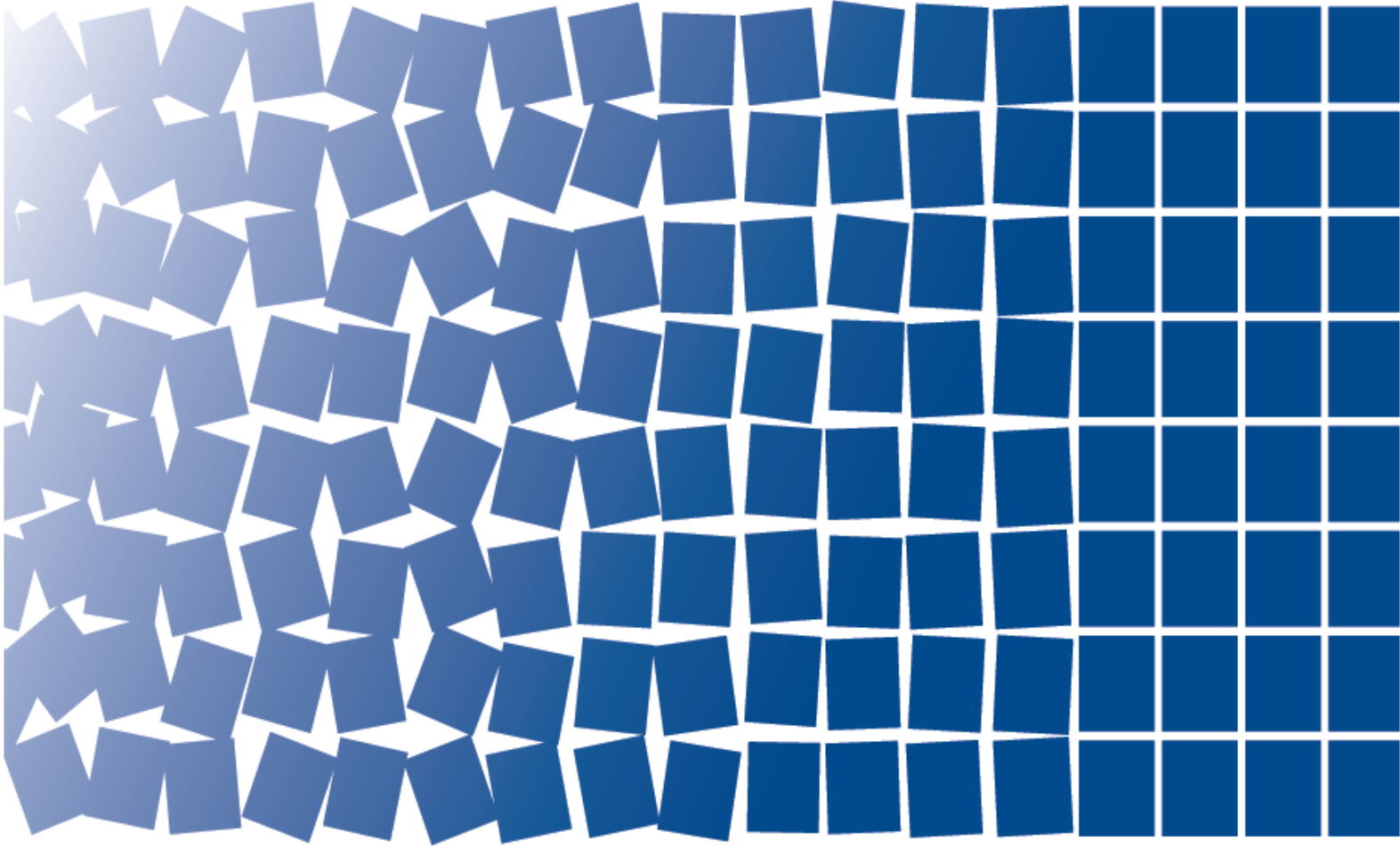


**KING'S PRINTER
PUBLISHING SERVICES
OPERATIONAL RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

KING'S PRINTER PUBLISHING SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

ORCS REGISTER OF AMENDMENTS

USEFUL INFORMATION

EXECUTIVE SUMMARIES

SECTION 1 30000

KING'S PRINTER PUBLISHING SERVICES

SYSTEMS SECTION

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *King's Printer Publishing Services ORCS*, in ascending order (i.e., the most recent changes appear first).

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

Original schedule approval date: 2017/09/08

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
195733	Administrative	2023-02-28	Entire ORCS	Branch's name revised in entire ORCS to reflect organizational name change from Queen's Printer to King's Printer. ORCS formatted to align with ORCS 2020 standards.

