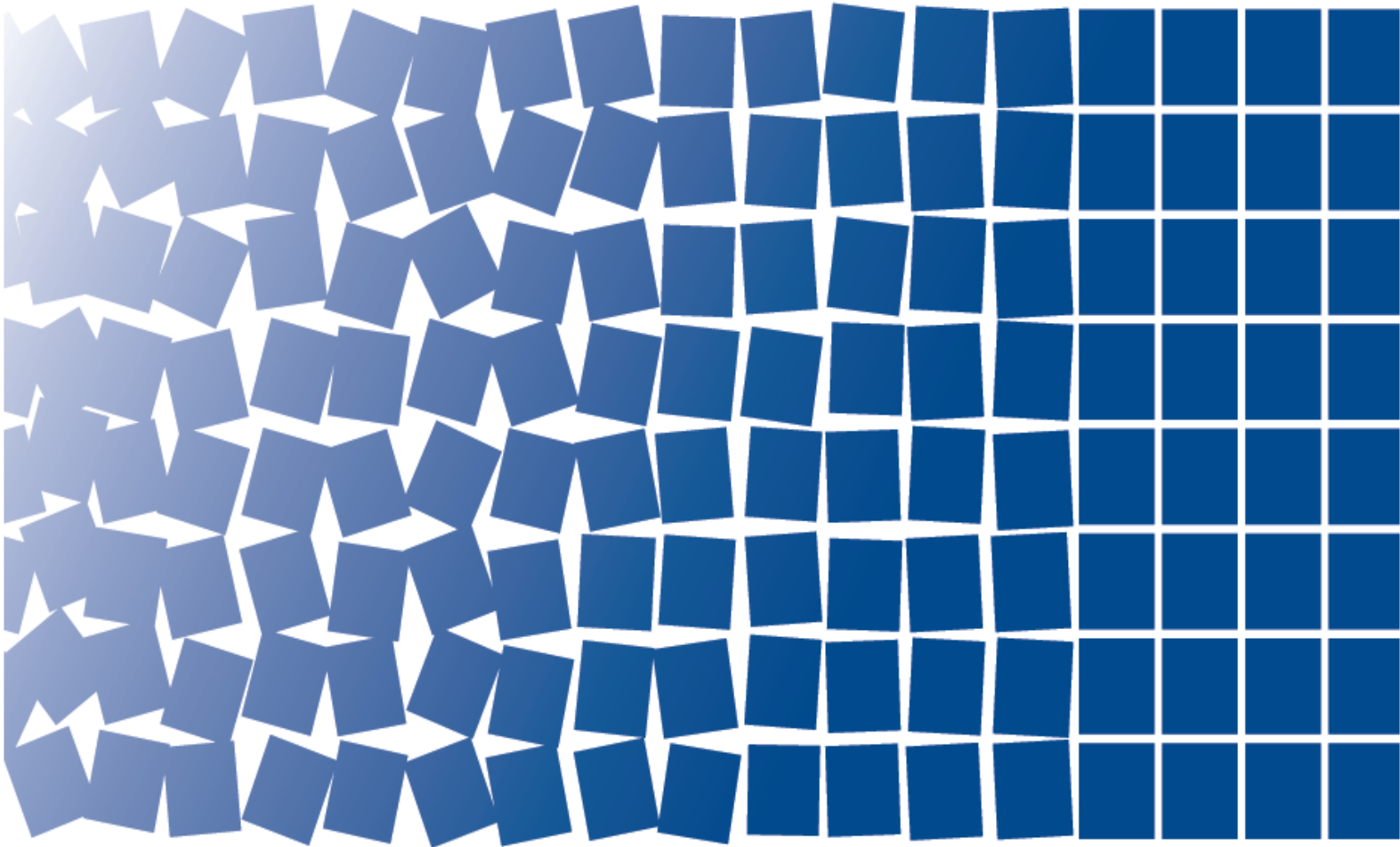


LIQUOR DISTRIBUTION BRANCH OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

LIQUOR DISTRIBUTION

BRANCH

OPERATIONAL

RECORDS

CLASSIFICATION

SYSTEM



**Corporate Information
Management Branch**

Library and Archives Canada Cataloguing in Publication Data
British Columbia. Corporate Information Management Branch.
Liquor Distribution operational records classification
system

Loose-leaf for updating.

ORCS last issued in 1998 by Information, Science and
Technology Agency, Information Management Services.

ISBN 978-0-7726-5896-8

1. British Columbia. Liquor Distribution Branch - Public
records - Handbooks, manuals, etc. 2. Alcoholic beverage
industry - British Columbia - Handbooks, manuals, etc.
3. Records retention - British Columbia - Handbooks,
manuals, etc. 4. Classification - Public records.
I. Title.

JL429.5.P37 L56 2007

353.3'7

C2007-960255-X

Schedule No. 190527

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: Liquor Distribution Operational Records Classification System

Liquor Distribution Branch

Description and Purpose:

The Liquor Distribution Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by offices of the Liquor Distribution Branch throughout the province. It supersedes the previous Liquor Distribution ORCS (schedule 135365), which was approved 1998/06/11.

These records document the importation, distribution, retailing, and wholesaling of beverage alcohol products in British Columbia. This includes records relating to the: purchase of liquor products for government liquor stores and wholesale customers, determination of liquor prices, remittance of customs and excise duties and taxes, collection and reconciliation of liquor sales, marketing of liquor products, including the creation of product layout and placements for government liquor stores, appointment of rural agency stores and private liquor retail outlets, and provision of liquor market information.

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

Date range: 1921 ongoing

Physical format of records: see attached schedule

Annual accumulation: 18 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer: [Signature] 03/30/2007
Executive Director/ADM: [Signature] April 2/2007
Deputy Minister/Corporate Executive: [Signature] APRIL 2, 2007

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

[Signature] 13 Apr 2007
Chair, PDC

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

[Signature] April 14 2007
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

[Signature] Nov 22 2007
Date

OTHER STATUTORY APPROVALS:

Signature Date Signature Date
Title: Title:

CONTACT: Troy Vink, Records Officer, 604-252-3081

RECORDS MANAGEMENT APPRAISAL:

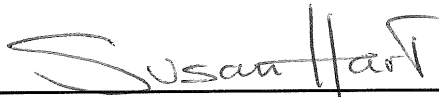
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Liquor Distribution Act* (RSBC 1996, c. 268), the *Importation of Intoxicating Liquors Act* (RSC 1985, c. 1-3), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates are indicated under appropriate classification headings.

