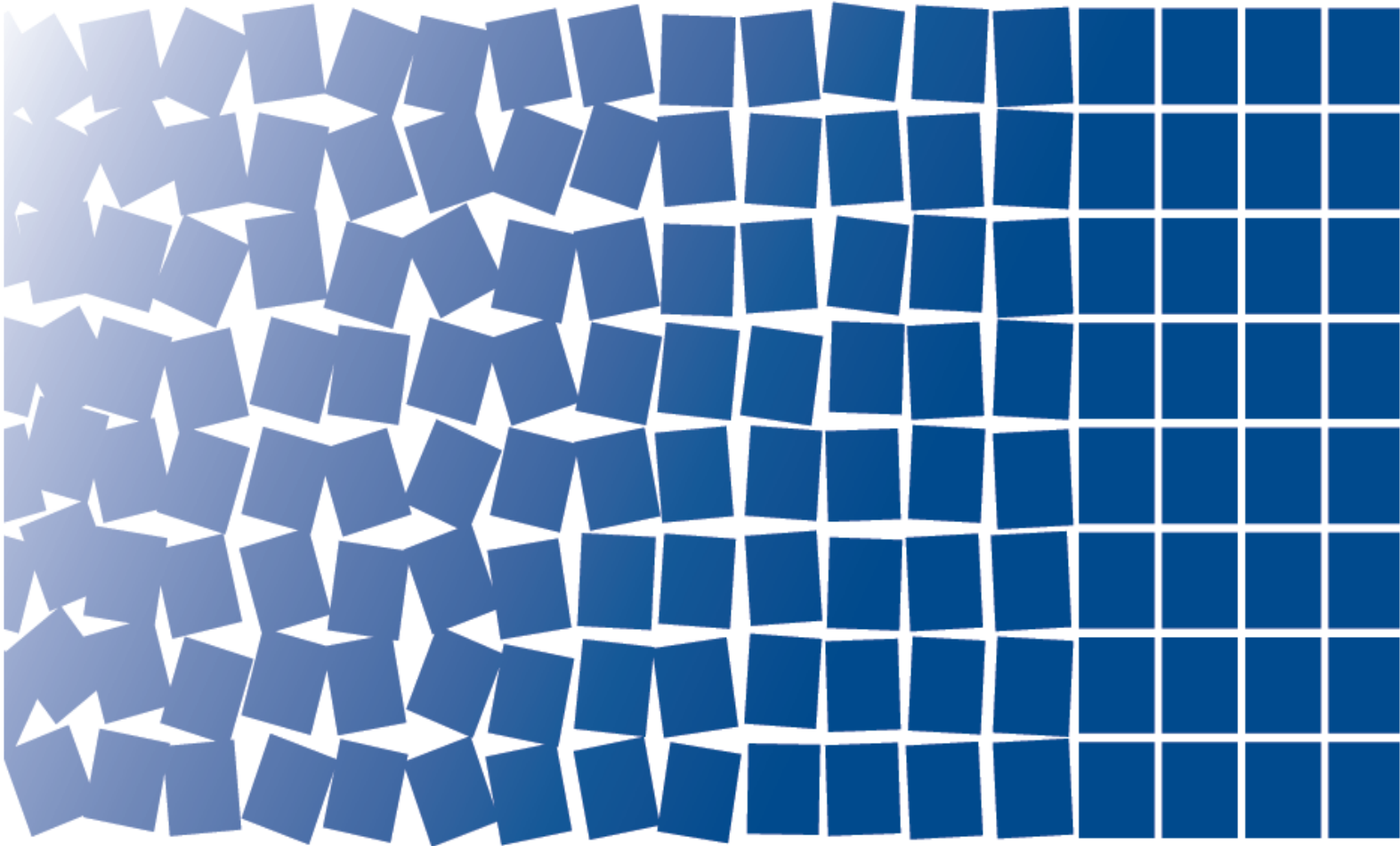


HUMAN RESOURCES ARCS SUPPLEMENT ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM





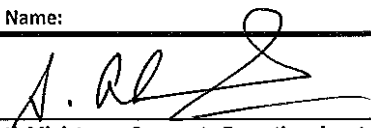


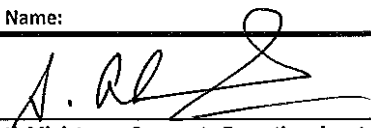
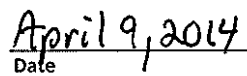


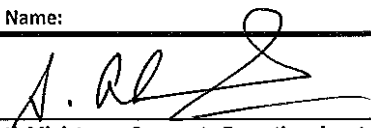
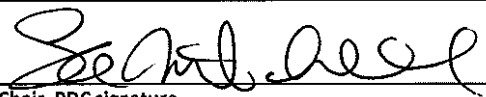
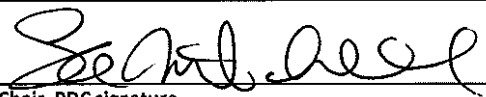
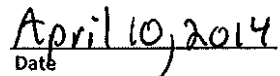
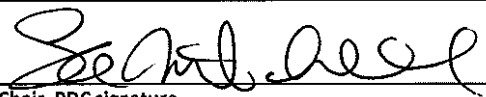
GOVERNMENT RECORDS SERVICE


