unique five-digit number which is called a primary number and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a primary block. Each block contains primary subjects subordinate to the major function of the block.

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or "section default" primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, "How to Read a Primary."

The classification system is the basis for other finding aids, such as file lists and indexes. *ORCS* describes all of the operational records which might exist in an office responsible for the functions covered by the *ORCS*. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

3.4.1 Staff Responsibilities and Procedures

CRMB recommends that each staff member be responsible for classifying documents which he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is printed, photocopied, filed, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

CRMB also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

Each staff member is encouraged to organize working papers according to *ORCS*.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately

maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

3.4.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as filing and retrieval is dependent upon the classification number assigned to a document.

CRMB recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately. If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced and retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant *ORCS* section, pick one or more primaries which might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the most appropriate primary and secondary and classify the document accordingly.

3.5 The File List

The file list is a listing of every file created by or currently in use within an office. An accurate file list is an essential tool, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

The file list is vital to *ORCS* and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System* (*ARCS*) specifies that file lists will be maintained and classified under *ARCS* 423 "Records Management - File Control". *ARCS* 423-03 classifies current lists covering both operational and administrative files.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

3.6 Other Finding Aids

A wide variety of finding aids may be created and used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by the government archives.

The index included with this *ORCS* contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For commonly used subjects or forms, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retreival and classficiation of administrative and operational records, CRMB provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see *ARCS* Appendix A.

Finally, refer to the appendices for more information on assigning coded series (i.e., file names) to records.

3.7 The Scheduling System

An essential element of *ORCS* is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

During the "active" stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the "semi-active" stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, CRMB (see 3.9 for boxing and transfer instructions).

When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become "inactive," and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved *ORCS*.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary numbers, titles, and notes). These columns are labelled "A" for active, "SA" for semi-active, and "FD" for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

3.8 Filing and Maintenance Procedures

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety of methods and systems which can provide effective operations for these basic functions. Contact your Records Officer for advice.

Use of *ORCS* does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, *ORCS* is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain *ORCS*, offices should develop and document records management procedures. Filing and maintenance procedures are classified in *ARCS* 423-00. Your Records Officer can help to develop appropriate procedures for your office.

3.8.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The ministry or agency responsible for the records has special needs and requirements for its filing system. Each ministry or agency must establish standards for maintaining their files. The following system of file maintenance works well.

When incoming mail and other records have been classified, they are filed in folders labelled with the complete primary and secondary number and corresponding title.

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right.

It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as teletype documents and facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, CRMB recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer
- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

3.8.2 File Circulation

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

3.9 Boxing and Transfer Instructions

The records schedules contained in *ORCS* specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, CRMB. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Use appropriate forms and procedures as instructed by your Records Officer and **notify your Records Officer before any destruction of records occurs**.

To identify records suitable for boxing, review the files against the *ORCS* schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

3.9.1 Accession Numbers

Records Centre Services issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

For the purposes of illustration, we will use 91-0123 as an example of an accession number. No office should use it to prepare records for transfer!

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services
-01 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers (OANs)

CRMB may establish ongoing accession numbers for categories of administrative or operational records which can be transferred to off-site storage or archival custody year after year. The purpose of an OAN is to group together the same type of records from the same office, and facilitate transfer of those records. The OAN for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in *ORCS* to annotate secondary numbers and titles to which an OAN applies.

NOTE: The OPR will store [SECONDARY TITLE] under
ongoing RCS accession number 91-0123.

If 91-0123 were a real OAN, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new OAN from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The OAN uniquely identifies the transferring office and the category of records which may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own OAN. Other special arrangements may be made in consultation with your Records Officer and Records Centre Services.

3.9.2 Transfer of Records to Off-Site Storage

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it

- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the *ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide)*.

1. Do not put files covered by different retention and disposition schedules (*ARCS* - 100001 or *ORCS*) in the same box.

2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).

3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.

4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.

5. Place records of the same or similar retention periods and date ranges in the same box.

6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).

7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

b) Box Numbering

Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

c) Boxes With Varied Classifications, Retention Periods And Date Ranges

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

3.10 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Ac*t (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure by public bodies. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information disclosure exist within your ministry or agency, contact your Director/Manager of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the *ORCS*, see 2.8.

3.11 Electronic Records and the Information System Overview

Information that has been created, collected, maintained and/or retained by a government ministry or agency is classified and scheduled within *ORCS*, regardless of media or physical format. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for an Subsystem (ISOS). See the ISO section of this *ORCS*.

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;
- to document the records-keeping context of the system by identifying how the system and related records are classified in the *ORCS;*
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to

functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or "e-mail") should be classified and filed under the secondaries covering the relevant functions and activities. For further information on e-mail, see special schedule 102903 in the *ARCS* manual.

3.12 Implementation of *ORCS*

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer (or MRO) or Corporate Records Officer (CRO), should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call CRMB at 387-1321.

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

3.13 Advisory Services

CRMB provides limited advisory services to assist records officers with the implementation and maintenance of *ORCS*. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program

- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

3.14 Amendment and Update of *ORCS*

Maintenance of *ORCS*, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures
- coordination and review by the Records Officer
- designated responsibilities for:
    - records classification
    - maintenance of indexes and file lists
    - other record and file operations

CRMB maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CRMB of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the *ORCS*, insert the instructions behind the Register of Amendments, located at the front of the *ORCS* manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to CRMB. Proposals will be jointly reviewed by CRMB staff and the Records Officer. While awaiting formal approval, “interim secondaries” may be established. These must be different from any existing secondary numbers and titles. Include records covered by interim secondaries in file lists, and highlight them on the Records Officer’s copy of each file list. Once interim secondaries are approved, they will be included in future editions of the *ORCS*.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, in two ways:

|| Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for

classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.

- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

A	SA	FD

SECTION 1

ENVIRONMENTAL ASSESSMENT

PRIMARY NUMBERS

30000 - 30999

Section 1 covers records related to the administration of the *Environmental Assessment Act* (SBC 2002, c. 43) including: consultation with proponents of reviewable projects regarding the requirements of the Act; informing and working with government agencies, local governments and First Nations; ensuring appropriate notification of environmental assessment projects for the public and First Nations; coordination of the review of applications; and supervising the preparation of project reports.

This section includes records related to: assessing the impact of projects on the environment; conducting public hearings; approving and rejecting projects; and maintaining a project information centre.