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

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



Records Analyst

2007/03/27
Date

ARCHIVAL APPRAISAL:


This appraisal documents the recommendation for final disposition.

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

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

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


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



Archivist

2007/03/27
Date

The undersigned endorses the appraisal recommendations:



Director, Corporate Information Management Branch

2007-03-28
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

LIQUOR DISTRIBUTION

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 Liquor Distribution Branch (LDB) under the *Liquor Distribution Act* (RSBC 1996, c. 268) and in accordance with the *Importation of Intoxicating Liquors Act* (RSC 1985, c. I-3).

These records document the purchase of liquor products for government liquor stores and wholesale customers, determination of liquor prices, remittance of customs and excise duties and taxes, collection and reconciliation of liquor sales, marketing of liquor products, including the creation of product layout and placements for government liquor stores, appointment of rural agency stores and private liquor retail outlets, and provision of liquor market information.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Corporate Information Management Branch (CIMB) 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 the establishment of the provincial liquor control board in 1921. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedules and transferred to the government archives or destroyed as appropriate.

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

(continued on next page)

A = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout <i>ORCS</i>)	SO	nil	SR
<p>SR = Throughout this section, the government archives will selectively retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.</p> <p>Branch staff will set aside one copy of each final manual or equivalent document when this <i>ORCS</i> is approved, and thereafter in every year ending in zero or five, and box it with other records for transfer to the government archives. This selection ensures that all major policy changes are documented over time.</p>			
2) <u>General Manager's Briefing Notes and Orders</u> (secondaries 80000-02 and -03)	SO	10y	FR
<p>These records document the decisions and policy directions of the Liquor Distribution Branch, as well as situations that require the General Manager's approval or authorization.</p> <p>10y = The 10-year retention period is consistent with the retention period in the special schedule for executive records (102906).</p> <p>FR = The government archives will fully retain General Manager's briefing notes and orders because they significantly document the decisions and policy directions of the LDB and situations that require the General Manager's approval or authorization.</p>			
3) <u>Listing Committee Meeting Files - pre-2003</u> (secondary 94000-40)	SO	10y	FR
<p>These records document Listing Committee meetings, which were convened several times per year until 2003 to review and decide on listing applications, as well as products recommended for de-listing. In 2003, a policy change permitted listing and delisting decisions to be made instantaneously by portfolio managers.</p> <p>10y = The 10-year retention period is consistent with the retention period in the special schedule for executive records (102906).</p>			

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A SA FD

FR = The government archives will fully retain the records of the listing committee up until the time the Liquor Appeal Board was dissolved, because they document significant deliberations and decisions about what products to list or delist, and the reasons for these decisions. In the past, these decisions were less closely guided by policy than they are now.

- 4) Private Retail Liquor Store Company Files SO 3y FR
 (secondary 95500-30)

These records document the authorization of privately operated liquor retail outlets to purchase, sell, and deliver liquor products in British Columbia.

SO = when the company ends its liquor retail business and closes all of its stores

3y = Legal counsel has advised that three years is sufficient.

FR = The government archives will fully retain private retail liquor store company files because they document the history of liquor retailing in the province, and Liquor Distribution Branch's relationship with retailers over time.

- 5) LDB Publications SO nil FR
 (secondaries 80000-08, -09, -10, and -11) SO nil DE
 (secondary 80000-12)

These records document the final published versions of LDB reports, periodicals, brochures, pamphlets, and posters.

FR = The government archives will fully retain LDB annual reports because they document the structure, programs and finances of LDB over time; BC Liquor Store Product Guides because they succinctly document all liquor products available in the province over time, as well as their prices; customer periodicals because they document the marketing of liquor in the province, as well as a variety of LDB programs and policies; and social responsibility publications because they document LDB programs intended to alleviate negative effects of liquor products (e.g., programs with

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A SA FD

slogans such as “know your limit”, “please don’t buy for minors” and “support dry grad”).

DE = All other publications can be destroyed upon authorization of the Records Officer because the information they contain is all either adequately documented elsewhere, or else is administrative in nature.

6) Final Reports of LDB Customer and Client Surveys
(secondary 80000-13)

SO nil FR

These records document the final published versions of LDB surveys with its customers and clients.

FR = The government archives will fully retain final reports of customer and client surveys because these help document the relationship of the Liquor Distribution Branch with the public and with its business partners. Survey findings often result in changes to policy and programs.

7) Quarterly Market Review
(secondary 84000-05)

SO nil SR

These records document the yearly sales of domestic and import spirits, wine, coolers, ciders, and beer for the current five years plus the most recent three months.

SR = The government archives will selectively retain quarterly market reviews (QMRs) because of their significant evidential and historical values. These records document provincial liquor sales statistics over time.

8) Liquor Retailing Initiative/Project Files
(secondary 95000-20)

SO 10y DE

These records document liquor retailing initiatives and projects (e.g., customer electronic ordering).

SO = when project is completed, closed, or cancelled, and when no longer required for reference purposes

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
11) <u>Customs and Excise Files and Data</u> (secondaries 91500-02, -07, -08, -10, and -12) (secondaries 91500-03, -09, and -11) (paper and electronic records)	FY+1y FY+6y	5y nil	DE DE

These records document the calculation and remittance of customs and excise duties and taxes on imported wine, spirits, and beer brought into the province for sale and/or personal or household consumption, as well as the calculation and remittance of excise duties on domestic spirits shipped from LDB distribution centres.

7y = The seven-year retention period satisfies the six-year records retention requirements under the *Excise Act, 2001* (Statutes of Canada 2002, c. 22, s. 206[7]) and the *Imported Goods Records Regulations* (SOR/86-1011, s. 2).

12) <u>Liquor Data Collection and Reconciliation Records</u> (secondary 82000-03) (electronic records)	FY+6y	nil	DE
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These records document the collection and reconciliation of government liquor store gift card and liquor sales, as well as liquor sales reported by businesses that collect the Province's liquor mark-up (e.g., land-based and commercial wineries and their stores, brew pubs, breweries, and private beer distributors).

7y = The retention period is based on the six-year records retention requirements for Goods and Services Tax (GST) records under the *Excise Tax Act* (RSC 1985, c. E-15, s. 286 [3]) and the six-year provincial sales tax assessment period under the *Social Service Tax Act* (RSBC 1996, c. 431, s. 115).

13) <u>LDB Data Warehouse Data</u> (secondary 82000-02) (electronic records)	FY+6y	nil	DE
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These records document statistical analysis and management reporting.

7y = The seven-year retention period provides sufficient data for analysis and reviewing trends.