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Government Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

King's Printer Publishing Services

Operational Records Classification System (ORCS)

Executive Summary For Amendment 1 - Administrative Amendment

Creating Agency

Ministry of Citizens' Services
Procurement and Supply Division
King's Printer

Amendment Change Summary

Amendment to change ORCS title.

Scope

The purpose of this amendment is to reflect the organizational name change from Queen's Printer to King's Printer, and to align formatting with ORCS 2020 standards.

Endorsements

Schedule Number: 170405 Amendment Number: 195733

Schedule Developer: Elise Polkinghorne, Archivist, 2023-02-13

Approved by Director, Archives and Records Initiatives: Mario Miniaci, 2023-02-28

END OF EXECUTIVE SUMMARY

INFORMATION SCHEDULE APPROVAL

Title: *Queen's Printer Publishing Services Operational Records Classification System (ORCS)*

Ministry of Technology, Innovation, and Citizens' Services
 Procurement Services and Supply Services
 Queen's Printer
 Queen's Printer Publishing Services

Scope of Schedule:

The *Queen's Printer Publishing Services Operational Records Classification System* establishes a classification system and retention and disposition schedule for records created by Queen's Printer Publishing Services. The schedule covers records relating to the provision of centralized publishing services, including the publication of the *BC Gazette*, in accordance with the *Queen's Printer Act* (RSBC 1996, c.394) and the *Regulations Act* (RSBC 1996, c.402).

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements. For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1859

The government body endorses this schedule and its implementation.

Authorization on file

Director, Queen's Printer
 Spencer Tickner

Date

The Information Management Advisory Committee recommends this schedule for approval.


 David Curtis, Chair

JUNE 28/17
 Date

APPROVED BY THE CHIEF RECORDS OFFICER:

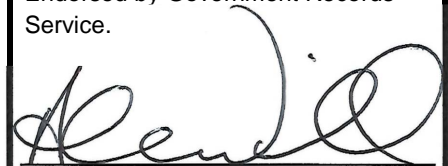

 Gheryl Wenczenki-Yolland
 David Curtis

Sept 8, 2017
 Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Maxwell Otte

Endorsed by Government Records Service.


 Alex Wright, Sr. Director
 Date June 22, 2017

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

SECTION 1

KING'S PRINTER PUBLISHING SERVICES

PRIMARY NUMBER

3 0 0 0 0

Section 1 covers records relating to centralized publishing services provided by King's Printer Publishing Services, as mandated by the [Queen's Printer Act \(RSBC 1996, c. 394\)](#).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

30000 KING'S PRINTER PUBLISHING SERVICES

Records relating to the provision of centralized publishing services by King's Printer Publishing Services as mandated by the [Queen's Printer Act \(RSBC 1996, c. 394\)](#) and pursuant to the *Core Policies and Procedures Manual*. King's Printer Publishing Services provides affordable publishing services to ministries, public sector organizations and publicly funded agencies. It also provides access to over 9,000 publications and several subscription services through the Crown Publications online bookstore.

This primary also covers records relating to the creation, publication and distribution of the *British Columbia Gazette*. The *Gazette* was first published in 1859 as the *Government Gazette for the Colonies of Vancouver Island and British Columbia*. The *Gazette* is an official government publication that publishes government proclamations, notices and regulations as required by provincial legislation. The *Gazette* is currently published in two parts. Part I is published weekly and contains:

- Notices to Creditors
- Notices of Restorations
- Notices of Reinstatements (Extraprovincial only)
- Disposition of Crown Lands
- Provisional Certificate of Title
- Order-in-Council Notices
- Public Tenders
- Timber Licenses
- Election Results
- Mining Lease Applications

Part II is currently published biweekly and contains the complete text of all new, repealed and amended regulations deposited under the [Regulations Act \(RSBC 1996, c. 402\)](#).

For accounts receivable, see [ARCS secondary 935-20](#).

For BC Bid system overview, see the [Procurement Project Services ORCS](#).

For the Crown Publications website, see [ARCS secondary 340-30](#).

For publication distribution lists, inventory and pricing, see [ARCS primary 308](#).

For reports and statistics (not covered elsewhere), see [ARCS secondary 440-20](#).

For the SAP Information System Overview (ISO), see the System Overview section.

For service agreements, see [ARCS primary 146](#).