**HUMAN RESOURCES ARCS
SUPPLEMENT
ADMINISTRATIVE RECORDS
CLASSIFICATION SYSTEM**

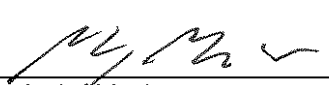
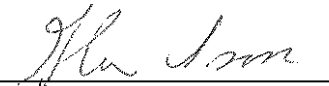


GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an ongoing records schedule.
Title: Human Resources ARCS Supplement
Provincial agencies, boards and commissions covered by the <i>Document Disposal Act</i> (RSBC 1996, c. 99).
Description and Purpose: <p>The <i>Human Resources ARCS Supplement</i> establishes a classification system and retention and disposition schedule for human resources management and payroll services records created and received by British Columbia agencies, boards and commissions with their own internal human resources and payroll services.</p> <p>In 2007, the retention periods in Section 5 of the <i>Administrative Records Classification System (ARCS)</i> were significantly reduced as a result of the government centralization of human resources management and payroll functions. The retention periods no longer meet the business needs of agencies that do not use the centralized government services.</p> <p>These records document employee awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing and recruitment; and training and development.</p> <p>For more information, see the attached schedule.</p>
Start Date: 1871/01/01 - ongoing
Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">  Records Officer signature </td> <td style="width: 50%; padding: 5px;"> 2014/01/21 Date </td> </tr> <tr> <td style="padding: 5px;">Print Name: Mike Lauzon</td> <td></td> </tr> <tr> <td style="padding: 5px;">  ADM or Executive Director signature </td> <td style="padding: 5px;"> 2014/01/22 Date </td> </tr> <tr> <td style="padding: 5px;">Print Name:</td> <td></td> </tr> <tr> <td style="padding: 5px;">  Deputy Minister or Corporate Executive signature </td> <td style="padding: 5px;"> 2014/03/12 Date </td> </tr> <tr> <td style="padding: 5px;">Print Name: SARE AHMED</td> <td></td> </tr> </table>	 Records Officer signature	2014/01/21 Date	Print Name: Mike Lauzon		 ADM or Executive Director signature	2014/01/22 Date	Print Name:		 Deputy Minister or Corporate Executive signature	2014/03/12 Date	Print Name: SARE AHMED		<div style="text-align: center; margin-top: 20px;">  Date </div>
 Records Officer signature	2014/01/21 Date												
Print Name: Mike Lauzon													
 ADM or Executive Director signature	2014/01/22 Date												
Print Name:													
 Deputy Minister or Corporate Executive signature	2014/03/12 Date												
Print Name: SARE AHMED													
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">  Chair, PDC signature </td> <td style="width: 50%; padding: 5px;"> April 3, 2014 Date </td> </tr> <tr> <td style="padding: 5px;">Print Name:</td> <td></td> </tr> </table>	 Chair, PDC signature	April 3, 2014 Date	Print Name:		<div style="text-align: center; margin-top: 20px;">  Date </div>								
 Chair, PDC signature	April 3, 2014 Date												
Print Name:													

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 enabling acts of each agency, board or commission covered by the <i>Document Disposal Act</i> and subsequent legislation governing the responsibilities and functions of those bodies. Under this <i>ARCS</i> supplement, agencies, boards and commissions will be authorized to apply the schedule to human resources and payroll management records for which the retention periods and final dispositions meet government's information requirements, ensure fiscal and audit control and protect government's legal rights and liabilities, and provide for effective management of the agency's functions. Upon approval of this <i>ARCS</i> supplement, and before applying it to their records, each agency will submit a list of the classifications that do not apply to their records. Agencies, boards and commissions may in future submit a revised <i>ARCS</i> supplement to meet individual retention and disposition requirements, which will be subject to the same reviews and approvals as other administrative or operational records classification systems.	
 <hr/> Client Service Specialist, Broader Public Sector signature Print Name: Mike Lauzon	2014/01/21 <hr/> 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 <i>ARCS Supplement</i> , 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.	
 <hr/> Senior Archivist signature Print Name: Mary McIntosh	2014/01/21 <hr/> Date
The undersigned endorses the appraisal recommendations:  <hr/> Manager, Infrastructure and Strategy signature Government Records Service, Information Access Operations Print Name: Glen Isaac	2014/01/21 <hr/> Date

HUMAN RESOURCES ARCS SUPPLEMENT (HRAS)

EXECUTIVE SUMMARY

The *Human Resources ARCS Supplement (HRAS)* establishes a classification system and retention and disposition schedule for the administrative functions and activities that are unique to those agencies with their own internal human resources and payroll services.

In 2007, the retention periods in *ARCS Section 5 Human Resources Management* were significantly reduced as a result of government centralization of the human resources management function. The records retention periods no longer met the business requirements of agencies with their own internal human resources and payroll services.

These records document human resources activities performed by agencies with their own internal human resources and payroll services, including: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and training and development.

HRAS establishes a classification system and retention and disposition schedule for human resources records created and received by British Columbia agencies under the *Public Service Act* (RSBC 1996, c. 385), *Workers Compensation Act* (RSBC 1996, c. 492, part 3), and *Occupational Health and Safety Regulation* (BC Reg. 296/97).

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

The following summary describes secondaries that were affected by the human resources and payroll centralization accompanied with revised retention schedules and final dispositions. Please consult *HRAS* for further information.

- 1) Policy and procedures
(secondary -00 throughout *HRAS*) SO 5y FR

Throughout *HRAS*, the government archives will fully retain final versions of all policies, procedures, standards and guidelines created by offices having primary responsibility for their development and approval. These records have significant evidential value for documenting the functions covered by *HRAS*.