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A SA FD

14) Electronic Records

DE

The following electronic systems and web sites are covered by the ISO section in this *ORCS*: AS/400 Distribution Application, AS/400 Unit Load Application, Central Order System (COS), Costing and Pricing System (COS), Customs Consolidated Reporting System (CCRS), Excise Reporting System, Image Database, LDB Data Warehouse, LDB Internet Web Site, Liquor Import (LI) Processing System, MSR Special Clearance, MSR Visual Importer, Product Database, Purchasing System, Radio Beacon (RB) Warehouse Management System, Retail Management System (RMS), Sales Data Collection (SDS), Special Order System, and Vendor Website (VWS). The Information System Overview section provides information about the electronic systems, inputs and outputs and routine back-ups. Notes under the relevant *ORCS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention period.

15) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed five years after they are superseded or obsolete. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*. These records have no enduring value to government at the end of their scheduled retention periods.

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LIQUOR DISTRIBUTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	LDB IW	LDB INTERNET WEB SITE
	LI	LIQUOR IMPORT PROCESSING SYSTEM
	MSR	MSR SPECIAL CLEARANCE
	MSR	MSR VISUAL IMPORTER
	PRODUCT	PRODUCT DATABASE
	PURCHASING	PURCHASING SYSTEM
	RB	RADIO BEACON WAREHOUSE MANAGEMENT SYSTEM
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HOW TO USE ORCS

For further information, call your Records Officer,
Troy Vink, 604-252-3081

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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HOW TO USE *ORCS*

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PART 1

THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 General Introduction

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

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

1.2 What is an ORCS?

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

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

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

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

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

What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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policy. Operational records are distinct from administrative records and are unique to each government organization.

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

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

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

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The Purpose of *ORCS*

ORCS facilitates the efficient management of operational information by:

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

Responsibility for *ORCS*

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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1.3 Introduction to the *Liquor Distribution ORCS*

The operational records in this *ORCS* relate to the operations and services provided by your agency in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document the importation, distribution, retailing, and wholesaling of beverage alcohol products in British Columbia under the *Liquor Distribution Act* (RSBC 1996, c. 268) and in accordance with the *Importation of Intoxicating Liquors Act* (RSC 1985, c. I-3).

This *ORCS* covers all operational record series created or received by your agency since 1921. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

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

Section Number	Primary Numbers	Section Title
Section 1	80000-99999	Liquor Distribution
		Covers records relating to the: purchase of liquor products for government liquor stores and wholesale customers, determination of liquor prices, remittance of customs and excise duties and taxes, collection and reconciliation of liquor sales, marketing of liquor products, including the creation of product layout and placements for government liquor stores, appointment of rural agency stores and private liquor retail outlets, and provision of liquor market information.
ISO	AS/400	AS/400 Distribution Application
		Covers the liquor inventory in government distribution centres, as well as the processing of government liquor store orders and tracking of the receipt of liquor products into and out of the distribution centres.
ISO	AS/400	AS/400 Unit Load Application
		Covers pallets owned by the Kamloops Distribution Centre (i.e., Canadian Pallet Council [CPC] pallets).
ISO	COS	Central Order System
		Covers Store 100 orders received from licensee retail stores and other wholesale customers (e.g., restaurants, bars, and duty free shops).
ISO	CAPS	Costing and Pricing System
		Covers the purchase and display price of liquor products and accessories (e.g., bottle openers) sold in government liquor stores, as well as the price of duty free liquor products.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ISO	CCRS	Customs Consolidated Reporting System	Covers the consolidation, calculation, and reporting of customs and excise duties and taxes on imported beer.
ISO	EXCISE	Excise Reporting System	Covers the calculation and reporting of unpaid excise duties and taxes on imported wine and domestic and imported spirits issued from LDB distribution centres.
ISO	IMAGE	Image Database	Covers the tracking and monitoring of beverage alcohol promotions selected for specific promotion periods and the provision of promotions information to LDB staff, government liquor stores, and suppliers or their agents.
ISO	LDB DW	LDB Data Warehouse	Covers in-depth statistical analysis and management reporting.
ISO	LDB IW	LDB Internet Web Site	Covers information about the Liquor Distribution Branch and its stores, products, and services.
ISO	LI	Liquor Import Processing System	Covers the consolidation of liquor import shipment information for customs and excise reporting.
ISO	MSR	MSR Special Clearance	Covers the calculation of customs duties and creation of B3 customs accounting documents for imported liquor products that require special customs clearance.
ISO	MSR	MSR Visual Importer	Covers the creation of customs reporting information for imported wine and spirits
ISO	PRODUCT	Product Database	Covers a repository of all beverage alcohol products registered and listed for sale in British Columbia, as well as product accessories (e.g., corkscrews and decanters) and non-liquor products (e.g., ice, paper and plastic bags, and books) carried for government liquor stores.
ISO	PURCHASING	Purchasing System	Covers the creation of purchase orders, excise purchase orders, and release purchase orders for listed, speculative, and specialty liquor products.

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ISO	RB	Radio Beacon Warehouse Management System
		Covers the receipt, order picking (i.e., assembly), shipping and inventory of liquor and liquor products in the Vancouver and Kamloops distribution centres.
ISO	RMS	Retail Management System
		Covers the tracking and processing of government liquor store transactions and the management of government liquor store inventories.
ISO	SDC	Sales Data Collection
		Covers the collection and reconciliation of government liquor store gift card and liquor sales (including Store 100 liquor sales to wholesale customers) and liquor sales reported by businesses that collect the Province's liquor mark-up (e.g., land-based and commercial wineries and their stores, brew pubs, breweries, and private beer distributors).
ISO	SPECIAL	Special Order System
		Covers the calculation of the price of special liquor orders.
ISO	VWS	Vendor Website
		Covers the registration of liquor products with the Province, applications to list products in government liquor stores, and reports for viewing and downloading.
		Within each section, primaries are presented in numerical order and grouped as follows:
		<ul style="list-style-type: none">• First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section ("reserved secondaries" - see 2.6.1).• The section default primary is followed by all the other primaries, arranged in alphabetical order.• Groups of related primaries, called "primary blocks", appear together, indicated by two-part titles and an initial "general" primary (for example, "Client Group Issues - General" and "Client Group Issues - Families").
		As well as the sections consisting of primaries and the ISO section, the <i>ORCS</i> has several other parts:
		<ul style="list-style-type: none">• Executive Summary (provides a high-level overview of the <i>ORCS</i>)• Table of Contents• How to Use <i>ORCS</i> (this section)• Index (aids in classifying and finding records - see 3.6 for further discussion)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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PART 2 HOW TO READ A PRIMARY

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

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

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
 - 2.4.1 Active retention period column
 - 2.4.2 Semi-active retention period column
 - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
 - 2.6.1 Reserved secondaries
 - 2.6.2 Secondaries -02 to -19 (subject secondaries)
 - 2.6.3 Case file secondaries (-20 and higher)
 - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
 - 2.7.1 Terms used in the active and semi-active disposition columns
 - 2.7.2 Terms used in the final disposition column
 - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
 - 2.9.1 Qualifiers
 - 2.9.2 Other notes
- 2.10 Physical Format Designations
- 2.11 Vital Records Flags

This draft records schedule has NOT been approved under the provisions of the Document Disposal Act (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an ORCS is sent for legislative approval, as required in the Document Disposal Act. For information regarding this ORCS, contact your Records Officer.