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A	SA	FD

SECTION 1

30000 - ENVIRONMENTAL ASSESSMENT - 30999

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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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

	A	SA	FD

30000 ENVIRONMENTAL ASSESSMENT - GENERAL

Records not shown elsewhere in the environmental assessment section which relate generally to the environmental assessment process. The Environmental Assessment Office (EAO) is mandated to coordinate the orderly, timely, thorough and integrated review of proposed large scale development projects or modifications to existing projects. These proposals range from hydroelectric dams and pulp mills to ski resorts and waste management facilities.

This primary covers the EAO annual reports and various guides published to assist in the environmental assessment process.

This primary also covers the EAO internet and intranet websites, project lists and transition orders. Project lists include status tracking and a list of projects which have received a certificate.

Certificates are awarded after a project has passed an environmental assessment. They allow the project to proceed, but may include caveats and restrictions to the project. When a certificate is awarded using legislation, the certificate might be considered void when that legislation changes. Therefore, transition orders are used to allow the continuation of a project's certificate.

Record types include correspondence, orders, listings and other types of records as indicated under relevant secondaries.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

For annual reports, see *ARCS* secondary 442-20.
For EPIC, see the Information System Overview (ISO) section.
For project certificates, see reserved secondary -25 in primaries 30020 to 30700.
For user guides, see *ARCS* secondary 6450-80.

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			A	SA	FD
30000	ENVIRONMENTAL ASSESSMENT - GENERAL (continued)				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
	FR = Throughout this section, 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				
-02	Project review status listing (includes certified project list)		CY+1y	5y	DE
	NOTE: Includes status listings which are updated and printed as needed. These listings are kept as supporting information for the creation of the annual report.				

(continued on next page)

		A	SA	FD
30000	ENVIRONMENTAL ASSESSMENT - GENERAL (continued)			
-03	Transition orders	SO+27y	nil	FR

SO = when a transition order is issued

27y = Orders will be kept onsite for an additional 27 years after the date of issue. This retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.

FR = The government archives will fully retain transition orders because they document the review of projects with significant environmental impact. These records have significant evidential, legal and informational value.

NOTE: Includes signed orders relating to reviewable projects which are reviewed under the *Environmental Assessment Act*. Prior to June 30, 1995, these were reviewed under the Energy Project Review Process, the Mine Development Assessment Process or the Major Project Review Process. Prior to December 31, 2002, these were reviewed under the old *Environmental Assessment Act* (RSBC 1996, c. 119).

-04	Environmental assessment internet web site	SO	nil	DE

SO = when the web site is altered, updated or closed

DE = As the web site is updated, documents and web pages may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.

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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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

		A	SA	FD
30000	ENVIRONMENTAL ASSESSMENT - GENERAL (continued)			
-05	Environmental assessment intranet web site	SO	nil	DE
	SO = when the web site is altered, updated or closed			
	DE = As the web site is update, documents and web pages may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
-06	Environmental assessment reports and publications (includes annual reports, annual service plan reports, *Guide to the BC Environmental Assessment Process*, and supplementary guides for proponents, first nations, and the public)	SO	nil	FR
	FR = The government archives will fully retain reports and publications by retaining one copy of each annual report, annual service plan report, the Guide to the BC Environmental Assessment Process, and the supplementary guides for proponents, first nations and the public. If any of these reports and publications are created in electronic format only, the program staff will print off a copy of the report each year and box them for transfer to offsite storage and eventual transfer to the government archives.			
	NOTE: Monthly reports, monthly updates to the service plan, ad hoc reports, and other types of publications are classified under ARCS.			

			A	SA	FD
30005	ENVIRONMENTAL ASSESSMENT - LIAISON				
	Records relating to liaison with related government bodies in British Columbia and other jurisdictions for the purpose of sharing general information about environmental impact issues. Affiliated agencies and other jurisdictions include: First Nations, Canadian and American federal agencies and departments, and provincial and state governments.				
	Liaison may also include consultation and negotiation with other jurisdictions in order to streamline both the environmental assessment process and any processes (e.g., permits and licenses) specific to the jurisdictions.				
	This primary only contains general liaison. All project specific documentation and provincial environmental assessment policy development is classified under other primaries.				
	Record types include correspondence, consultation documents, studies, reports, legal opinions, participant funding assistance applications, and certificates.				
	For agreements and MOUs, see *ARCS* primaries 146 to 154. For contracts, see *ARCS* primaries 1060 to 1080.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				

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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 Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

		A	SA	FD
30005	ENVIRONMENTAL ASSESSMENT - LIAISON (continued)			
-20	Aboriginal case files (arrange by subject) DE = Aboriginal case files can be destroyed because they consist of copies of court records, copies of reports from the Ministry of Aboriginal Affairs, that are retained from those agencies, and other reference materials.	SO	5y	DE
-22	Federal case files (arrange by name or agency or department and then by issue)	SO	5y	DE
-24	Government agency case files (arrange by name or agency or department and then by issue)	SO	5y	DE
-26	Other jurisdiction case files (arrange by name or country, province or state and then by issue)	SO	5y	DE

			A	SA	FD
30010	ENVIRONMENTAL ASSESSMENT - POLICY DEVELOPMENT				
	Records relating to the development of environmental assessment policies. Policy includes principles, strategies, initiatives, standards, guidelines, procedures and assessment tools.				
	Environmental assessment policy directs the activities and services of the environmental assessment review process, including pre-review, post review and other functions as directed by the *Environmental Assessment Act* and related regulations.				
	The development of environmental assessment policy involves research and consultation with organizations involved in environmental assessments, such as local, provincial, federal, and international governments, First Nations and non-government organizations.				
	This primary also covers reviewing or assessing “any [provincial] policy, enactment, plan, practice or procedure” according to section 49 of the *Environmental Assessment Act*.				
	Record types include correspondence and other types of records as indicated under relevant secondaries.				
	For development of legislation and regulation, see *ARCS* primary 140. For library/reference material, including policies from other jurisdictions, see *ARCS* secondary 358-20. For ministerial legislation and regulations, see *ARCS* primary 135. For non-policy related liaison, see primary 30005.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				

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		A	SA	FD
30010	ENVIRONMENTAL ASSESSMENT OFFICE - POLICY DEVELOPMENT (continued)			
-02	Environmental assessment policy (includes approved policy, principle, standard or guideline and the reports supporting the policy) FR = The government archives will fully retain environmental assessment policy files. These records provide evidence of the high-level government policies that direct the functions of the EAO.	SO	5y	FR
-03	Section 49 assessment reports and recommendations FR = The government archives will fully retain section 49 assessment reports and recommendations because they document the review or assessment, under Section 49 of the *Environmental Assessment Act*, of provincial policies, enactments, plans, practices or procedures for their impact on the environment.	SO	5y	FR
-20	Environmental assessment policy development case files (covers consultation, background information and research) (includes discussion papers and draft policy) (arrange by policy) SO = when approved policy is superseded or obsolete, and the file is no longer needed for reference purposes NOTE: All final products (policy as well as research reports in support of policy) must be filed in secondary 30010-02.	SO	5y	DE

