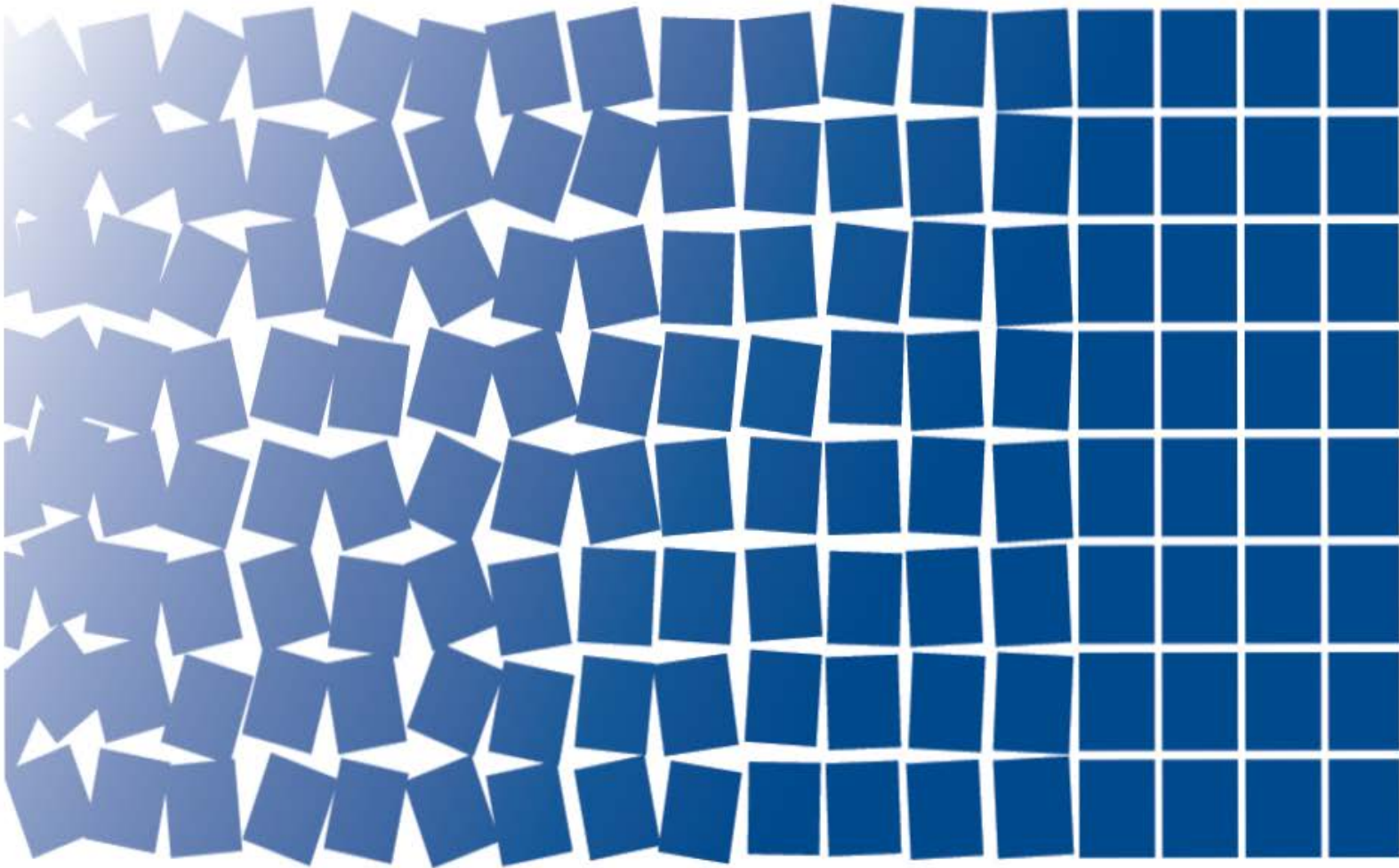


HOUSING POLICY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**PROVINCE OF BRITISH
COLUMBIA**

**INFORMATION ACCESS
OPERATIONS**

HOUSING POLICY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**Province of
British Columbia**

**Information Access
Operations**

Housing policy ORCS operational records classification system:

ISBN 978-0-7726-6586-7

Schedule No. 195772

RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see "How to Use ORCS" part 3.9.1

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

Title Housing Policy Operational Records Classification System

Ministry of Energy and Mines
Office of Housing and Construction Standards
Housing Policy Branch

Description and Purpose:

The Housing Policy ORCS covers all operational records created, received, and maintained by The Housing Policy Branch.