2.1

A SA FD

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2

Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

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

2.3

For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section. For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see ARCS primary 415.

2.4

2.5

Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

CY+1y 3y DE

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

SO nil DE

2.6

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

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

2.7

(continued on next page)

A = Active
 SA = Semi-active
 FD = Final Disposition
 PIB = Personal Information Bank
 PUR = Public Use Records
 OPR = Office of Primary Responsibility
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CY = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
 w = week m = month
 y = year

SO = Superseded or Obsolete
 DE = Destruction
 SR = Selective Retention
 FR = Full Retention
 FOI - Freedom of Information/Privacy
 VR = Vital Records

Schedule 777777

ORCS/UFO

HOW TO USE - 10

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

A = Active
 SA = Semi-active
 FD = Final Disposition
 PIB = Personal Information Bank
 PUR = Public Use Records
 OPR = Office of Primary Responsibility

CY = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
 w = week m = month
 y = year

SO = Superseded or Obsolete
 DE = Destruction
 SR = Selective Retention
 FR = Full Retention
 FOI - Freedom of Information/Privacy
 VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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2.1 Primary Number and Title

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

2.2 Scope Note

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

2.3 Cross References

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

2.4 Records Retention and Disposition Schedule

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

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

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

2.4.1 Active Retention Period Column

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

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

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

CY+1y

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

FY+1y

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

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

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

2.4.2 Semi-active Retention Period Column

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

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

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

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

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2.4.3 **Final Disposition Column**

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

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

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

2.5 **Office of Primary Responsibility (OPR)**

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

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

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

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

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

2.6 **Secondary Number and Title**

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition

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schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

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

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

2.6.1 Reserved Secondaries

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

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

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

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

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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2.6.2 Secondaries -02 to -19 (subject secondaries)

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

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

2.6.3 Case File Secondaries (-20 and higher)

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

2.6.4 Coded Series

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

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

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

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

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2.7 **Key of Terms (Abbreviations in Footer)**

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

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

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

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

w = week

m = month

y = year

CY = Calendar Year (1 January to 31 December)

FY = Fiscal Year (1 April to 31 March)

SO = Superseded or Obsolete

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

i) Routine Records

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

The most common form of delegated disposition authority is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

This retention category is used throughout *ORCS* to streamline the disposition of records with short-term retention value, especially for non-OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be

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destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

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

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

NA = Not Applicable

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

nil = no semi-active retention period

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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2.7.2 Terms Used in the Final Disposition Column

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

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

FR = Full Retention

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

SR = Selective Retention

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

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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DE = Destruction

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

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

NA = Not Applicable

See explanation of NA in 2.7.1.

2.7.3 Other Terms

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

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

2.8 Freedom of Information and Protection of Privacy Flags

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

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

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For further information about FOI issues, see 3.10.

2.9 **Explanatory Notes**

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

2.9.1 **Qualifiers**

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

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

2.9.2 **Other Notes**

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

- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a “303y =” note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.

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

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

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

2.10 Physical Format Designations

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

When records are held in several different physical formats each version is identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

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

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

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

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2.11 **Vital Records Flags**

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

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

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PART 3

ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

3.1 The Purpose of ORCS

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

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

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

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

3.2 Records and Recorded Information

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

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

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

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

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by Corporate Information Management

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Branch (CIMB), government ministries, and other government agencies. This *ORCS* was reviewed by CIMB staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Liquor Distribution Branch. This means that this *ORCS* is a legally binding document.

3.3 An Effective Records Management System

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

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

3.4 The Classification System

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

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

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

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

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

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series

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of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

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

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

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

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

3.4.1 Staff Responsibilities and Procedures

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

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

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

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

3.4.2 Classifying Records

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

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

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

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

a) Alphabetic Subject Index

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

b) Broad Subject Approach

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

3.5 The File List

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

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

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

3.6 **Other Finding Aids**

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

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

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

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

3.7 **The Scheduling System**

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

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

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

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

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

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

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

3.8 **Filing and Maintenance Procedures**

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

The basic activities involved in filing and maintenance are:

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

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

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

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

3.8.1 File Maintenance

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

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

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

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

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

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

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

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

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

Minimize misfiling in the following ways:

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

3.8.2 File Circulation

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

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

3.9 Boxing and Transfer Instructions

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

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

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

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

3.9.1 Accession Numbers

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

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

Box Number: 91-0123-01

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

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

a) One-time Accession Numbers

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

b) Ongoing Accession Numbers (OANs)

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

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

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

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

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

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

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

3.9.2 Transfer of Records to Off-Site Storage

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

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

a) Arranging Boxes

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

1. Do not put files covered by different retention and disposition schedules (*ARCS* - 100001 or *ORCS*) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).
3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
5. Place records of the same or similar retention periods and date ranges in the same box.
6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).

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

b) Box Numbering

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

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

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

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

3.10 Freedom of Information and Protection of Privacy

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

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

3.11 Electronic Records and the Information System Overview

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

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

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

Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

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

3.12 **Implementation of ORCS**

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

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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8. Established maintenance, review, and update procedures under the administration of the Records Officer.