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		A	SA	FD
30010	ENVIRONMENTAL ASSESSMENT OFFICE - POLICY DEVELOPMENT (continued)			
-30	Environmental assessment policy implementation and evaluation case files (includes surveys, questionnaires, performance tracking, and final policy evaluation plans and reports) (arrange by policy) SO = when approved policy is superseded or obsolete, and the file is no longer needed for reference purposes	SO	5y	DE
-40	Environmental assessment interpretation and advice case files (covers requests for clarification on policy, legislation, or regulation) (arrange by policy, legislation, or regulation)			
-50	Section 49 assessment case files (covers consultation, background information and research) (includes discussion papers and copy of policy, enactment, plan, practice or procedure) (arrange by name of project) SO = when the final report and recommendation is submitted to the minister NOTE: All final reports and recommendations must be filed in secondary 30010-03.	SO	5y	DE

	A	SA	FD

30020 REVIEWABLE ENQUIRIES AND PROJECTS - GENERAL

Records relating generally to assessing reviewable projects submitted by proponents under the *Environmental Assessment Act* for environmental, economic, social, cultural, heritage and health impacts, not shown elsewhere in this primary block.

Environment Assessment Office (EAO) staff are involved in the entire process, providing advice and recommendations to the proponent. Also, a working group, also known as the “review agencies”, is established for each project, which provides advice, analysis and recommendations. It includes an EAO staff member, the proponent and representatives invited from interested and potentially affected provincial and federal agencies, local governments, and First Nations in the vicinity of the project.

This primary covers initial enquiries and non-reviewable project enquiries. A non-reviewable project means that the proposed project may proceed without an environmental review. Reviewable projects are covered by the other primaries in this primary block.

A project is determined to be non-reviewable if it does not meet or exceed the thresholds defined in the *Reviewable Projects Regulation* (B.C. Reg. 370/2002). Also, according to the *Act* (s. 10(1)(b)), a project which meets or exceeds these thresholds may also be deemed non-reviewable at the executive director’s discretion.

Non-reviewable projects may also become reviewable if the proponent voluntarily asks for an environmental assessment (i.e., “opts in”) and the executive director agrees (s. 7) or if the minister deems the project to be reviewable.

All other projects which meet or exceed the thresholds are reviewable and are classified under the other primaries in this primary block according to the project’s category (e.g., energy, mining and waste management).

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	A	SA	FD

30020 REVIEWABLE ENQUIRIES AND PROJECTS - GENERAL
(continued)

Terms of reference for an application are created by the proponent, in consultation with the review agencies, in order to ensure that the application will contain the necessary information. Reports and studies are typically created by the proponent in order to fulfil the requirements of the Terms of reference, but they may also be created by any other involved party at any stage in the review process.

The application for an Environmental Assessment Certificate (EAC) is then submitted by the proponent and once the application meets the EAO's standards, the formal review process begins.

Application review includes: review by government agencies, First Nations, and the public; First Nation and public consultation; a formal public comment period; and opportunities for the proponent to respond to issues raised.

After the application review is complete, EAO staff prepare an Assessment Report for the minister, which documents the findings of the environmental assessment, including the issues raised in relation to the project and how these issues have been or could be addressed.

The environmental assessment process concludes when
a) The minister approves the EAC and the project proceeds,
b) The minister rejects the project,
c) The minister decides that no assessment is required, or
d) The proponent withdraws the project.

An EAC (previously known as a Project Approval Certificate [PAC]) may contain conditions to ensure that necessary mitigative and compensatory measures are in place to prevent or reduce any adverse effects of the project.

After a certificate has been issued, it may be amended, legally challenged or reviewed for compliance with the conditions set forth in the certificate.

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			A	SA	FD
30020	REVIEWABLE ENQUIRIES AND PROJECTS - GENERAL (continued)				
	Record types include correspondence and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-04	Initial environmental assessment enquiries		CY+2y	4y	DE
	NOTE: If an initial enquiry becomes a project enquiry, reclassify the file under secondary -20 in the relevant primary.				
-05	Non-reviewable project enquiries (covers all categories) (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J)		CY+1y	5y	FR
	FR = The government archives will fully retain non-reviewable project enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.				

			A	SA	FD
30050	REVIEWABLE ENQUIRIES AND PROJECTS - ENERGY				
	Records relating to assessing the environmental and economic impact of energy projects under the *Environmental Assessment Act*. Energy projects include: power generation plants; electric transmission lines; energy storage facilities; energy use facilities which use, convert or process an energy source such as coal, wood, ethanol, methanol hydrogen or methyl code butyl ether (MTBE); oil and gas pipelines; and offshore oil and gas development.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy reports and studies, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-04	(obsolete as of December 31, 2005)				
-05	Non-reviewable energy project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable energy project enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

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		A	SA	FD
30050	REVIEWABLE ENQUIRIES AND PROJECTS - ENERGY (continued)			
-20	Active energy project case files (covers "dormant" projects) (arrange by name of project, then by the code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected or determined to not require an assessment NA = Reclassify under secondary 30050-25, 30050-30 or 30050-35.	SO	NA	NA
-25	Certified or completed energy project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

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		A	SA	FD
30050	REVIEWABLE ENQUIRIES AND PROJECTS - ENERGY (continued)			
-30	Withdrawn or rejected energy project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected energy project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required energy project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required energy project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name or project or proponent) SO = when application is accepted as a project and enquiry is reclassified under secondary 30050-20 project status, or when file is inactive for five years	SO	5y	DE

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		A	SA	FD
30050	REVIEWABLE ENQUIRIES AND PROJECTS - ENERGY (continued)			
-50	Legacy energy project studies and reports (closed December 31, 2004 - do not create new files in this secondary) (covers studies and reports which were created or received under the Energy Project Review Process prior to June 30, 1995)	SO	20y	FR

SO = when no longer required for research purposes

20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.

FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.