These records document the development and evaluation of provincial housing programs and policy. This includes housing policy, strategy, and program development; performance planning and support for BC Housing Management Commission (commonly known as BC Housing); extreme weather alert monitoring pursuant to the *Assistance to Shelter Act* (SBC 2009, c. 32); and supportive housing (class 3) property designation pursuant to the *Assessment Act* (RSBC 1996, c. 20) and the *Prescribed Classes of Property Regulation* (BC Reg. 438/81)

For more information, see attached schedule.


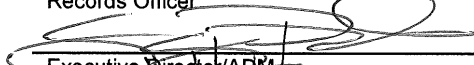
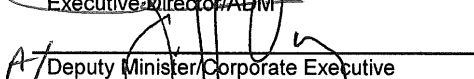
Date range: January 1, 1978

Physical format of records: see attached schedule

Annual accumulation: 0.2 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

	2011-04-28
Records Officer	Date
	2011-05-02
Executive Director/ADM	Date
	2011-05-02
Deputy Minister/Corporate Executive	Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

	27 Oct 2011
Chair, PDC	Date

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

APR 24 2012
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

MAY 31 2012
Date

OTHER STATUTORY APPROVALS:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Title:		_____ Title:	

CONTACT: Roxanne Weeds, Records Officer, 250-356-5858

RECORDS MANAGEMENT APPRAISAL:

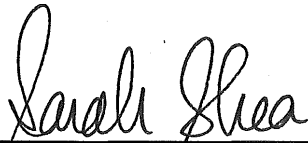
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Assistance to Shelter Act* (SBC 2009, c. 32), *Assessment Act* (RSBC 1996, c. 20), the *Prescribed Classes of Property Regulation* (BC Reg. 438/81), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.



Sarah Shea, Team Lead, ORCS Development

2011/04/20

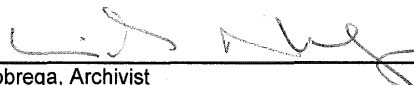
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention." This provides that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.



Linda Nobrega, Archivist

2011/04/20

Date

The undersigned endorses the appraisal recommendations:



Glen Isaac, Manager, Policy, Appraisal and Storage

2011/04/20

Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

HOUSING POLICY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

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

These records document the development and evaluation of provincial housing programs and policy. This includes housing policy, strategy and program development; performance planning and support for BC Housing Management Commission (commonly known as BC Housing); extreme weather alert monitoring pursuant to the *Assistance to Shelter Act* (SBC 2009, c. 32); and supportive housing (Class 3) property designation pursuant to the *Assessment Act* (RSBC 1996, c. 20) and the *Prescribed Classes of Property Regulation* (BC Reg. 438/81).

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

This *ORCS* covers records created and received since 1978. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedule(s) and/or under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

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) | <u>Policy and Procedures</u>
(secondary -00 throughout <i>ORCS</i>) | SO | 5y | FR |
|----|---|----|----|----|

Throughout this *ORCS*, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

- | | | | | |
|----|---|----|----|----|
| 2) | <u>Housing policy project and program planning case files</u>
(secondary 12300-20) | SO | 7y | FR |
|----|---|----|----|----|

These records document the research, analysis and development of high priority projects.

FR = The government archives will fully retain Housing policy project and program planning files because they document the research, analysis and development of high priority projects that are often cross-government in scope such as the Provincial Housing Strategy. These records have evidential, historical, and informational value.

- | | | | | |
|----|---|-------|-----|----|
| 3) | <u>Supportive housing (Class 3) policy statements</u>
(secondary 12400-06) | SO+5y | nil | FR |
|----|---|-------|-----|----|

These records document the criteria for designating supportive housing property.

FR = The government archives will fully retain Supportive housing (Class 3) policy statements because they document the criteria for designating supportive housing property, which includes the definition of "supportive housing" and the funding requirements. The policy statements document the particulars that are not specified within the *Assessment Act* (RSBC 1996, c. 20).