3.13 **Advisory Services**

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

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

3.14 **Amendment and Update of *ORCS***

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

Effective maintenance depends upon:

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

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

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

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

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

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

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SECTION 1

LIQUOR DISTRIBUTION

PRIMARY NUMBERS

8 0 0 0 0 - 9 9 9 9 9

Section 1 covers records relating to the importation, distribution, retailing, and wholesaling of beverage alcohol products in British Columbia under the *Liquor Distribution Act* (RSBC 1996, c. 268) and in accordance with the *Importation of Intoxicating Liquors Act* (RSC 1985, c. I-3). This includes records relating to the: purchase of liquor products for government liquor stores and wholesale customers, determination of liquor prices, remittance of customs and excise duties and taxes, collection and reconciliation of liquor sales, marketing of liquor products, including the creation of product layout and placements for government liquor stores, appointment of rural agency stores and private liquor retail outlets, and provision of liquor market information.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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SECTION 1

80000 - LIQUOR DISTRIBUTION - 99999

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80000 LIQUOR DISTRIBUTION - GENERAL

82000 LIQUOR DATA COLLECTION AND RECONCILIATION

84000 LIQUOR MARKET INFORMATION

90000 LIQUOR PRODUCTS - GENERAL

- 91000 - COSTING AND PRICING
- 91500 - CUSTOMS AND EXCISE
- 92000 - DISTRIBUTION
- 93000 - MARKETING
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- 94000 - PURCHASING

95000 LIQUOR RETAILING - GENERAL

- 95200 - GOVERNMENT LIQUOR STORES
- 95500 - PRIVATE RETAIL OUTLETS
- 95700 - RURAL AGENCY STORES

98000 LIQUOR WHOLESALE BUSINESS MANAGEMENT

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A SA FD

80000 LIQUOR DISTRIBUTION - GENERAL (continued)

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

Branch staff will set aside one copy of each final manual or equivalent document when this ORCS is approved, and thereafter in every year ending in zero or five, and box it with other records for transfer to the government archives. This selection ensures that all major policy changes are documented over time.

-01	General			
-02	General Manager's briefing notes	SO	10y	FR

10y = The 10-year retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain General Manager's briefing notes because they significantly document the decisions and policy directions of the LDB.

-03	General Manager's orders	SO	10y	FR
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10y = The 10-year retention period is consistent with the retention period in the special schedule for executive records (102906).

FR = The government archives will fully retain General Manager (GM) orders because they significantly document situations that require the GM's approval or authorization.

NOTE: This secondary covers orders issued by the General Manager under the authority of the *Liquor Distribution Act* (s. 32).

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80000	<u>LIQUOR DISTRIBUTION - GENERAL</u> (continued)			
-04	LDB extranet web site (known as the Vendor Website)	SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed			
	DE = As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
	NOTE: This web site enables authorized suppliers or their agents to electronically register their products with LDB, apply to list their products in government liquor stores, and view and download reports related to their products.			
	NOTE: All documents presented on this web site are classified under primary 94000, except for vendor liquor sales data, which are classified under secondary 84000-06.			
-05	LDB internet web site	SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed			
	DE = As the web site is updated, superseded/ obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
	NOTE: The internet web site http://www.bcliquorstores.com/en provides general information about liquor distribution programs and services, including special occasion licences, special orders, social responsibility initiatives, and employment opportunities. It contains publications, media releases, lists of licensee retail stores and rural agency stores, a link to the Vendor (continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80000	<u>LIQUOR DISTRIBUTION - GENERAL</u> (continued)			
	Website, and an online product search and store locator.			
	NOTE: All documents presented on this web site are classified under appropriate secondaries within this ORCS or in ARCS. For more information, please see the ISO section.			
-06	LDB intranet web site	SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed			
	DE = As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.			
	NOTE: This web site provides reference material for branch staff. It includes information about and publications produced by program areas, staff news, personnel information, and links to the Data Warehouse, Vendor Website, newspapers, industry publications, and the provincial government web site. Because this is a simple web site, an information system overview for a web site has not been developed.			
	NOTE: All documents presented on this web site are classified under appropriate secondaries within this ORCS or in ARCS.			
-07	LDB photographs	SO	nil	DE
	DE = Photographs which do not belong under a more specific classification will be destroyed when no longer needed. These records lack adequate contextual information and many have copyright issues. Many photographic images will be preserved in customer periodicals, under secondary 80000-08, as well as in other publications.			
	(continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80000	<u>LIQUOR DISTRIBUTION - GENERAL</u> (continued)			
	NOTE: This record series consists of unorganized photographs and slides, as well as photographs and slides organized in albums or equivalent containers.			
	Photographs and slides relevant to specific records series are classified under appropriate secondaries within this ORCS or in ARCS.			
-08	LDB publications - annual reports	SO	nil	FR
	FR = Liquor Distribution Branch annual reports will be fully retained by the government archives because they document the structure, programs and finances of LDB over time.			
	Upon publication of each report, LDB staff will box one copy with other records designated for full retention.			
-09	LDB publications - BC Liquor Store Product Guide	SO	nil	FR
	FR = The government archives will fully retain BC Liquor Store Product Guides as they succinctly document all liquor products available in the province over time, as well as their prices.			
-10	LDB publications - customer periodicals (currently covers the retail customer magazine, <i>Matters of Taste</i> and the wholesale customer newsletter, <i>Straight Up</i>)	SO	nil	FR
	FR = The government archives will fully retain customer periodicals because they document the marketing of liquor in the province, as well as a variety of LDB programs and policies. These publications are aimed at the general public and the BC liquor industry.			
-11	LDB publications - social responsibility (includes periodicals and brochures)	SO	nil	FR

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
80000	<u>LIQUOR DISTRIBUTION - GENERAL</u> (continued)			
	FR = The government archives will fully retain social responsibility publications because they document LDB programs intended to alleviate negative effects of liquor products (e.g., programs with slogans such as “know your limit”, “please don’t buy for minors” and “support dry grad”).			
-12	LDB publications - all other (includes periodicals, brochures, pamphlets, and posters)	SO	nil	DE
	DE = All other publications can be destroyed upon authorization of the Records Officer because the information they contain is all either adequately documented elsewhere, or else is administrative in nature.			
-13	LDB surveys - customer/client final reports	SO	nil	FR
	FR = The government archives will fully retain final reports of customer and client surveys because these help document the relationship of Liquor Distribution Branch with the public and with its business partners. Survey findings often result in changes to policy and programs.			
-14	LDB surveys - all other records (includes questionnaires, summaries, and reports)	SO	nil	DE
	NOTE: This secondary covers records relating to all LDB surveys (e.g., market information surveys, employee surveys, and retail and wholesale customer and client surveys). Secondary -13 is reserved for boxing one copy of each final retail or wholesale customer/client survey report for transfer to the government archives.			
-20	Beverage container stewardship project files (includes correspondence, reports, agreements, and legal opinions) (arrange by subject)	SO	2y	DE
	OPR = Corporate Policy (continued on next page)			

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A SA FD

82000 LIQUOR DATA COLLECTION AND RECONCILIATION

Records relating to the collection and reconciliation of government liquor store gift card and liquor sales (including "Store 100" liquor sales to wholesale customers), as well as liquor sales reported by businesses that collect the Province's liquor mark-up (e.g., land-based and commercial wineries and their stores, brew pubs, breweries, and private beer distributors).