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			A	SA	FD
30100	REVIEWABLE ENQUIRIES AND PROJECTS - FOOD PROCESSING				
	Records relating to assessing the environmental and economic impact of food processing projects under the *Environmental Assessment Act*. Food processing projects include fish processing, meat packing, and poultry processing.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-05	Non-reviewable food processing project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable food processing enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

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		A	SA	FD
30100	REVIEWABLE ENQUIRIES AND PROJECTS - FOOD PROCESSING (continued)			
-20	Active food processing project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30100-25, 30100-30 or 30100-35.	SO	NA	NA
-25	Certified or completed food processing project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets that creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed food processing project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

(continued on next page)

		A	SA	FD
30100	REVIEWABLE ENQUIRIES AND PROJECTS - FOOD PROCESSING (continued)			
-30	Withdrawn or rejected food processing project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected food processing project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required food processing project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required food processing project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR

(continued on next page)

		A	SA	FD
30100	REVIEWABLE ENQUIRIES AND PROJECTS - FOOD PROCESSING (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent)	SO	5y	DE
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30100-20 project status, or when file is inactive for five years			
-50	Legacy food processing project studies and reports (closed December 31, 2004 - do not create new files in this secondary)	SO	20y	FR
	SO = when no longer required for research purposes			
	20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.			

			A	SA	FD
30150	REVIEWABLE ENQUIRIES AND PROJECTS - INDUSTRIAL				
	Records related to assessing the environmental and economic impact of industrial projects under the *Environmental Assessment Act*. Industrial projects include chemical and chemical products manufacturing - organic and inorganic chemicals; primary metals industries such as Ferro-alloys, aluminum, other primary smelting and refining of non-ferros metal industries; non-metallic mineral products such as cement, glass, lime and asbestos manufacturing; forest products industries such as pulp, paper, paperboard, paper de-inking, pressure-treated wood, building boards, sawmills, plywood, veneer, particle board, wafer board and medium-density fibreboard; and other industries such as tires and tubes, leather tanning, pharmaceuticals, man-made fibres and contract textile dyeing, and lead-acid battery manufacturing.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-04	(obsolete as of December 31, 2005)				

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		A	SA	FD
30150	REVIEWABLE ENQUIRIES AND PROJECTS - INDUSTRIAL (continued)			
-05	Non-reviewable industrial project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary) FR = The government archives will fully retain non-reviewable industrial enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.	CY+1y	5y	FR
-20	Active industrial project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30150-25, 30150-30 or 30150-35.	SO	NA	NA
-25	Certified or completed industrial project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed industrial project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+6y	20y	FR

(continued on next page)

		A	SA	FD
30150	REVIEWABLE ENQUIRIES AND PROJECTS - INDUSTRIAL (continued)			
	NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.			
-27	(obsolete as of December 31, 2005)			
-30	Withdrawn or rejected industrial project case files (arrange by name of project, then by the code numbers listed in Appendix J)	CY+1y	20y	FR
	22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain withdrawn or rejected industrial project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.			
-35	No assessment required industrial project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J)	CY+1y	20y	FR
	22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain no assessment required industrial project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.			

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		A	SA	FD
30150	REVIEWABLE ENQUIRIES AND PROJECTS - INDUSTRIAL (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by code numbers listed in Appendix J)	SO	5y	DE
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30150-20 project status, or when file is inactive for five years			
-50	Legacy industrial project studies and reports (closed December 31, 2004 - do not create new files in this secondary) (covers studies and reports which were created or received under the Major Project Review Process prior to June 30, 1995)	SO	20y	FR
	SO = when no longer required for research purposes			
	20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain call legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior the Environmental Assessment Office taking over this function.			

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			A	SA	FD
30200	REVIEWABLE ENQUIRIES AND PROJECTS - MINING				
	Records relating to assessing the environmental and economic impact of mining projects under the *Environmental Assessment Act*. Mining projects include coal mines, mineral mines, sand and gravel pits, placer gold mines, construction stone and industrial mineral quarries, and offshore mining operations which include exploration and production.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-04	(obsolete as of December 31, 2005)				
-05	Non-reviewable mining project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable mining enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

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		A	SA	FD
30200	REVIEWABLE ENQUIRIES AND PROJECTS - MINING (continued)			
-20	Active mining project case files (covers "dormant" projects) (arrange by code numbers listed Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30200-25, 30200-30 or 30200-35.	SO	NA	NA
-25	Certified or completed mining project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed mining project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

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		A	SA	FD
30200	REVIEWABLE ENQUIRIES AND PROJECTS - MINING (continued)			
-30	Withdrawn or rejected mining project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected mining project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required mining project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required mining project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent) SO = when application is accepted as a project and enquiry is reclassified under secondary 30200-20 project status, or when file is inactive for five years	SO	5y	DE

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		A	SA	FD
30200	REVIEWABLE ENQUIRIES AND PROJECTS - MINING (continued)			
-50	Legacy mining project studies and reports (closed December 31, 2004 - do not create new files in this secondary) (covers studies and reports which were created or received under the Mine Development Assessment Process prior to June 30, 1995)	SO	20y	FR

SO = when no longer required for research purposes

20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.

FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.

			A	SA	FD
30250	REVIEWABLE ENQUIRIES AND PROJECTS - TOURISM AND RECREATION				
	Records relating to assessing the environmental and economic impact of tourism and recreation projects under the *Environmental Assessment Act*. Tourism and recreation projects include large destination resorts and their associated facilities, such as ski hills, marinas, and golf courses.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-05	Non-reviewable tourism and recreation project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable tourism and recreation enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

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		A	SA	FD
30250	REVIEWABLE ENQUIRIES AND PROJECTS - TOURISM AND RECREATION (continued)			
-20	Active tourism and recreation project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30250-25, 30250-30 or 30250-35.	SO	NA	NA
-25	Certified or completed tourism and recreation project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27Y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed tourism and recreation project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

(continued on next page)

		A	SA	FD
30250	REVIEWABLE ENQUIRIES AND PROJECTS - TOURISM AND RECREATION (continued)			
-30	Withdrawn or rejected tourism and recreation project case files (arrange by name of project, then by the code numbers listed in Appendix J)	CY+1y	20y	FR
	22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain withdrawn or rejected tourism and recreation project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.			
-35	No assessment required tourism and recreation project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J)	CY+1y	20y	FR
	22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain no assessment required tourism and recreation project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.			