- 2) Salary schedules
(secondary 7360-05) SO 7y FR

These records document employee compensation.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

FR = The government archives will fully retain salary schedules because they provide a concise history of salary rates and rate increases over time. These records document salary ranges, rates and increases for bargaining unit and excluded positions.

3) Strike and essential service planning case files
(secondary 7480-45)

SO nil FR

These records document strike contingency planning and the determination of essential service levels in the event of job action.

SO = upon conclusion of strike, and when no longer required for reference purposes

FR = The government archives will fully retain strike and essential service planning files because they significantly document the employer's plans and strategies for responding to strikes by its unions.

4) Collective agreements and memoranda of agreement
(secondary 7480-02)

SO nil FR

These records document the agreed upon terms and conditions of employment for bargaining unit employees.

SO = upon termination of agreement and expiry of the two-year limitation period under the *Limitation Act* (SBC 2012, c.13), and when no longer required for reference purposes

FR = The government archives will fully retain collective agreements and memoranda of agreement because they provide a history of the terms and conditions of employment for bargaining unit employees.

5) Collective bargaining negotiations and preparation case files
(secondary 7480-25)

SO nil FR

These records document collective bargaining negotiations and the agreed upon terms and conditions of employment for bargaining unit employees.

SO = upon conclusion of negotiations and, if relevant upon expiry of agreement and the two-year limitation period under the *Limitation Act* (SBC 2012, c.13), and when no longer required for reference purposes.

FR = The government archives will fully retain the collective bargaining negotiations and preparation case files because they document the positions of the employer and its unions during the collective bargaining process.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

	A	SA	FD
6) <u>Position history files</u> (secondary 7360-25)	SO	10y	DE
<p>These records include job descriptions, organization charts, classification authorization documents, classification decision rationale, position exclusion agreements, on-site interview notes, work examples received from incumbent employees and their supervisors, comparative job descriptions and corresponding rationale, and classification appeal decisions.</p> <p>SO = when the position is redundant</p> <p>10y = The ten-year retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.</p>			
7) <u>Employee personnel files</u> (secondary 7385-20)	SO	10y	DE
<p>These records document the employment history of agency employees. At a minimum, a file contains a copy of their application and/or résumé, a copy of their offer/confirmation letter, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licences) and which have been verified for authenticity, the oath of employment signed by the employee and a commissioner for taking affidavits for BC, a signed standard of conduct acknowledgement, and a signed internet Communications Technology Usage Agreement.</p> <p>SO = upon retirement, resignation, or employment termination</p> <p>10y = The ten-year semi-active retention period provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed. It is consistent with the retention period within the <i>Public Service Personnel Management ORCS</i>, schedule 181080.</p>			
8) <u>Employee pay files</u> (secondary 7550-20)	SO	7y	DE
<p>These records document hiring notices, reclassifications, personal tax credit returns, direct deposit forms, timesheets, leave forms, temporary appointments, pension termination notices, checklists, and salary adjustment worksheets.</p> <p>SO = upon retirement, resignation, or employment termination</p> <p>7y = The seven-year retention period ensures that employee pay, work schedule, and leave information, not captured electronically, is retained</p>			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

A SA FD

for two years after employment termination, as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28). It also ensures that the records are retained for five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. 1-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

9) 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. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within *HRAS* or in *ARCS*, such as summary reports, policy records, executive briefing notes (*ARCS* secondary 280-20), and annual service plan reports (*ARCS* secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

HUMAN RESOURCES ARCS SUPPLEMENT

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

INTRODUCTION TO THE *HUMAN RESOURCES ARCS SUPPLEMENT*

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the Human Resources ARCS Supplement (*HRAS*).

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/arcs/admin/arcs_orcs_user_guide.pdf. 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/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of *HRAS* Purpose and Structure**

The administrative records covered by this *HRAS* relate to the operations and services your ministry or agency provides in accordance with statute, mandate, and/or policy.

HRAS has the following parts:

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

¹ Pre-2011 *ORCS* have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*:

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active
SA = Semi-active
FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year
FY = Fiscal Year
NA = Not Applicable
SO = Superseded or Obsolete
w = week
m = month
y = year

Final dispositions: **DE** = Destruction
FR = Full Retention
SR = Selective Retention
OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy
PIB = Personal Information Bank
VR = Vital Records

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	7300-7999	Human Resources ARCS Supplement

Covers records relating to human resources (HR) activities performed by agencies that have their own internal HR services. This includes records relating to: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and, training and development.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

4. **Legal Authority of HRAS**

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), *HRAS* 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, *HRAS* has statutory authority governing the retention and disposition of the records that it covers.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1

HUMAN RESOURCES ARCS SUPPLEMENT

PRIMARY NUMBERS

7300 – 7999

Section 1 covers records relating to human resources (HR) activities performed by agencies that have their own internal HR services. This includes records relating to: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and, training and development.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1 TABLE OF CONTENTS **HUMAN RESOURCES ARCS SUPPLEMENT**

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7360	JOB DESCRIPTION AND CLASSIFICATION
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7480	EMPLOYER-EMPLOYEE RELATIONS
7550	LEAVE, PAYROLL AND TIME REPORTING
7560	OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS
7580	STAFFING PROJECTIONS AND PLANNING
7665	STAFFING, RECRUITMENT AND COMPETITIONS
7730	TRAINING AND DEVELOPMENT

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7300 HUMAN RESOURCES ARCS SUPPLEMENT - GENERAL

Records not shown elsewhere in the *Human Resources ARCS Supplement* that relate generally to human resources activities performed by agencies that have their own internal human resources services.