This primary also covers the Liquor Distribution Branch's (LDB) Data Warehouse. The Data Warehouse extracts and integrates data from a variety of LDB databases in order to build a single, unified view of the performance of liquor retail and distribution activities in British Columbia.

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

For the LDB Data Warehouse Information System Overview (ISO), see the ISO section.

For the Sales Data Collection (SDC) system ISO, see the ISO section.

Unless otherwise specified below, the LDB OPR (Data Management) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	LDB Data Warehouse data (electronic records) (currently on the Data Warehouse)		FY+6y	nil	DE

OPR = individual business areas are the OPR for their data inputs and outputs, although Information Services is responsible for the management of the data on their behalf

7y = The seven-year retention period provides sufficient data for analysis and reviewing trends.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
82000	<u>LIQUOR DATA COLLECTION AND RECONCILIATION</u> (continued)			
-03	Liquor data collection and reconciliation records (electronic records) (currently on SDC)	FY+6y	nil	DE
	7y = The retention period is based on the six-year records retention requirements for Goods and Services Tax (GST) records under the <i>Excise Tax Act</i> (RSC 1985, c. E-15, s. 286 [3]) and the six-year provincial sales tax assessment period under the <i>Social Service Tax Act</i> (RSBC 1996, c. 431, s. 115).			
-04	Liquor store sales reconciliation batches (arrange by store number)	SO	3y	DE
	SO = upon completion of reconciliation and resolution of discrepancies			
	3y = The three-year retention period provides sufficient time for review and consultation.			
	NOTE: These records support the investigation and resolution of government liquor store gift card and liquor sale anomalies detected by SDC. They include error reports generated by SDC and relevant batch documents (e.g., bank recap sheets, daily tender reports, and cash out reports for till variance) requested from government liquor stores.			
-05	Reporting businesses' liquor sales batches (paper and electronic records) (includes daily batch control documents, LDB direct delivery form 70, daily cash worksheets, licensee - agency order forms, customer return forms, transfer issue forms, and error reports) (arrange by store number if relevant, or by business)	SO	3y	DE
	SO = upon data entry if required and upon completion of reconciliation and resolution of discrepancies			
	3y = The three-year retention period provides sufficient time for review and consultation.			

(continued on next page)

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A SA FD

82000 LIQUOR DATA COLLECTION AND RECONCILIATION (continued)

NOTE: These records are received from businesses that collect the Province's liquor mark-up (e.g., land-based and commercial wineries and their stores, brew pubs, breweries, and private beer distributors). The paper batches are keyed to SDC. The electronic batches (currently received from one winery and the private beer distributor) are automatically loaded to SDC, which generates error reports if discrepancies are detected.

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A SA FD

84000 LIQUOR MARKET INFORMATION

Records relating to BC liquor market information available for purchase.

In the course of its business, the Liquor Distribution Branch (LDB) collects detailed information on liquor products available in government liquor stores, as well as information on provincial liquor sales. Selected information is available for a fee upon request or by subscription.

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

Unless otherwise specified below, the LDB OPR (Information and Privacy) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Liquor market information form letters		SO	nil	DE

SO = when no longer required for reference purposes

NOTE: This secondary covers one sample copy of each form letter sent to clients.

-03	Liquor market information request log (electronic records) (includes spreadsheets) (also know as prod log)				
-----	---	--	--	--	--

NOTE: The log, which is currently created on an Excel spreadsheet, is used to track requests.

-04	Liquor sales information on storage media (electronic records) (includes floppy diskettes and optical media)		FY+2y	nil	DE
-----	--	--	-------	-----	----

3y = Experience has shown that three years provides sufficient information to respond to requests.

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
84000	<u>LIQUOR MARKET INFORMATION</u> (continued)			
-30	Liquor market information subscription files (includes agreements, agent authorization letters, offset authorization forms, and cancellation letters) (arrange by service, and if volume warrants, by supplier or agent)	SO+1y	nil	DE
	SO = upon termination of agreement or when client withdraws from the service			
	NOTE: This secondary covers subscriptions to services such as SSDS, Weekly Sales Data Service (WSDS), electronic price lists, and products by store.			

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A SA FD

90000 LIQUOR PRODUCTS - GENERAL (continued)

5y = The five-year retention period is based on the two-year limitation period for commencing an action with respect to a personal injury under the *Limitation Act* (RSBC 1996, c. 266, s.3) and provides sufficient time for a lawsuit to be filed.

NOTE: These records document the investigation of product quality complaints received from customers, usually via government liquor stores. Records include quality control procedures checklists, copies of recall letters or notices issued by the Liquor Distribution Branch, and lists of liquor stores and wholesale customers that were notified.

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A SA FD

91000 LIQUOR PRODUCTS - COSTING AND PRICING

Records relating to establishing the purchase and display price for liquor products and accessories (e.g., corkscrews and decanters) sold in government liquor stores.

This primary also covers the pricing of liquor ordered by North Atlantic Treaty Organization (NATO) personnel and records relating to orders from customers (e.g., private citizens, bars, and restaurants) for non-registered liquor products, as well as orders for special events (e.g., wine festivals).

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

For cancelled special orders, see primary 94000.
 For the Costing and Pricing System (CAPS) Information System Overview (ISO), see the ISO section.
 For the Special Order System ISO, see the ISO section.

Unless otherwise specified below, the Liquor Distribution Branch OPR (Costing and Pricing) will retain these records for: FY+1y nil DE

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

-00	Policy and procedures	- OPR	<u>SO</u>	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Liquor costing and pricing data (electronic records) (currently on CAPS)		FY+6y	nil	DE

7y = The chief auditor has advised that the retention period should be consistent with the retention period for related financial records covered by ARCS.