(continued on next page)

		A	SA	FD
30250	REVIEWABLE ENQUIRIES AND PROJECTS - TOURISM AND RECREATION (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent) SO = when application is accepted as a project and enquiry is reclassified under secondary 30250-20 project status, or when file is inactive for five years	SO	5y	DE
-50	Legacy tourism and recreation project studies and reports (closed December 31, 2004 - do not create new files in this secondary) SO = when no longer required for research purposes 20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.	SO	20y	FR

			A	SA	FD
30300	REVIEWABLE ENQUIRIES AND PROJECTS - TRANSPORTATION				
	Records relating to assessing the environmental and economic impact of transportation projects under the *Environmental Assessment Act*. Transportation projects include public highways, urban transit rail projects, mainline rail developments, ports, ferry terminals and airports.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-05	Non-reviewable transportation project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable tourism and recreation enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

(continued on next page)

		A	SA	FD
30300	REVIEWABLE ENQUIRIES AND PROJECTS - TRANSPORTATION (continued)			
-20	Active transportation project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30300-25, 30300-30 or 30300-35.	SO	NA	NA
-25	Certified or completed transportation project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed tourism and recreation project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

(continued on next page)

		A	SA	FD
30300	REVIEWABLE ENQUIRIES AND PROJECTS - TRANSPORTATION (continued)			
-30	Withdrawn or rejected transportation project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected transportation project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required transportation project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required tourism and recreation project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR

(continued on next page)

		A	SA	FD
30300	REVIEWABLE ENQUIRIES AND PROJECTS - TRANSPORTATION (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent)	SO	5y	DE
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30300-20 project status, or when file is inactive for five years			
-50	Legacy transportation project studies and reports (closed December 31, 2004 - do not create new files in this secondary)	SO	20y	FR
	SO = when no longer required for research purposes			
	20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.			

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			A	SA	FD
30350	REVIEWABLE ENQUIRIES AND PROJECTS - WASTE DISPOSAL				
	Records related to assessing the environmental and economic impact of waste disposal projects under the *Environmental Assessment Act*. Waste disposal projects include special waste management projects.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-05	Non-reviewable waste disposal project enquiries (superseded by secondary 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1y	5y	FR

FR = The government archives will fully retain non-reviewable waste disposal enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

(continued on next page)

		A	SA	FD
30350	REVIEWABLE ENQUIRIES AND PROJECTS - WASTE DISPOSAL (continued)			
-20	Active waste disposal project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30350-25, 30350-30 or 30350-35.	SO	NA	NA
-25	Certified or completed waste disposal project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed tourism and recreation project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

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		A	SA	FD
30350	REVIEWABLE ENQUIRIES AND PROJECTS - WASTE DISPOSAL (continued)			
-30	Withdrawn or rejected waste disposal project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected transportation project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required waste disposal project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required waste disposal project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR

(continued on next page)

		A	SA	FD
30350	REVIEWABLE ENQUIRIES AND PROJECTS - WASTE DISPOSAL (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent)	SO	5y	DE
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30350-20 project status, or when file is inactive for five years			
-50	Legacy waste disposal project studies and reports (closed December 31, 2004 - do not create new files in this secondary)	SO	20y	FR
	SO = when no longer required for research purposes			
	20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and information values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.			

			A	SA	FD
30400	REVIEWABLE ENQUIRIES AND PROJECTS - WATER MANAGEMENT				
	Records relating to assessing the environmental and economic impact of water management projects under the *Environmental Assessment Act*. Water management projects include dams and reservoirs, dykes and diversion projects, groundwater extraction, and shoreline modification.				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, legacy studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	(obsolete as of December 31, 2005)				
-05	Non-reviewable water management project enquiries (superseded by 30020-05 as of December 31, 2004 - do not create new files in this secondary)		CY+1Y	5y	FR

FR = The government archives will fully retain non-reviewable water management enquiries because they document the business case for proposed projects, provide initial information to determine if projects meet the reviewable threshold or not, and documents the EAO ruling on whether or not the project is reviewable.

(continued on next page)

		A	SA	FD
30400	REVIEWABLE ENQUIRIES AND PROJECTS - WATER MANAGEMENT (continued)			
-20	Active water management project case files (covers "dormant" projects) (arrange by code numbers listed in Appendix J) SO = when project is certified or completed, withdrawn or rejected NA = Reclassify under secondary 30400-25, 30400-30 or 30400-35.	SO	NA	NA
-25	Certified or completed water management project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed water management project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			

(continued on next page)

		A	SA	FD
30400	REVIEWABLE ENQUIRIES AND PROJECTS - WATER MANAGEMENT (continued)			
-30	Withdrawn or rejected water management project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected water management project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR
-35	No assessment required water management project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain no assessment required water management project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.	CY+1y	20y	FR

(continued on next page)

		A	SA	FD
30400	REVIEWABLE ENQUIRIES AND PROJECTS - WATER MANAGEMENT (continued)			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name of project or proponent)	SO	5y	DE
	20y = This meets the creating agency's information requirements and all primary audit and legal values.			
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30400-20 project status, or when file is inactive for five years			
-50	Legacy water management project studies and reports (closed December 31, 2004 - do not create new files in this secondary)	SO	20y	FR
	SO = when no longer required for research purposes			
	20y = The twenty year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain all legacy studies and reports because of their significant evidential and informational values. They document the environmental assessment of projects reviewed by government offices and agencies prior to the Environmental Assessment Office taking over this function.			

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			A	SA	FD
30450	DESIGNATED REVIEWABLE PROJECTS				
	Records related to assessing the environmental and economic impact of projects that do not constitute reviewable projects under the *Reviewable Projects Regulation* (e.g., Bamberton Town Development), but have been designated as reviewable by the minister according to the *Environmental Assessment Act* (s. 6).				
	Record types include correspondence, project applications, consultation documents, public submissions, technical studies, charts, minister's orders, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Active designated project case files (covers "dormant" projects) (arrange by name of project, then by the code numbers listed in Appendix J)		SO	NA	NA
	SO = when project is certified or completed, or withdrawn or rejected				
	NA = Reclassify under secondary 30450-25, 30450-30 or 30450-35.				

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		A	SA	FD
30450	DESIGNATED REVIEWABLE PROJECTS (continued)			
-25	Certified or completed designated project case files (arrange by name of project, then by the code numbers listed in Appendix J) 27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values. FR = The government archives will fully retain certified or completed designated reviewable project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment. NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.	CY+6y	20y	FR
-27	(obsolete as of December 31, 2005)			
-30	Withdrawn or rejected designated project case files (arrange by name of project, then by the code numbers listed in Appendix J) 22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values. FR = The government archives will fully retain withdrawn or rejected designated reviewable project case files because they document the description of projects, their rejection by the Minister, and the reasons for the rejection. These records have significant evidential and informational value.	CY+1y	20y	FR

(continued on next page)

		A	SA	FD
30450	DESIGNATED REVIEWABLE PROJECTS (continued)			
-35	No assessment required designated project case files (includes decision form) (arrange by name of project, then by the code numbers listed in Appendix J)	CY+1y	20y	FR
	22y = The twenty-two year retention period meets the creating agency's information requirements and all primary audit and legal values.			
	FR = The government archives will fully retain no assessment required designated reviewable project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.			
-40	Pre-application reviewable enquiry case files (superseded by secondary 30020-04 as of December 31, 2004 - do not create new files in this secondary) (arrange by name or project or proponent)	SO	5y	DE
	SO = when application is accepted as a project and enquiry is reclassified under secondary 30450-20 project status, or when file is inactive for five years			