This primary also covers records relating to the development of human resources policy.

Record types include correspondence and reports.

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

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section)	SO	5y	FR
FR: Throughout this section, the government archives will fully 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	CY+1y	nil	DE
NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-06 Human resources topical files (arrange by subject [e.g., human rights, employment equity, job enhancement, and women's issues])	SO	nil	DE
-20 Human resources policy development files (arrange by policy)	SO	5y	DE
SO: when the policy is reviewed, developed, abandoned, or cancelled			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7310 AWARDS AND RECOGNITION

Records relating to the administration and management of programs that award and recognize employee contributions to improvements in service, operations, and the work environment.

Record types include correspondence, applications, evaluation and approval forms, and reports.

For ceremony planning, see ARCS secondary 220-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-05 Award and recognition program information files (arrange by program if volume warrants)	SO	nil	DE
PIB	-50 Award and recognition applicant/recipient files (arrange by program and/or employee, if volume warrants)	SO+1y	nil	DE

SO: when decision is rendered, and if relevant, upon conclusion of appeal periods and appeals

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7315 BENEFITS

Records relating to the administration and management of employee benefit packages (e.g., health and disability benefits, employment insurance, workers' compensation, life insurance, retirement and pension benefits, employee and family counseling services, salary and retirement savings plans).

Records types include correspondence, inquiries, manuals, reports and resolutions.

For benefit premium payments, see *ARCS* secondary 925-20.

For benefits accounting, see *ARCS* secondary 920-20.

For the tendering process and negotiation of contracts with plan carriers, see *ARCS* secondary 1070-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-05 Benefit plan information files (covers general information about each benefit plan) (arrange by specific benefit [e.g., life insurance, medical, and pension] if volume warrants)	SO	nil	DE
	-20 Benefit administration files (arrange by carrier and benefit type) (covers inquiries and resolutions, problems and issues involving participating employers, as well as researcher and analysis of various provisions of the plans)	FY+1y	6y	DE
	8y: The eight-year retention period provides sufficient time for consultation.			
PIB	-25 Disability case management files (arrange by employee surname)	SO	20y	DE
	SO: when case is closed (i.e., employee requalifies for the Short Term Illness and Injury Plan (STIIP) or Long Term Disability (LTD) benefits by clearing the successive disabilities timeframe specified in the <i>LTD</i>	(cont'd)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7315 BENEFITS

A SA FD

-25 Disability case management files (continued) SO 20y DE

SO: *Plan Regulation* (BC Reg. 409/97, s.2.7) and outstanding issues [return to work, grievance, or arbitration] are concluded)

20y: The 20-year retention period provides sufficient time for consultation and reactivation of the files if the employee is again on STIIP, LTD, Weekly Indemnity, or workers' compensation benefits.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7320 CHARITABLE DONATIONS

Records relating to facilitating employee charitable donations through payroll deductions. This includes planning and organizing annual fundraising campaigns, ensuring gaming fundraising events comply with the gaming license received from the provincial gaming branch, disbursing contributions to charities, and liaising with volunteer committees.

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

For audits, see *ARCS* primary 975.

For cheques and bank deposits, see *ARCS* primary 1050.

For committees, see *ARCS* secondary 200-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Campaign planning	CY+2y	nil	DE
-04 Donation reconciliation and disbursement records	FY+1y	6y	DE

8y: The eight-year retention period is based on the six-year assessment period under the *Income Tax Act* (RSC 1985, c. 1-5, s. 230(4)), and is consistent with the retention period for related financial records classified in *ARCS*.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7360 JOB DESCRIPTION AND CLASSIFICATION

Records relating to the preparation of job descriptions, position classification and reclassification, salary schedules, bonus programs, incentive pay, and classification appeals.

Supervisors are responsible for defining their employees' duties, competencies and responsibilities in job descriptions (or job profiles) and submitting approved job descriptions for classification to the agency's internal human resources department. Classification is the formal evaluation of the relative value of different jobs within an organization. The relative value determines the appropriate salary.

Record types include correspondence, job descriptions, job evaluation plans, benchmarks, appeal notices, salary schedules, merit allowances, and forms.

For agency organization, see *ARCS* primary 105.

For the delegation of classification authority, see *ARCS* primary 265.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
-01	General	CY+1y	nil	DE
-02	Bonus and incentive pay programs	SO	7y	DE
	7y: The retention period ensures that bonus and incentive pay programs are available for a sufficient period of time for program review and planning purposes.			
-04	Job classification files (covers job evaluation plans and benchmarks)	SO	nil	DE
-05	Salary schedules	SO	7y	FR
	FR: The government archives will fully retain salary schedules because they provide a concise history of salary rates and rate increases over time. These records document salary ranges, rates and increases for bargaining unit and excluded positions.			
PIB	-20 Classification and review appeal files (arrange by appellant or by job title for groups)	SO	10y	DE
	SO: upon conclusion of the appeal and appeal periods			(cont'd)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7360 JOB DESCRIPTION AND CLASSIFICATION

			A	SA	FD
PIB	-20	Classification and review appeal files (continued)	SO	10y	DE
	10y:	The 10-year retention period is based on the need to refer back to similar appeals when making a decision.			
	NOTE:	The appeal decisions are also filed on the position history file under secondary -25.			
	-25	Position history files (arrange by position)	SO	10y	DE
	SO:	when the position is redundant			
	10y:	The 10-year retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.			
	NOTE:	These files include job descriptions, organization charts, classification authorization documents, classification decision rationale, position exclusion agreements, on-site review notes, work examples received from incumbent employees and their supervisors, comparative job descriptions and corresponding rationale, and classification appeal decisions.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7385 EMPLOYEE WORK HISTORY

Records relating to the work history of all regular, part-time seasonal, auxiliary, and excluded employees.