NOTE: These records document the cost calculation and prices of newly listed products and duty free products, as well as price changes initiated by suppliers, the federal or provincial government, and the Liquor Distribution Branch. These records also document the calculation of federal taxes on private wine sales.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
91000	<u>LIQUOR PRODUCTS - COSTING AND PRICING</u> (continued)			
-03	Liquor costing and pricing files (includes correspondence, supplier price change request forms, price lists, and reports) (arrange by financial accounting period)	FY+1y	5y	DE
	7y = The seven-year retention period is based on the retention period for related financial records covered by ARCS.			
	NOTE: These records document liquor prices and price changes made each financial reporting period.			
-04	NATO liquor order pricing files (includes correspondence and order forms)	FY+1y	2y	DE
	DE = NATO liquor order pricing files can be destroyed upon authorization of the Records Officer because this function is adequately documented in General Manager's briefing notes and in executive records.			
	NOTE: These records document the pricing of liquor products ordered by federally approved NATO personnel living in BC. <i>Liquor Distribution Regulation</i> (BC Reg. 611/76, s. 1[c]) provides that "The general manager may determine, as required, the price at which liquor may be sold by the Liquor Distribution Branch to...NATO forces serving Canada under the provisions of Article IX of NATO Status of Forces agreement and section 24 of the Visiting Forces (North Atlantic Treaty) Act, in accordance with established quotas as set by the Department of National Revenue, Customs and Excise".			
-05	Special event order files (arrange by event date)	SO+2y	2y	DE
	SO = upon conclusion of event			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
91000	<u>LIQUOR PRODUCTS - COSTING AND PRICING</u> (continued)			
-06	Special order files (includes special order request for price quotation and request for purchase forms, special order information from freight forms, purchase orders, special order invoices, and photocopies of cheques) (arrange by purchase order number)	SO+2y	2y	DE
	SO = when order is fully drawn			
	4y = The four-year retention period provides sufficient time for price checking in the event of product returns.			
	NOTE: Cancelled special orders are classified under secondary 94000-11.			
-07	Special order pricing data (electronic records) (currently on the Special Order System)	SO+4y	nil	DE
	SO = when order is fully drawn			

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A SA FD

91500 LIQUOR PRODUCTS - CUSTOMS AND EXCISE

Records relating to calculating, reporting, and remitting customs and excise duties and taxes on imported wine, spirits, and beer brought into the province for sale and/or personal or household consumption, as well as calculating, reporting, and remitting excise duties on domestic spirits shipped from the distribution centres.

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

For the Customs Consolidated Reporting System (CCRS) Information System Overview (ISO), see the ISO section.

For the Excise Reporting System ISO, see the ISO section.

For the Liquor Import Processing System (LI System) ISO, see the ISO section.

For the MSR Special Clearance ISO, see the ISO section.

For the MSR Visual Importer ISO, see the ISO section.

Unless otherwise specified below, the Liquor Distribution Branch OPR (Customs and Excise) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		FY+1y	nil	DE
-02	Certificates of destruction (form E15)				

NOTE: E15 forms are issued by Canada Custom's officers for the relief of duties and taxes on goods they have verified are destroyed.

-03	Customs and excise foundation data (electronic records) (currently on the LI System)		FY+6y	nil	DE
-04	Import beer customs/excise calculation/reporting data (electronic records) (currently on CCRS)		10w	nil	DE

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
91500	<u>LIQUOR PRODUCTS - CUSTOMS AND EXCISE</u> (continued)			
-05	Import beer customs/excise consolidated reports			
-06	Import wine and import/domestic spirits excise data (electronic records) (currently on the Excise Reporting System)	SO	nil	DE
	SO = when replaced by the period end file for the next financial accounting period			
-07	Import wine and import/domestic spirits excise reporting (includes reports and copies of B262E excise duty returns and B256 excise duty refund forms)			
	NOTE: This secondary also covers excise tax reporting on domestic wine received by the distribution centres prior to August 2006. Effective August 2006, excise taxes for domestic wines are paid by the manufacturer.			
-08	Import wine and spirits customs files (includes correspondence, Canada Custom's Invoices [CCIs], manifests [i.e., notices advising that shipments have arrived and are waiting for Canada Customs clearance], warehouse receipts, manually-created purchase orders to account for shipment variances, and B3 customs accounting documents) (arrange by LI System number)			
-09	Import wine and spirits customs reporting data (electronic records) (currently on MSR Visual Importer)	FY+6y	nil	DE
-10	Settlers' liquor effects customs files (includes correspondence, B3s, and provincial liquor fee client invoices) (arrange by sequential number)			
	NOTE: This secondary covers the calculation of fees and assessments that individuals settling in Canada are required to pay on any liquor that does not accompany them into the country.			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
91500	<u>LIQUOR PRODUCTS - CUSTOMS AND EXCISE</u> (continued)			
-11	Special clearance customs data (electronic records) (currently on MSR Special Clearance)	FY+6y	nil	DE
-12	Special clearance customs files (includes correspondence, CCIs, commercial invoices, manifests, B3s, and provincial liquor fee client invoices) (arrange by transaction number)			

NOTE: This secondary covers the calculation of duties and taxes for liquor products imported by BC residents into the province directly from foreign suppliers.

7y = The seven-year retention period satisfies the six-year records retention requirements under the *Excise Act, 2001* (Statutes of Canada 2002, c. 22, s. 206[7]) and the *Imported Goods Records Regulations* (SOR/86-1011, s. 2).

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A SA FD

92000 LIQUOR PRODUCTS - DISTRIBUTION

Records relating to the receipt, storage, order picking, and shipping of liquor and related products from domestic and foreign suppliers through Liquor Distribution Branch (LDB) distribution centres to government liquor stores, rural agency stores, licensee retail stores, and other wholesale customers.

This involves moving products into, out of, and within government distribution centres with the assistance of the Radio Beacon (RB) Warehouse Management System; managing and adjusting distribution centre inventory on RB and the AS/400 Distribution Application; managing the receipt and distribution of special orders; and sorting, counting, adjusting, and reconciling the pallet inventory.

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

For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.

For the AS/400 Unit Load Application ISO, see the ISO section.

For government liquor store orders for supplies and dry goods, see ARCS primary 832.

For the RB ISO, see the ISO section.