			A	SA	FD
30500	REVIEWS UNDER OTHER ENACTMENTS				
	Records relating to assessing the environmental and economic impact of projects under the *Environmental Assessment Act*, which allows a minister to direct the Environmental Assessment Office to conduct a review and to make recommendations on projects which are covered by other review processes and enactments (e.g., Salmon Aquaculture Review).				
	Record types include correspondence, newsletters, news releases, newspaper articles, proponent documents, public submissions, mailing lists, committee documents, legal documents, consultation documents, minister's directives, studies and other types of records as indicated under relevant secondaries.				
	NOTE: The only project created under this primary was the Salmon Aquaculture Review. No other project will be classified under this primary.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	(obsolete as of December 31, 2005)				
-25	(obsolete as of December 31, 2005)				
-27	(obsolete as of December 31, 2005)				
-30	(obsolete as of December 31, 2005)				

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		A	SA	FD
30500	REVIEWS UNDER OTHER ENACTMENTS (continued)			
-35	Salmon Aquaculture Review case files (closed December 31, 2002 - do not create new files under this secondary) (arrange by code numbers listed in Appendix K)	CY+6y	20y	FR
	27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.			
	FR = The government archives will fully retain salmon aquaculture review case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.			
-40	(obsolete as of December 31, 2005)			

				A	SA	FD
30650	PROJECT INFORMATION CENTRE					
	Records related to providing public access to various environmental assessment documents as required by the *Environmental Assessment Act* (s. 25). Public access was provided through a project registry known as the Environmental Assessment Project Tracking System (EAP) until December 31, 2002, when it was replaced by the Electronic Project Information Centre (EPIC).					
	The project information centre includes all documents submitted by the proponent (e.g., the application and the project report), all comments of review agencies and the full content of all comments received from the public, as well as all certification decisions and reasons for those decisions.					
	Record types include correspondence, memoranda, status reports and other types of records as indicated under relevant secondaries.					
	For EPIC, see the Information System Overview (ISO) section. For user guides, see *ARCS* secondary 6450-80.					
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
			- non-OPR	SO	nil	DE
	-01	General				
	-03	(superseded by EPIC ISO as of December 31, 2002)				
PUR	-20	Electronic project information centre data files (electronic database records) (covers public and various agencies' review comments, certification decisions and rationale) (includes copies of proponents' applications and project reports)		SO	nil	DE

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			A	SA	FD
30650		PROJECT INFORMATION CENTRE (continued)			
PUR	-50	Project registry case files (closed December 31, 2002 - do not create new files under this secondary) (covers public and various agencies' review comments, certification decisions and rationale) (includes copies of proponents' applications and project reports) (arrange by code numbers listed in Appendices J and K)	CY+6y	20y	DE

27y = The combined active and semi-active retention period meets the creating agency's information requirements, provides for effective management of the agency's operational functions and meets all primary audit and legal values.

			A	SA	FD
30700	OTHER ENVIRONMENTAL ASSESSMENTS				
	Records relating to assessing the environmental and economic impact of projects which are not covered by other review processes and enactments under the *Environmental Assessment Act* (e.g., Skytrain).				
	Record types include correspondence, minutes, agendas, proponent documents, public comments, legal advice and opinion, consultation documents, studies and reports, charts, maps, photographs and other types of records as indicated under relevant secondaries.				
	Unless otherwise specified below, the ministry OPR (Environmental Assessment Office) 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	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-20	Active other project case files (covers “dormant” projects) (arrange by name of project)		SO	NA	NA
	SO = when project is certified or completed				
	NA = Reclassify under secondary 30700-25.				
-25	Certified or completed other project case files (arrange by name of project)		CY+6y	20y	FR
	NOTE: A reviewable project is certified or completed when an environmental assessment certificate is issued.				
	27y = The combined active and semi-active retention period meets the creating agency’s information requirements, provides for effective management of the agency’s operational functions and meets all primary audit and legal values.				

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	A	SA	FD

30700 OTHER ENVIRONMENTAL ASSESSMENTS (continued)

FR = The government archives will fully retain certified or completed other project case files because they document the description, assessment and certification of projects in the province with significant impact on the environment.

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ENVIRONMENTAL ASSESSMENT

INFORMATION SYSTEM OVERVIEW SECTION

TABLE OF CONTENTS

ISO TITLE

Environmental Assessment Project Tracking System	EAP	(superseded by EPIC, December 31, 2002)
Electronic Project Information System	EPIC	

WEB SITE ISOW TITLE

Environmental Assessment intranet web site

Environmental Assessment internet web site

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Environmental Assessment Office (EAO)

System Title

Electronic Project Information System (EPIC)

Purpose

The purpose of EPIC is to provide internet access to a central repository of public use environmental assessment records as well as contact information related to environmental assessment projects and records. EPIC also tracks environmental assessment project performance for staff use.

The provision of public access to environmental assessment records is a legislated requirement of the *Environmental Assessment Act* (SBC 2002, c.43, s.25).

EPIC was implemented July 31, 2002. It replaced the Environmental Assessment Project Tracking System (EAP). EAP was developed in the spring of 1995 in order to address requirements of the previous *Environmental Assessment Act* (RSBC 1996, c.119, sections 61(2), 62(1) and (2)).

Information Content

EPIC is an web-based Oracle database that contains data about environmental assessment records (e.g., project, author, description and file location), environmental assessment projects (e.g., type, status, category, title, decision dates, location, investment amounts and resulting job estimates), project performance (e.g., status, milestone dates) and standard contact information for individuals or organizations involved in the projects (including proponents and EAO staff). EPIC also contains standard security/user data.

EPIC also provides direct access to the electronic copies of public use environmental assessment records.

Inputs, Processes, and Outputs

Inputs

EAO staff input all data into EPIC.

Processes

EPIC records metadata about projects and project documents, tracks and reports on project performance and provides a mail merge/emailing function. EPIC also provides direct access to the electronic copies of public use environmental assessment records.

Outputs

EPIC outputs consist of electronic copies of public use environmental assessment records and performance reports arranged by various fields such as project, sector or date. EPIC also provides a simple spatial map with the locations and titles of environmental assessment projects.

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Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. 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.