The ministry OPR is King's Printer Publishing Services unless otherwise noted below. See specific secondaries for OPR retention schedules.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

30000	KING'S PRINTER PUBLISHING SERVICES	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 schedule)	SO	5y	DE
	RETENTION STATEMENT Destroy five years after the policy is replaced or becomes irrelevant. SO: when the policy is replaced or becomes irrelevant			
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year. NOTE: 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.			
-05	British Columbia Gazette index (arrange chronologically)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives when the index is replaced or becomes irrelevant. SO: when the index is replaced or becomes irrelevant FR: The government archives will fully retain the <i>British Columbia Gazette</i> index because it provides subject access to historical issues of the <i>British Columbia Gazette</i> that are fully retained by the government archives. At the time of each transfer of the <i>British Columbia Gazette</i> volumes (classified under -07) the appropriate indexes should be included.			
-07	British Columbia Gazette volumes (arrange chronologically by volume)	SO	nil	FR
	RETENTION STATEMENT Transfer to the government archives when the volume is replaced or becomes irrelevant. SO: when the volume is replaced or becomes irrelevant			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

30000	KING'S PRINTER PUBLISHING SERVICES	A	SA	FD
	FR: The government archives will fully retain all volumes of the <i>British Columbia Gazette</i> because they provide a complete record of government proclamations, notices and regulations.			
-10	Cancelled and problem notices (arrange chronologically)	CY+1Y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
	NOTE: The notices are advertisements that are cancelled or cannot be published due to error or lack of payment.			
-11	Customer support files	CY+1y	nil	DE
	RETENTION STATEMENT Destroy at the end of the second calendar year.			
-20	Policy and procedures development (includes briefing notes, correspondence, drafts, and working materials)	SO+5y	nil	DE
	RETENTION STATEMENT Destroy five years after the policy is approved and distributed or abandoned.			
	SO: when the policy is approved and distributed or abandoned			
-25	Publication development files	SO	nil	DE
	RETENTION STATEMENT Destroy upon date of final publication or when publication is cancelled, or for the <i>British Columbia Gazette</i> , when it has been one calendar year since the year of publication.			
	SO: upon date of final publication or when publication is cancelled, or for the <i>British Columbia Gazette</i> , when it has been one calendar year since the year of publication			

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

30000	KING'S PRINTER PUBLISHING SERVICES	A	SA	FD
-26	Publications	SO	nil	SR

RETENTION STATEMENT

Transfer selected publications to the government archives when the publication is obsolete or no longer needed for operational reasons.

SO: when publication is obsolete or no longer needed for operational reasons

SR: The government archives will selectively retain significant publications, particularly those that contain administrative and informational content on government functions/programs such as program and consumer guides and special reports.

NOTE: This secondary is reserved for the master-copy publication maintained in the King's Printer library. Unnecessary duplicates may be destroyed under the [Transitory Records Schedule](#) (schedule 102901).

-30	Tender documents (also known as BC Bid tender documents)	FY+1y	nil	DE
-----	--	-------	-----	----

RETENTION STATEMENT

Destroy at the end of the second fiscal year.

NOTE: This secondary covers records related to providing hard copy tender documents packages from BC Bid.

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

KING'S PRINTER PUBLISHING SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
SYSTEMS APPLICATIONS AND PRODUCTS (SAP)	2

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

SYSTEMS APPLICATIONS AND PRODUCTS (SAP)

SYSTEM OVERVIEW

Creating Agency

Ministry of Citizens' Services
Procurement and Supply Division
King's Printer

Purpose

SAP is a complex enterprise resource planning software system that supports the financial transactions and reporting, inventory management and purchasing, sales and distribution services provided by the Procurement and Supply Division.

King's Printer Publishing Services uses SAP to support its business workflow processes. SAP generates the inter-ministry chargeback form; performs financial transaction reporting; produces ad hoc reports; and manages billing.

Information Content

SAP contains the following data elements:

- accounts payable and receivable records
- sales and statistical data for reporting
- master customer information
- pricing information, including rates
- product inventory
- history of all information as it is changed

Inputs, Processes, and Outputs

Inputs into SAP are entered both manually and via automated system uploads as customer information changes. Once in the system, the billing information is "rolled up" monthly in order to generate invoices, which are sent directly to the client, and then summarized in financial reports. SAP also produces sales orders, estimate sheets and purchase orders.

Information is inputted directly into SAP by staff, as well as through automatic system uploads. SAP generates invoices to chargeback for services rendered. These charges are based on the costs related to BC Bid tender documents and publication development and distribution.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

SYSTEMS APPLICATIONS AND PRODUCTS (SAP)

DATA RETENTION PLAN

Data Description	Data Retention Period
Publication development files Classification 30000-25	Delete upon date of final publication or when publication is cancelled, or for the <i>British Columbia Gazette</i> , when it has been one calendar year since the year of publication.
Tender files Classification 30000-30	Delete at the end of the second fiscal year.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

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