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
4) <u>Housing policy final publications</u> (secondary 12300-06)	SO	nil	FR
<p>These records document the government's housing strategies, guidelines and research relating to provincial housing issues.</p> <p>FR = The government archives will fully retain Housing policy final publications because they document government's housing strategies, guidelines, and research reports relating to issues such as social housing, Aboriginal housing and homelessness. These records have significant evidential and informational value.</p>			
5) <u>Housing policy issue files</u> (secondary 12000-04)	SO	7y	DE
<p>These records provide evidence of provincial housing issues, such as strata properties and homelessness, documented and monitored by the branch.</p> <p>7y = The retention period meets the branch's needs as issues that have not re-emerged within seven years are unlikely to do so.</p> <p>DE = These records can be destroyed, upon authorization of the Records Officer, because issues of a significant nature are adequately documented under the Executive Records Schedule (102906).</p>			
6) <u>Supportive housing (Class 3) inquiries and designation files</u> (secondaries 12400-04 and -20)	CY+2y	5y	DE
<p>These records document the designation of property into the supportive housing property class (Class 3) as well as inquiries and responses relating to designations.</p>			

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

8y = The retention period for inquiries and responses satisfies the branch's reference requirements and ensures records are available for a sufficient period to facilitate the provision of consistent responses. It also ensures that government's legal obligations are met with respect to the six-year limitation period for commencing a claim for damages resulting from incorrect advice negligently given in response to inquiries relating to the requirements for designation, plus the additional year allowed for serving notice on all parties under the *Limitation Act* (RSBC 1996, c. 266, s. 3 (5)).

8y = The retention period for designation files ensures that supportive housing designation development files for previous property taxation years are available for a sufficient period for review, consultation, provision of advice, and preparation of future property designation lists. It also satisfies legal counsel concerns that designation files may be of potential legal value. The eight-year retention period provides a reasonable period of time for the legal value of these records to be extinguished.

7) 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 seven 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 280-20) and annual reports (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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HOUSING POLICY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INTRODUCTION TO THE *HOUSING POLICY ORCS*

For further information, contact your [Records Officer](#).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Housing Policy Operational Records Classification System* (HPOL ORCS).

For general information about the purpose, organization, and elements of ORCS in general, and of the *Administrative Records Classification System* (ARCS), see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/records_mgmt/arcs_orcs/. It is designed to help you understand, interpret and use ARCS and ORCS.

For special schedules that cover records that are not covered by ARCS and ORCS, see <http://www.lcs.gov.bc.ca/cimb/special/default.asp>.

For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

2. **Overview of this ORCS**

The operational records in this ORCS relate to the operations and services provided by your ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

This ORCS has the following parts:

- Executive Summary:
 - a copy of the signed records retention and disposal authority (ARS 008) form
 - a high-level overview of the ORCS
 - a register of approved formal or administrative amendments
- Table of Contents
- Introduction (this section)
- Section 1 and any other numbered sections with classifications and schedules for the records covered by this ORCS; see part 3 below for further information
- Index

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	12000-12999	HOUSING POLICY

Covers records relating to the development and evaluation of provincial housing programs and policy. This includes housing policy, strategy and program development; performance planning and support for BC Housing Management Commission (commonly known as BC Housing); extreme weather alert monitoring pursuant to the *Assistance to Shelter Act* (SBC 2009, c. 32); and supportive housing (Class 3) property designation pursuant to the *Assessment Act* (RSBC 1996, c. 20) and the *Prescribed Classes of Property Regulation* (BC Reg. 438/81).

4. Legal Authority of this ORCS

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this ORCS has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this ORCS becomes a legally binding document, i.e., it has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

SECTION 1

HOUSING POLICY

PRIMARY NUMBERS

12000 - 12999

Section 1 covers records relating to the development and evaluation of provincial housing programs and policy. This includes housing policy, strategy and program development; performance planning and support for BC Housing Management Commission (commonly known as BC Housing); extreme weather alert monitoring pursuant to the *Assistance to Shelter Act* (SBC 2009, c. 32); and supportive housing (Class 3) property designation pursuant to the *Assessment Act* (RSBC 1996, c. 20) and the *Prescribed Classes of Property Regulation* (BC Reg. 438/81).