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
30650-20	Electronic project information centre data files

Inputs

Secondary No.	Secondary Title
30050-20	Active energy project case files
30100-20	Active food processing project case files
30150-20	Active industrial project case files
30200-20	Active mining project case files
30250-20	Active tourism and recreation project case files
30300-20	Active transportation project case files
30350-20	Active waste disposal project case files
30400-20	Active water management project case files
30450-20	Active designated project case files
30500-35	Salmon Aquaculture Review case files
30700-20	Active other project case files

Outputs

Secondary No.	Secondary Title
30050-20	Active energy project case files
30100-20	Active food processing project case files
30150-20	Active industrial project case files
30200-20	Active mining project case files
30250-20	Active tourism and recreation project case files
30300-20	Active transportation project case files
30350-20	Active waste disposal project case files
30400-20	Active water management project case files

30450-20	Active designated project case files
30500-35	Salmon Aquaculture Review case files
30700-20	Active other project case files

Statistical reports are filed in *ARCS* primaries 440 to 448.

Other Related Records

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

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. If all data is migrated to a new system performing the same function, this ISO applies to the new system and the old system may be destroyed.

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INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Environmental Assessment Office (EAO)

Web Site Title and URL

Environmental Assessment internet web site; www.eao.gov.bc.ca

Purpose

The purpose of the Environmental Assessment web site is to provide public internet access to general information about the environmental assessment process, as well as specific information on individual project assessments.

Information Content

The Environmental Assessment internet web site contains:

- policies and procedures;
- legislation, regulations, agreements and memoranda of understanding;
- publications, brochures, fact sheets, news releases and articles;
- ministry service plans and annual reports;
- and project information and documentation.

Web Site Features

Features of the Environmental Assessment internet web site include:

- web site search capabilities;
- access to the Project Information Centre;
- agency contact information;
- and links to other Government of British Columbia web sites and to the Canadian Environmental Assessment Agency (CEAA).

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Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

Web Site

Secondary No.	Secondary Title
30000-04	Environmental assessment internet web site

Records on the Web Site

Secondary No.	Secondary Title
ARCS 135-25	Approved agency regulations
ARCS 135-45	Approved agency legislation
ARCS 304-20	Articles
ARCS 320-40	Ministry information resource and reference files
ARCS 330-20	News releases
ARCS 400-08	Business planning
ARCS 858-13	Telephone/contact lists
30000-06	Environmental assessment reports and publications
30010-02	Environmental assessment policy
30650-20	Electronic project information centre data files

Other Related Records

- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For other web site related records, see *ARCS* primary 340.
- For web site development, implementation and maintenance, see *ARCS* primary 6450.

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INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Ministry of Water, Land and Air Protection (WLAP)
Environmental Assessment Office (EAO)

Web Site Title and URL

Environmental Assessment intranet web site; eaogww.bcgov

Purpose

The purpose of the Environmental Assessment intranet web site is to provide internal intranet access to information about the office's staff meetings, training, workloads, phone numbers, guidelines and the human resources plan.

Information Content

The Environmental Assessment intranet web site contains:

- guidelines;
- staff meetings;
- organization charts;
- employee recognition and health and safety;
- staff workloads, training and orientation;
- and human resources planning.

Web Site Features

Features of the Environmental Assessment intranet web site include:

- access to ministry news releases;
- and links to related web sites, to the Environmental Assessment internet web site and to other Government of British Columbia web sites.

Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

Web Site

Secondary No.	Secondary Title
30000-05	Environmental assessment intranet web site

Records on the Web Site

Secondary No.	Secondary Title
ARCS various-00	Policies and procedures
ARCS 102-20	Ministry meetings
ARCS 105-02	Ministry organization
ARCS 320-40	Ministry information resource and reference files
ARCS 858-13	Telephone/contact lists
ARCS 1310	AWARDS AND HONOURS
ARCS 1460	HEALTH AND SAFETY
ARCS 1580	PERSONNEL PLANNING
ARCS 1730	TRAINING AND DEVELOPMENT
30010-02	Environmental assessment policy

Other Related Records

- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For other web site related records, see *ARCS* primary 340.
- For web site development, implementation and maintenance, see *ARCS* primary 6450.

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ENVIRONMENTAL ASSESSMENT

APPENDICES

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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.

APPENDIX J

DESIGNATED CODES

Designated codes consist of two to four numeric codes which follow the name of the project. These codes facilitate access to records concerning the subject of the secondaries -20, -25, and -35 and should be used only for primaries 30050 to 30450. See the following pages for details about each code number.

-02 Pre-application documents
-03 Application and supporting studies
-04 First Nations' Chronology - comments and correspondence
    -01 EAO correspondence to First Nations
    -02 EAO correspondence to First Nations as a working group (copies of -05-04)
    -03 Proponent correspondence to First Nations, which has been copied to EAO
-05 Environmental Assessment Office (outgoing correspondence to following recipients)
    -02 Federal government
    -03 Local government
    -04 Project working groups
    -05 Other/neighbouring jurisdictions
    -06 Proponent
    -07 Provincial government
    -08 Public and public notices
    -09 Reports
    -10 Strategic communications
-06 Federal government comments and submissions
-07 General consultation documents
-08 General technical documents
-09 Local government comments and submissions
-10 Minister's and Deputy Minister's correspondence
-11 News releases and articles
-12 Other/neighbouring jurisdictions comments and submissions
-13 Public Advisory committee generated documents
-14 Provincial government comments, submissions and correspondence
-15 Proponent comments and submissions
-16 Public comments and submissions
-17 Project decision documentation
-18 Post decision documentation
-19 Amendment to certificate documentation
-20 Legal matters and judicial reviews
-21 Compliance reports and reviews
-22 Community Advisory Group generated documents
-23 Joint Review Panel generated documents

-02 Pre-application and application screening documents (closed Dec 31, 2002)
(includes all screening documents from the pre-application reviewable enquiry file and the DM's delegation of authority letters)

NOTE: The last document in this file should be either the acceptance or rejection letter regarding the application for a certificate.

-03 Application and supporting studies
(includes submissions, studies and reports provided by the proponent in regards to the application)

-04 First Nations' Chronology - comments and correspondence
(includes correspondence from Bands, Tribal Councils, Native Associations and non-working group meetings, minutes and agendas from Aboriginal Groups)

-01 EAO correspondence to First Nations
(includes correspondence that was generated by EAO sent to Bands, Tribal councils, Native Associations and participant assistance funding documentation)

-02 EAO correspondence to First Nations as a working group (copies of -05-04)
(includes correspondence sent to all working group members, issues tracking documents, meeting minutes and agendas)

-03 Proponent correspondence to First Nations, which has been copied to EAO
(includes correspondence, reports and submissions generated by the proponent)

-05 Environmental Assessment Office and project lead generated documents during the application review.
(includes extensions of time orders [original order should be filed in fireproof cabinet with the -17 certificate documentation]; outgoing and internal correspondence, including email; process checklists; timeline reports; and work plans)

NOTE: Correspondence with general info about a project, multiple recipients or subjects are filed under the general -20-05 category. Correspondence that needs to be filed according to the recipient includes: finalized letters or announcements; email with attachments (attachment should be filed with email); and correspondence with comments regarding the project. For example, a finalized letter from the project lead emailed to project working group members regarding Chilliwack is filed under 30400-20/CHIL-05-04.