Record types include correspondence, applications, forms, résumés, orders in council (OICs), copies of decrees, employee performance plans and reviews, agreements, reports, and photographs.

For article 29 committees, see ARCS secondary 200-20.

For complaints, disputes, and grievances, see secondary 7480-30.

For criminal record check consent forms (not hired), see secondary 7665-04.

For disability case management, see secondary 7315-25.

For training course development and delivery, see primary 7730.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
PIB	-20 Employee personnel files (arrange by surname)	SO	10y	DE

SO: upon retirement, resignation, or employment termination

10y: The 10-year semi-active retention period provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed. It is consistent with the retention period within the *Public Service Personnel Management ORCS*, Schedule 181080.

NOTE: At a minimum, an employee's personnel file may contain: a copy of their application and/or résumé, a copy of their offer/confirmation letter, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licenses) and which have been verified for authenticity, the oath of employment signed by the employee and a commissioner for taking affidavits for BC, a signed standard of conduct acknowledgement, (cont'd)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7385 EMPLOYEE WORK HISTORY

			A	SA	FD
PIB	-20	Employee personnel files (continued)	SO	10y	DE

NOTE: and a signed internet Communications Technology Usage Agreement.

An employee's personnel file may also contain: police and criminal record check consent forms and clearances, formal performance evaluations, formal letters of commendation, employee data activity [EDA] reports, copies of social insurance cards, signed temporary assignment agreements, Canadian work visas or equivalent documentation, requests to process pay increases for managers, seniority reports/summaries, letters of resignation, separation reports, Early Retirement Incentive Program (ERIP) and Voluntary Departure Program (VDP) forms, deferred leave application forms, rehabilitative employment letters, paid absence prior to retirement forms, letters of suspension, discipline records and employees' requests for their removal, and letters advising employees of pay classification changes, assignments and reassignments, in/out of public service transfers, and retroactive classification.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7480 EMPLOYER-EMPLOYEE RELATIONS

Records relating to employer-employee relations. This includes strike contingency planning, the determination of essential service levels in the event of job action, and the resolution of disputes, complaints, and misunderstandings with employees, including those that are subject to the grievance procedures in the collective agreement or covered by policy directives (e.g., the dispute resolution process for excluded employees, discrimination and personal and sexual harassment complaints) and employee engagement activities.

Record types include correspondence, forms, reports and plans.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Collective agreements and memoranda of agreement	SO	nil	FR
SO: upon termination of agreement and expiry of the two-year limitation period under the <i>Limitation Act</i> (SBC 2012, c.13), and when no longer required for reference purposes			
FR: The government archives will fully retain collective agreements and memoranda of agreement because they provide a history of the terms and conditions of employment for bargaining unit employees.			
-20 Collective agreement interpretation case files (arrange by article number) (covers the employers' unilateral interpretation of the collective agreement)	SO	nil	DE
-25 Collective bargaining negotiations and preparation case files	SO	nil	FR
SO: upon conclusion of negotiations and, if relevant upon expiry of agreement and the two-year limitation period under the <i>Limitation Act</i> (SBC 2012, c.13), and when no longer required for reference purposes.			
FR: The government archives will fully retain the collective bargaining negotiations and preparation files because they document the positions of the employer and its			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7480 EMPLOYER-EMPLOYEE RELATIONS

		A	SA	FD
	-25 Collective bargaining negotiations and preparation case files (continued)	SO	nil	FR
	unions during the collective bargaining process.			
PIB	-30 Dispute/complaint resolution files (arrange by surname)	SO	10y	DE
	SO: upon resolution of dispute or complaint, when decision is rendered and if relevant, upon conclusion of appeal periods and appeals			
	10y: The ten-year semi-active retention period provides a reasonable length of time for consultation.			
	-35 Employee engagement activity files (arrange by activity)	SO	5y	DE
	SO: upon conclusion of activity			
	-40 Labour relations reference files (arrange by topic)	SO	nil	DE
	SO: when no longer required for reference purposes			
	-45 Strike and essential service planning case files (arrange by issue or subject, whichever is appropriate)	SO	nil	FR
	SO: upon conclusion of strike, and when no longer required for reference purposes.			
	FR: The government archives will fully retain strike and essential service planning files because they significantly document the employer's plans and strategies for responding to strikes by its unions.			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7550 LEAVE, PAYROLL AND TIME REPORTING

Records relating to payroll processing, accounting and approving employee attendance.

Some agency employees report their time worked and leave taken on an automated time and leave reporting system. However, paper timesheets and leave forms may be used for employees with irregular work schedules (e.g., shift or on call workers) and electronic forms are used to approve employee additions to base pay after the payroll deadline.

Record types include correspondence, forms, registers, reports, and copies of timesheets and leave forms.