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A SA FD

SECTION 1

12000 - HOUSING POLICY - 12999

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12200	EXTREME WEATHER ALERT MONITORING
12300	HOUSING POLICY, STRATEGY AND PROGRAM DEVELOPMENT
12400	SUPPORTIVE HOUSING (CLASS 3) PROPERTY DESIGNATION

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A SA FD

12000 HOUSING POLICY - GENERAL

Records not shown elsewhere in the housing policy section that relate generally to housing policy, strategy and program development.

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

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

For websites maintained by the branch, see ARCS primary 340.

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

CY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-----	-----------------------	---------------------------	-----------------	------------------	-----------------

FR = Throughout this section, the government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

-04	Housing policy issue files (includes correspondence, reports, articles and newspaper clippings, background materials, copies of briefing notes, and copies of ministerial correspondence) (arrange by issue)		SO	7y	DE
-----	--	--	----	----	----

SO = when issue is resolved or no longer topical, and when no longer needed for reference purposes

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A SA FD

12000 HOUSING POLICY - GENERAL (continued)

7y = The retention period meets the branch's needs as issues that have not re-emerged within seven years are unlikely to do so.

DE = These records can be destroyed, upon authorization of the Records Officer, because issues of a significant nature are adequately documented under the Executive Records Schedule (102906).

NOTE: This secondary covers issues management and the provision of policy advice on specific housing issues.

-06 Housing policy reference materials SO nil DE

NOTE: This secondary covers resource materials, such as newspaper clippings, articles, and copies of publications developed by the branch, used for research and reference purposes only. The branch refers to a portion of its reference collection as the "virtual library."

NOTE: The official file copy for publications developed by the branch is classified under secondary 12200-06 (Housing policy final publications).

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

12100 **BC HOUSING PERFORMANCE PLANNING AND SUPPORT**

Records relating to establishing performance expectations for BC Housing Management Commission (commonly known as BC Housing) in the delivery of its programs, as defined within letters of expectations, service plans and annual service plan reports.

Housing Policy Branch is responsible for ensuring that BC Housing's operations and performance is consistent with government's strategic priorities, policies and fiscal plan. This involves: drafting of annual letters of expectations and consulting with BC Housing on their performance expectations; reviewing, providing feedback, and approving BC Housing's service plans; and providing consultative advice and support to BC Housing.

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

For briefing notes, see ARCS secondary 280-20.

For committees, see ARCS primary 200.

For executive correspondence and referral replies, see ARCS secondary 280-30.

For issues management, see secondary 12000-04.

For housing policy, strategy and program development, see primary 12300.

For legislation development case files, see ARCS primaries 125 and 140.

For operational records created by BC Housing, see the *British Columbia Housing Management Commission ORCS*, Schedule 110225.

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

CY+1y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR

SO 5y FR

- non-OPR

SO nil DE

(continued on next page)

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		A	SA	FD
12100	<u>BC HOUSING PERFORMANCE PLANNING AND SUPPORT</u> (continued)			
-01	General			
-04	BC Housing consultative advice and support	SO	3y	DE
	SO = when no longer required for the provision of advice and support			
	NOTE: This secondary covers the provision of advice to BC Housing on a variety of topics, including board appointments, audit and compliance reviews, and any other areas where advice is requested.			
-06	BC Housing program information (includes backgrounders, organization charts, announcements, statistics, reports, data, and other informational material)	SO	3y	DE
	SO = when no longer current and/or when no longer required for reference purposes			
	NOTE: This secondary covers information, received primarily from BC Housing, used for performance planning and policy development.			
-20	BC Housing performance planning case files (includes correspondence, letters of expectations, copies of briefing notes, service plans, and working papers)	FY+1y	2y	DE
	DE = These records can be destroyed, upon authorization of the Records Officer, because BC Housing's strategic and service plans are fully retained under ARCS secondary 400-10 and signed letters of expectations are adequately documented under the Executive Records Schedule (102906).			