-05 Environmental Assessment Office and project lead generated documents during the application review sent to the following recipients:

-02 Federal government
(includes correspondence that was generated by EAO sent to Federal Government organizations such as CEAA, Fisheries & Oceans, Environment Canada, etc.)

-03 Local government
(includes correspondence that was generated by EAO sent to Municipalities, Regional Districts, School Districts and City Districts)

-04 Project working groups
(includes correspondence sent to all project working group members, issues tracking documents, meeting minutes and agendas)

-05 Other/neighbouring jurisdictions
(includes correspondence that was generated by EAO sent to an adjacent state, province, country or territory)

-06 Proponent
(includes correspondence generated by EAO sent to the proponent)

-07 Provincial government
(includes correspondence generated by EAO sent to other BC Provincial Offices)

-08 Public and public notices
(includes correspondence generated by EAO sent to the public and the EA Advisory Committee, including public notices, news releases, advertising and open letters to the public)

NOTE: The public includes associations, institutions, private companies, corporations, special interest groups as well as the general public.

-09 Reports
(includes the final EAO assessment reports generated by EAO with input from the working group [e.g., Assessment Report])

NOTE: -09 Reports does not include the Project Referral Certificate package (see code -17)

-10 Strategic communications
(includes briefing notes, communication plans, information bulletins, newsletters and positioning statements)

-06 Federal government comments and submissions
(includes correspondence and reports generated by federal government organizations such as Environment Canada, Fisheries and Oceans, CEAA and other federal departments)

-07 General consultation documents
(includes correspondence and reports generated by Consultants/Professionals)

-08 General technical documents
(includes correspondence from other parties regarding technical research, analysis, evaluations, reports and engineering advice)

-09 Local government comments and submissions
(includes correspondence generated by Municipalities [e.g., cities, towns, villages], School Districts and Regional Districts)

-10 Minister's and Deputy Minister's correspondence
(includes letters and responses signed by any Minister, any Deputy Minister and Premier, excluding pre-application documentation such as delegation letters)

-11 News releases and articles
(includes news releases and articles not generated by EAO)

-12 Other/neighbouring jurisdictions comments and submissions
(includes correspondence generated by an adjacent state, province, country or territory)

-13 Public Advisory committee generated documents (closed Dec 31, 2002)
(includes correspondence, meeting minutes and agendas generated by the committee and invitation letters to sit on committee)

-14 Provincial government comments, submissions and correspondence
(includes correspondence and reports generated by BC provincial government organizations other than EAO)

-15 Proponent comments and submissions
(includes correspondence, reports and submissions generated by the proponent)

-16 Public comments and submissions
(includes correspondence from the public)

NOTE: The public includes associations, institutions, private companies, corporations, special interest groups as well as the general public.

-17 Project decision documentation/communication package
(includes Advice to Ministers, Reasons for Minister's decision, Extension of Time orders, Environmental Assessment Certificate [or Project Approval Certificate] and may include the news release)

NOTE: Project certificate documentation is kept in a locked fireproof cabinet.

-18 Post decision documentation
(includes documents [e.g., extensions under s. 18] that were received or created after the date of certification/completion of the environmental assessment process, excluding amendments, legal challenges and compliance reviews)

NOTE: See the certified project listing (secondary 30000-02) on the EAO website for completion date.

-19 Amendment to certificate documentation
(includes all amendment documentation)

-20 Legal matters and judicial reviews
(includes offences, sanctions, legal advice, legal opinions, judicial reviews and court decisions during and after the review process)

-21 Compliance reports and reviews
(includes scheduled reporting, inspector authorizations, substantial drafts and final compliance review report)

-22 Community Advisory Group generated documents
(includes Terms of Reference, correspondence, agendas, meeting minutes and reports generated by the committee)

-23 Joint Review Panel generated documents
(includes Memorandum of Understanding, correspondence, agendas, meeting minutes, EIS document, Panel Report, public notices, government, public and First Nation comments)

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APPENDIX K

DESIGNATED CODES FOR 30500-35

Designated codes consist of two to four numeric codes. These codes facilitate access to records concerning the subject of the secondary -35 (Salmon Aquaculture Review) and should be used only for primary 30500. Note that this secondary is closed as of December 31, 2002.

-01 Information services and briefing notes
- -01 Newsletters, news releases and newspaper articles
- -02 Research and studies

-02 Local Broughton Information subcommittee

-03 Mailouts
(includes request and mailing lists)

-04 Meeting minutes, agendas, handouts and request forms
- -01 General
- -02 Review committee working sessions
- -03 Technical advisory team meetings

-05 Minister's letters on review

-07 Proponent documents
(includes correspondence from Ministry of Agriculture, Fisheries and Foods and Ministry of Environment, Lands and Parks)

-09 Public comments and submissions

-10 Review pre-committee and committee documents
- -01 EAO Chair
(includes correspondence from Sheila, Daphne, Chris, Kent and Daryl)
- -02 Environmental groups
- -03 Federal (may be pre-committee)
- -04 First Nations
- -05 Local Government
- -06 Provincial Government
- -07 Salmon farmers
- -08 Various groups

-11 Secretariat, consultant and legal
(includes correspondence from Marvin Shaffer, Linda Nichol, John Ford, Harald Rosanthal, Ian Fleming, Tom Higgs, Ann Hillyer, Paul Jarman and Frank Falzon)

-12 Technical Advisory team
(includes correspondence and draft and/or finalized reports)
- -01 Solicited expert reviews

-13 Terms of Reference
(includes drafts and final copy of terms of reference dated November 1995)
(includes published version of public comments dated April 1996)
(includes response to the terms of reference from local government, consultants, associations, third party nominations to TAT, dissertations and resumes)

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SUBJECT HEADINGS PRIMARY NUMBERS

ENVIRONMENTAL ASSESSMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

INDEX

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

a) all keywords which appear in primary titles;
b) all keywords which appear in secondary titles;
c) keywords which appear in primary scope notes;
d) common synonyms for indexed keywords; and
e) common abbreviations.

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.

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