For recovery of salary dollars from employee transfers, see ARCS primary 1190. For write offs of uncollectible salary overpayments, see ARCS primary 935.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-02 Canada Savings Bond documentation	CY+1y	nil	DE
	-03 CRA account reconciliation and required documents (CRA = Canada Revenue Agency) (covers tracking of CRA transfers, manual cheques, RRSP and other deductions or contributions)	CY+2y	5y	DE
	8y: The eight-year retention period is based on the six year assessment period under the <i>Income Tax Act</i> (RSC 1985, c. 1-5, s.230 [4]) and is consistent with retention periods for accounts payable and reconciliations in ARCS.			
	-04 Pay run batch control and review reports	CY+2y	nil	DE
	-05 Payroll balancing and accounting reports	CY+2y	5y	DE
PIB	-20 Employee pay files (arrange by employee surname)	SO	7y	DE
	SO: upon retirement, resignation, or employment termination			(cont'd)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7550 LEAVE, PAYROLL AND TIME REPORTING

A SA FD

-20 Employee pay files (continued)

7y: The seven-year retention period ensures that employee pay, work schedule and leave information are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c.1-5, ss. 230(4) and 231.1) to investigate income tax returns files for the previous six years.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS

Records relating to promoting safe and healthy workplaces, as well as treating, reporting and investigating accidents, injuries, and diseases that result directly from work duties pursuant to the *Workers Compensation Act* (RSBC 1996, c. 492, part 3) and *Occupational Health and Safety Regulation* (BC Reg. 296/97). This includes agency and local worksite occupational safety and health (OSH) program planning, ergonomic assessments, first aid needs assessments, hazardous materials testing, incident reporting, and safety inspections.

Record types include correspondence, forms, books, logs, reports, and other types of records as indicated under relevant secondaries.

For disposal of hazardous material, see *ARCS* primary 525.

For emergency plans and procedures, see *ARCS* primary 275.

For joint employer/union health and safety committee, see *ARCS* primary 200.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-03 First aid needs assessment	SO	nil	DE
SO: when replaced by new assessment in accordance with <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 s. 3.16).			
NOTE: Pursuant to <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 s. 3.16), risks and hazards must be identified in worksites “within 12 months after the previous assessment or review and whenever a significant change affecting the assessment occurs in the employer’s operations”.			
-04 First aid treatment books and logs	SO	7y	DE
SO: upon conclusion of first aid care, and when book or log is closed.			
7y: The seven-year retention period satisfies the minimum three-year retention period for first aid treatment records specified under the <i>Occupational</i>	(cont'd)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7560	OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS	A	SA	FD
-04	First aid treatment books and logs (continued) <i>Health and Safety Regulation</i> (BC Reg. 296/97 s. 3.19) and is consistent with the retention period for the joint health and safety committee files classified under ARCS secondary 200-20. NOTE: These records document work-related incidents that result in first aid treatment. Serious injuries, including exposure to contaminants, are reported to WorkSafe BC (the Workers' Compensation Board of British Columbia) on incident investigation reports classified under secondary -20.	SO	7y	DE
-05	Hazardous material information (covers material safety Data Sheets [MSDS]) SO: when replaced by new information NOTE: If controlled products are used in the workplace, a Workplace Hazardous Materials Information System (WHMIS) program must be established. <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 part 5) requires that MSDSs be updated at least every three years and that WHMIS programs are reviewed at least annually.	SO	nil	DE
-06	OSH inspection files SO: upon conclusion of inspection, and if relevant, upon implementation of corrective measures 7y: The seven-year retention period is consistent with the retention period for the joint health and safety committee classified under ARCS 200-20. NOTE: This secondary covers inspections to ensure compliance with the <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 part 3). NOTE: For administrative convenience, these records may be classified on the joint health and safety committee file under ARCS secondary 200-20, rather than under this secondary.	SO	7y	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS

		A	SA	FD
	-07 OSH program information	SO	nil	DE
	NOTE: This secondary covers agency and local worksite OSH program information (e.g., roles and responsibilities and instructions).			
	-08 Personal protective equipment information	SO	nil	DE
	SO: upon completion of next annual review			
	NOTE: <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 part 8) requires that personal protective equipment programs be reviewed annually and that equipment fit tests be repeated at least annually.			
PIB	-09 Refusal to work because of unsafe conditions (arrange by employee surname)	SO	7y	DE
	SO: upon conclusion of investigation, and if relevant, upon implementation of corrective measures			
	7y: The seven-year retention period is consistent with the retention period for the OSH inspection files classified under secondary -06.			
PIB	-20 Work-related incident reporting files (arrange by employee surname) (covers accident and incident reports, employer's report of injury or occupational disease [WCB form 7], first aid report [WCB form 7A], and may include worker's report of injury or occupational disease to employer [WCB form 6a])	SO	7y	DE
	SO: upon adjudication of claim by WorkSafeBC, and if relevant, upon implementation of corrective measures			
	7y: The seven-year retention period is consistent with the retention period for the first aid treatment records classified under secondary -04.			
	NOTE: These records document work-related incidents that result in death, time loss, or medical attention or have the potential of causing serious injury to a worker or involve a major structural failure or exposure to hazardous or bio-hazardous substances (e.g., asbestos and avian influenza viruses). These			