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A SA FD

12200 EXTREME WEATHER ALERT NOTIFICATION (continued)

5y = The retention period meets the reference requirements of the branch and enables statistical analysis and compliance monitoring. It also ensures that government's legal obligations are met with respect to the two-year limitation period for commencing an action due to an injury to person or property, plus the additional year allowed for serving notice on all parties under the *Limitation Act* (RSBC 1996, c. 266, s. 3)

-06 Extreme weather alert logs (arrange by month) SO 5y DE

SO = when no longer required to conduct statistical analysis and to monitor legislative compliance in the proper issuance and cancellation of EWAs

NOTE: The branch maintains logs for compliance monitoring. Compliance monitoring is necessary because active EWAs empower relevant police forces to assist persons deemed to be at risk to shelter. The logs document which communities issue EWAs, when they are issued and cancelled, and whether they are issued and cancelled in an appropriate manner.

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A SA FD

12300 HOUSING POLICY, STRATEGY AND PROGRAM
DEVELOPMENT

Records relating to the development and evaluation of provincial housing policy, strategies and programs; provision of policy advice on specific housing issues; and the publication of research and guides pertaining to housing.

Examples of housing policy, strategy and program development include: developing provincial housing strategy (*Housing Matters BC*); developing a range of housing and support services; developing residential care and housing programs for seniors; identifying needs and providing appropriate Aboriginal housing; creating new housing allowance programs for families; drafting and revising policies which improve the affordability of housing; and partnering with other branches of government and the private sector to promote the development of affordable market rental and subsidized housing programs.

This primary also includes provision of advice on specific housing issues, such as strata properties, Aboriginal off-reserve housing, housing markets, social housing, homelessness, housing for persons with special needs, and the role of government in housing.

Record types include correspondence, reports, background and research materials, policies, strategies, frameworks, publications, and other types of records as indicated under relevant secondaries.

For agreement negotiation and management, see ARCS primary 146.

For briefing notes, see ARCS secondary 280-20.

For committees, see ARCS secondary 200-20.

For conferences and events, see ARCS secondary 220-20.

For executive correspondence and referral replies, see ARCS secondary 280-30.

For fund management, see ARCS primary 1130.

For issues management, see secondary 12000-04.

For legislation development case files, see ARCS primaries 125 and 140.

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PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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			A	SA	FD
12300	<u>HOUSING POLICY, STRATEGY AND PROGRAM DEVELOPMENT</u> (continued)				
	Unless otherwise specified below, the ministry OPR (Housing Policy Branch) will retain these records for:		CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-06	Housing policy final publications		SO	nil	FR

FR = The government archives will fully retain Housing policy final publications because they document government's housing strategies, guidelines, and research reports relating to issues such as social housing, Aboriginal housing and homelessness. These records have significant evidential and informational value.

NOTE: Examples of final publications include *Housing Matters BC: A Housing Strategy for British Columbia* and *Planning for Housing 2004: An Overview of Local Government Initiatives in British Columbia*.

NOTE: Files related to the development of final publications are classified under secondary 12300-20 (Housing policy project and program planning case files).

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		A	SA	FD
12300	<u>HOUSING POLICY, STRATEGY AND PROGRAM DEVELOPMENT</u> (continued)			
-08	Housing policy inquiries and responses (includes incoming correspondence and responses)	CY+2y	nil	DE
	NOTE: This secondary covers inquiries received primarily from the public, which relate to housing policies. These inquiries are routine in nature and do not require in depth analysis for response.			
-20	Housing policy project and program planning case files (includes correspondence, research materials, reports, strategies, frameworks, surveys, presentations, copies of briefing notes, copies of executive correspondence and background materials) (arrange by project, program or policy) (covers the development of housing policies, programs and strategies; provision of policy advice; research; and development of guides on a variety of housing related topics)	SO	7y	FR
	SO = when no longer required for program planning purposes; or when the project is completed, cancelled or abandoned; and when no longer required for reference purposes			
	7y = The retention period provides sufficient time for policy and program management review and consultation.			

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A SA FD

12300 HOUSING POLICY, STRATEGY AND PROGRAM DEVELOPMENT (continued)

FR = The government archives will fully retain Housing policy project and program planning files because they document the research, analysis and development of high priority projects that are often cross-government in scope such as the Provincial Housing Strategy. These records have evidential, historical, and informational value.

NOTE: Final publications resulting from research and guide development projects are classified under secondary 12300-06 (Housing policy final publications).

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A SA FD

12400 SUPPORTIVE HOUSING (CLASS 3) PROPERTY DESIGNATION

Records relating to the designation of property into the supportive housing property class (Class 3).

In 2008, the *Assessment Act* (RSBC 1996, c. 20) was amended to provide the Lieutenant Governor in Council with the authority to create a new supportive housing property class and designate eligible supportive housing property into that class for a taxation year. Designated properties are subject to special valuation rules that reduce the assessed value of the Class 3 portion of the property to a nominal amount.

In order to qualify for designation, properties must be used by (or on behalf of) a person who received funding from either the government or a regional health board in the preceding calendar year for the provision of “supportive housing” on the property. Policy statements, developed by the ministries responsible for the policy, administratively define “supportive housing”. These policies statements are periodically amended to reflect current policy analysis on the supportive housing issue.

Each year the Housing Policy Branch consults with BC Housing, BC Assessment, applicable ministries and health authorities to identify and designate supportive housing properties. Eligible properties are designated to Class 3 for a taxation year and are identified by their assessment roll numbers in Schedule B of the *Prescribed Classes of Property Regulation* (BC Reg. 438/81).

Record types include correspondence, policy statements, spreadsheets, and draft Orders in Council.

For issues management, see secondary 12000-04.
For legal matters, see ARCS primary 350.
For inquiries not related to supportive housing, see secondary 12300-08 (Housing policy inquiries and responses).

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			A	SA	FD
12400	<u>SUPPORTIVE HOUSING (CLASS 3) PROPERTY DESIGNATION</u> (continued)				
	Unless otherwise specified below, the ministry OPR (Housing Policy Branch) will retain these records for:		CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR - <u>non-OPR</u>	<u>SO</u> <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-04	Supportive housing (Class 3) inquiries (includes incoming correspondence and responses)		CY+2y	5y	DE
	8y =	The retention period satisfies the branch's reference requirements and ensures records are available for a sufficient period to facilitate the provision of consistent responses. It also ensures that government's legal obligations are met with respect to the six-year limitation period for commencing a claim for damages resulting from incorrect advice negligently given in response to inquiries relating to the requirements for designation, plus the additional year allowed for serving notice on all parties under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3 (5)).			
	NOTE:	This secondary covers inquiries, received primarily from non-profit organizations, regarding the requirements to be designated a supportive housing property.			
-06	Supportive housing (Class 3) policy statements (includes signed policy statements, draft policy statements, copies of legal opinions, and other related materials)		SO+5y	nil	FR

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A SA FD

12400 SUPPORTIVE HOUSING (CLASS 3) PROPERTY DESIGNATION
(continued)

SO = when policy statement is revised or replaced and when no longer required for reference purposes

5y = The retention period ensures previous policy statements are available for a sufficient period for consultation purposes and subsequent policy development.

FR = The government archives will fully retain Supportive housing (Class 3) policy statements because they document the criteria for designating supportive housing property, which includes the definition of “supportive housing” and the funding requirements. The policy statements document the particulars that are not specified within the *Assessment Act* (RSBC 1996, c. 20).

-20 Supportive housing (Class 3) designation case files CY+2y 5y DE
(includes correspondence, draft and approved Class 3 property designation lists, status reports, draft Schedule B assessment rolls, and draft Orders in Council)
(arrange by applicable property taxation year)

8y = The retention period ensures that supportive housing designation development files for previous property taxation years are available for a sufficient period for review, consultation, provision of advice, and preparation of future property designation lists. It also satisfies legal counsel concerns that designation files may be of potential legal value. The eight-year retention period provides a reasonable period of time for the legal value of these records to be extinguished.

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SUBJECT HEADINGS

PRIMARY NUMBERS

HOUSING POLICY

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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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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	- E -
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	- F -
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	- H -

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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SUBJECT HEADINGS

PRIMARY NUMBERS

- S -

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12300

SUPPORTIVE HOUSING
- property designation

12400

- T -

- U -

- V -

VIRTUAL LIBRARY (See REFERENCE MATERIALS)

- W -

- X -

- Y -

- Z -