(cont'd)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS

			A	SA	FD
PIB	-20	Work-related incident reporting files (continued) incidents must be reported to WorkSafeBC even if a claim is not anticipated.	SO	7y	DE
PIB	-25	Employee health case files (no exposure) (arrange by employee surname) (covers ergonomic assessments, hepatitis B vaccination records, musculoskeletal injury prevention client records, pre-placement assessment examinations and outcomes, and related health records) SO: upon resignation, employment termination, retirement or death while in service 10y: The retention period is consistent with the retention period for the related employee files and health-related absence files. The retention period also satisfies the minimum 10-year recommendation for the retention of vaccination records stated in WorkSafe BC's guidelines: G6:34-5 <i>Record keeping requirements</i> . NOTE: This secondary covers records that do not document exposure to latent biological hazards.	SO	10y	DE
PIB	-30	Latent biological hazard exposure case files SO: upon resignation, employment termination, retirement, or death while in service 30y: The retention period provides a reasonable length of time for the effects of the exposure to become apparent. NOTE: This secondary covers records that document exposures to latent biological hazards, the effects of which may occur years later (e.g., asbestos, blood borne pathogens, tuberculosis and radiation).	SO	30y	DE

END OF PRIMARY

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7580 STAFFING, PROJECTIONS AND PLANNING

Records relating to agency staffing projections and planning, including staff reductions and surpluses resulting from workforce adjustment and voluntary exit programs.

Record types include correspondence, surveys, and reports.

For budget planning, see ARCS primary 1000.
For strategic planning, see ARCS secondary 400-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Seniority, recall, and vacancy lists	SO	nil	DE
NOTE: Eligibility lists are classified under secondary 7665-20.			
-03 Staffing requirements planning files	CY+1y	6y	DE
NOTE: This secondary includes FTE planning and utilization, staff requisitions, pre-retirement and succession planning, priority placements, and workforce adjustment and planning.			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7665 STAFFING, RECRUITMENT AND COMPETITIONS

Records relating to the staffing of positions, including recruitment of employees and competitions for vacant positions.

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

For employee personnel files, see secondary 7385-20.
For job descriptions, see secondary 7360-25.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-03 Model interview questions	SO	nil	DE
-04 Criminal record check consent forms (not hired)	CY	5y	DE
6y: The retention period satisfies the five-year retention period required by the Royal Canadian Mounted Police (RCMP) Canadian Police Information Centre (CIPC) auditors for the retention of <i>Criminal Records Review Act</i> (RSBC 1996, c. 86) consent forms.			
NOTE: This secondary covers unsuccessful applicants' consent forms for record checks under the <i>Criminal Records Review Act</i> and <i>Public Service Act Directive 3.6 Police Record Checks</i> . Consent forms of successful job applicants are filed on the relevant employee file (secondary 7385-20).			
NOTE: As required by part D of <i>Public Service Act Directive 3.6 Police Record Checks</i> , agencies are required to destroy or return all police documentation to job applicants, including the results of police record checks, and eliminate all references that identify applicants with criminal records. Therefore, police record check consent forms should only indicate that a check has been undertaken.			
-05 Selection standards reference material	SO	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7665 STAFFING, RECRUITMENT AND COMPETITIONS

		A	SA	FD
	-06 Student recruitment/selection information	SO+1y	nil	DE
	NOTE: This secondary includes co-op, articling, intern and summer student recruitment information. When students are hired, their employment records are classified under 7385-20.			
PIB	-07 Unsolicited offers of service - not considered (covers résumés)	SO	nil	DE
	NOTE: This secondary covers unsolicited résumés and similar personal offers of service that were not considered. Applications and résumés of applicants under consideration are classified under secondary - 20.			
	-20 Staffing competition files (arrange by competition) (covers correspondence, applications, résumés, job descriptions, posting request forms, job postings, eligibility lists, and tests)	SO+2y	nil	DE
	SO: upon the date the successful applicant is placed into new position (i.e., the effective date of the appointment), and if an eligibility list or inventory has been established, when the list has been exhausted or the term of the list has expired, whichever is earlier			
	2y: The retention period satisfies reference requirements and ensures that personal information used to make a decision that directly affects an individual is retained for at least one year.			
	NOTE: These files include candidates' qualifications, scores, and test results, competition assessment tools including criteria and rating methodology, copies of approvals or waivers for special considerations or restrictions, reference check procedures and ranking guides, decisions, copies of offer letters, and letters of regret and feedback to unsuccessful candidates.			
	NOTE: Original applications and résumés of successful candidates are filed on the relevant employee personnel files (see 7385-20). Copies are retained on the competition files.			

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7730 TRAINING AND DEVELOPMENT

Records relating to the development and delivery of agency training sessions, workshops, courses, professional development and information sessions.

Record types include correspondence, reports, instructor's notes, presentation slides, handouts, course workbook and manuals, class lists, and evaluation forms.

For training budget, see *ARCS* primary 1000.

For human resources topical files, see secondary 7300-06.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Career development paths	SO	nil	DE
-03 Educational leave criteria	SO	nil	DE
-04 Employee orientation information	SO	nil	DE
-05 Training and skills needs analysis	SO	nil	DE
-06 Training evaluations	SO	nil	DE
-07 Training packages	SO	2y	DE
<p>NOTE: This secondary covers the final version of instructor's/facilitator's notes, presentation slides, handouts, and participant workbooks and manuals. The development of this material is covered by secondary -20.</p>			
-20 Training development files (arrange by course name)	SO	2y	DE
-25 Training implementation history files (arrange by course name)	SO	2y	DE
<p>NOTE: This secondary covers course requests and information relating to the implementation history of particular courses, including facilities, aids and resources used.</p>			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

7730 TRAINING AND DEVELOPMENT

A SA FD

-30 Training session attendance files
(arrange by course, then by delivery date)

SO nil DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SUBJECT HEADINGS

PRIMARY NUMBERS

HUMAN RESOURCES ARCS SUPPLEMENT (HRAS)

INDEX

This index is an alphabetical guide to *ORCS* subject headings and relevant primary number(s).

Use this index in the following ways:

- to locate the correct primary number to classify documents;
- to retrieve, by subject, documents which have been classified and filed; and
- to access the contents of your *ORCS*.

This index contains an alphabetical listing of:

- all keywords from secondary titles;
- keywords from primary scope notes;
- common synonyms for indexed keywords; and
- 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.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
EMPLOYMENT	
- employment equity topical files	7300
- insurance	7315
ENGAGEMENT	
- employee	7480
ERGONOMIC ASSESSMENTS	7560
ESSENTIAL SERVICE	
- planning	7480
EXCLUDED EMPLOYEES	
- dispute resolution	7480
- negotiations	7480
EXIT PROGRAMS	7580
EXPOSURE FILES	
- biological hazard	7560
- F -	
FAMILY	
- counseling services	7315
FIRST AID	
- logs	7560
- needs assessments	7560
- treatment books	7560
- G -	
GENERIC	
- job files	7360
GRIEVANCE(S)	7480
- H -	
HARASSMENT	
- complaints	7480
HEALTH	
- benefits	7315
- employee case files	7560
HEPATITIS B	
- vaccinations	7560
HIRING	7665

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

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
HUMAN RESOURCES	
- employee files	7385
- policy development files	7300
HUMAN RIGHTS	
- topical files	7300
- I -	
INSURANCE	
- employment	7315
- life	7315
INTERPRETATIONS	
- collective agreement	7480
- J -	
JOB DESCRIPTION	
- appeals	7360
- benchmarks	7360
- classification review	7360
- evaluation plans	7360
- position history	7360
- salary schedules	7360
- topical files	7360
JOB ENHANCEMENT	
- topical files	7300
- K -	
- L -	
LABOUR RELATIONS	
- bargaining	7480
- complaints	7480
- disputes	7480
LATENT	
- biological hazard files	7560
LEARNING	
- development files	7730
- employee orientation	7730
- implementation files	7730
- session attendance files	7730
LONG TERM DISABILITY	
- disability	7315
LTD (See LONG TERM DISABILITY)	

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SUBJECT HEADINGS

PRIMARY NUMBERS

	- M -	
	- N -	
NEEDS ASSESSMENT		
- first aid		7560
- learning		7730
	- O -	
OCCUPATIONAL SAFETY AND HEALTH		
- employee health files		7560
- first aid needs assessments		7560
- first aid treatment books and logs		7560
- hazardous material information		7560
- latent biological hazard exposure		7560
- OSH inspection files		7560
- OSH program information		7560
- personal protective equipment		7560
- refusal to work because of unsafe conditions		7560
- work-related incidents		7560
	- P -	
PACKAGES		
- training		7330
PAYROLL		
- accounting reports		7550
- balancing reports		7550
- batch control		7550
- Canada Savings Bond		7550
- CRA account reconciliation		7550
- employee pay files		7550
- pay files		7550
- pay run batch control		7550
- reports		7550
PERSONNEL (see HUMAN RESOURCES)		
POLICY		
- development		7300
PLANNING		
- charitable donation campaigns		7320
- essential service		7480
- staffing requirements		7580
POSITION		
- classification		7360
- history files		7360

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
POSTINGS	
- job	7665
PROGRAM MANAGEMENT	
- awards	7310
- bonus pay	7360
- employee recognition	7310
- health	7560
- occupational safety	7560
PROVINCIAL	
- Employee Community Services Fund	7320
	- Q -
	- R -
RECOGNITION	
- applicant/recipient files	7310
- program information files	7310
RECONCILIATION	
- charitable donation	7320
RECORD CHECKS	
- criminal	7385,7665
RECRUITMENT	
- model interview questions	7665
- selection standards	7665
- student	7665
- unsolicited offers of service	7665
- competitions	7665
REPORTS	
- employee recognition	7310
- payroll	7550
- staff projection	7580
- work related incident	7560
	- S -
SAFETY	
- occupational	7560
SALARY	
- bonus pay program	7360
- incentive pay program	7360
- perquisite allowance	7360
- schedule	7360

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SEXUAL HARASSMENT	
- complaints	7480
SHORT TERM ILLNESS AND INJURY PLAN	
- disability	7315
STAFFING	
- competitions	7665
- criminal record check	7665
- model interview questions	7665
- planning	7580
- projections	7580
- requirements	7580
- selection standards	7665
- seniority	7580
- student recruitment	7665
- unsolicited offers of service	7665
- vacancy lists	7580
STIIP (see SHORT TERM ILLNESS AND INJURY PLAN)	
STRIKE	
- planning	7480
STUDENT	
- recruitment	7665
SUCCESSION PLANNING	
- staffing requirements	7580
- T -	
TRAINING	
- career development paths	7730
- development files	7730
- educational leave	7730
- employee orientation	7730
- evaluations	7730
- packages	7730
- skills needs analysis	7730
- U -	
- V -	
- W -	
WCB (see WORKERS' COMPENSATION)	
WOMEN'S ISSUES	
- topical files	7300

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
WORK HISTORY - employee	7385
WORKERS' COMPENSATION	7315
WORKFORCE - planning	7580

- X -

- Y -

- Z -