Unless otherwise specified below, the LDB OPR (Distribution Administration) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	<u>SO</u>	nil	<u>SR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General

-02 Distribution centre daily batches - exceptions
 (includes correspondence, bills of lading, waybills, carriers' and suppliers' bills, purchase orders for non-stocked wholesale products [i.e., speculative products], and reports)
 (arrange chronologically, then by stock keeping unit [SKU])

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		<u>A</u>	<u>SA</u>	<u>FD</u>
92000	<u>LIQUOR PRODUCTS - DISTRIBUTION</u> (continued)			
	NOTE: These records document problems and discrepancies with products received into the distribution centres (e.g., short or over shipments, breakages, and deliveries to wrong location).			
-03	Distribution centre daily batches - no exceptions (includes correspondence, bills of lading, waybills, carriers' and suppliers' bills, purchase orders for non-stocked wholesale products [i.e., speculative products], and reports) (arrange by receipt date)	FY	1y	DE
	NOTE: These records document products that are received into the distribution centres as ordered.			
-04	Distribution centre daily receiving log			
-05	Inter-store transfer logs	1y	nil	DE
	OPR = Vancouver and Kamloops distribution centres			
	1y = The one-year retention period is a rolling year (i.e., one full year of transfer logs are retained).			
	NOTE: These records document liquor transfers between government liquor stores through the distribution centres.			
VR	-06 Liquor product inventory data (electronic records) (currently on AS/400 Distribution Application)	SO	nil	DE
	SO = when updated			
	NOTE: Inventory information is retained on the Data Warehouse (secondary 82000-02) for seven years for research and analysis purposes.			
-07	Liquor product inventory reports			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
92000	<u>LIQUOR PRODUCTS - DISTRIBUTION</u> (continued)			
	NOTE: This secondary covers daily and annual inventory reports used to identify and rectify inventory management problems.			
-08	Pallet control records (paper and electronic records) (electronic records are currently on AS/400 Unit Load System and Excel spreadsheets) (includes correspondence, Canadian Pallet Council (CPC) pallet control forms, pallet return bills of lading, and spreadsheets)	FY+2y	nil	DE
	NOTE: This secondary documents the supply management of wooden pallets, including their purchase or rental and recovery and return. It also covers the reconciliation of pallet returns of lading faxed by government liquor stores with those submitted by commercial and LDB freight carriers, including the reconciliation of outstanding balances with pallet suppliers. The electronic records are on Excel spreadsheets and the AS/400 Unit Load Application.			
-09	Premium product tracking/inventory forms (includes stock cards, sheets, or equivalent records)	SO+1y	nil	DE
	OPR = Vancouver and Kamloops distribution centres			
	SO = when all entry spaces on the form are filled in			
	NOTE: These forms are used to list and track the movement of premium liquor into and out of the distribution centres. They are placed with the products until all entry spaces are filled. When completed, the forms are removed and retained for one year.			
-10	Special event distribution files (includes correspondence, bills of lading, invoices, and event layout diagrams)			
	NOTE: This secondary covers special event products (e.g., Beaujolais Nouveau and wine festival orders) received into and shipped from the distribution centres. (continued on next page)			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
92000	<u>LIQUOR PRODUCTS - DISTRIBUTION</u> (continued)			
-11	Special order distribution files (includes purchase orders, release purchase orders, special order invoices, and bills of lading)			
	NOTE: These records document special orders received into and shipped from the distribution centres to customers via their local government liquor stores. Special orders are customer requests for non-registered liquor products.			
	NOTE: Special order requests and pricing are classified under primary 91000.			
-12	Store liquor orders for distribution (electronic records) (currently on AS/400 Distribution Application) (includes product accessory orders [i.e., corkscrews and decanters])	SO+3m	nil	DE
	SO = when order is completed and closed			
	3m = The three-month retention period reflects the current three financial accounting periods.			
	NOTE: Store-initiated liquor orders are classified under secondary 95200-05. Store orders for supplies and dry goods are classified under ARCS primary 832.			
-13	Store-reported shipping discrepancies (includes reports generated by the Retail Management System)			
-14	Store return authorizations (includes correspondence)	1y	nil	DE
	1y = The one-year retention period is a rolling year (i.e., one full year of store return authorizations are retained).			
	NOTE: These records document permission given to government liquor stores to return surplus products to the distribution centres.			

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A SA FD

92000 LIQUOR PRODUCTS - DISTRIBUTION (continued)

- 15 Warehouse management data
 (electronic records)
 (currently on RB system)

OPR = Vancouver and Kamloops distribution centres

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OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

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A SA FD

93000 LIQUOR PRODUCTS - MARKETING

Records relating to the marketing of beverage alcohol products in government liquor stores in accordance with branch standards, guidelines, and social responsibility initiatives.

This involves reviewing and approving supplier/agent applications for monthly in-store promotions, compiling the information on the Image Database, producing monthly promotions packages, reviewing and approving product labels and packaging, developing and supporting social responsibility initiatives that encourage responsible use of alcohol, and coordinating marketing materials for special events.

Record types include correspondence, applications, reports, and publications.

For advertising contracts, see ARCS secondary 1070-20.

For advertising invoices, see ARCS secondary 925-20 maintained by Finance.

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

For publication development, see ARCS secondary 312-20.

For publications, see primary 80000.

For web sites, see primary 80000.

Unless otherwise specified below, the LDB OPR (Marketing) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures (includes <i>Promotions Program Manual</i>)	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Marketing reports		SO	nil	DE

NOTE: This secondary covers a collection of marketing reports created by the Crystal Reports reporting tool from information extracted from the product promotion data classified under secondary -06. They comprise a range of reports for the use of marketing and purchasing staff, area managers, and agents/suppliers.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
93000	<u>LIQUOR PRODUCTS - MARKETING</u> (continued)			
	Examples include Display Application Sales reports, Display Effectiveness reports, Rolling Twelve Months Approved Display Promotions reports, Shelf Talker Approval Summary reports, Buyer's Confidential Advice reports, Area Manager's Monthly reports, Agent Image reports, and Agent All-Onpack Approval reports.			
	If used to support an action or decision, copies of these reports will also be filed under appropriate secondaries within this ORCS or in ARCS.			
-03	Monthly image program packages (arrange chronologically)	CY+2y	nil	DE
	NOTE: The packages list the promotions taking place in government liquor stores for a particular monthly promotions period and specify the types of promotional material the stores will receive, including their in-store display locations.			
	NOTE: The packages are currently created by the Crystal Reports reporting tool from information extracted from the product promotion data classified under secondary -06. They include Manager Summary reports, On-Pack Approval reports, Display reports, Location Sheets, and Supplemental Display Materials reports.			
-04	Product label and packaging review files (arrange chronologically)	SO+3y	2y	DE
	SO = when declined; or if approved, when product is delisted			
	5y = The five-year retention period provides sufficient time for consultation.			
	NOTE: This secondary covers questionable labels and photographs of packaging submitted for approval by suppliers or their agents. This material is reviewed for compliance with the federal government's food labelling and advertising guidelines, which are reproduced in the <i>Promotions Program Manual</i> classified under secondary -00.			
	(continued on next page)			

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
93000	<u>LIQUOR PRODUCTS - MARKETING</u> (continued)			
-05	Product promotion data (electronic records) (currently on the Image Database)	CY+2y	nil	DE
-06	Social responsibility files	CY+2y	nil	DE
	NOTE: This secondary covers activities (including relevant committee work) designed to promote public safety and the responsible use of alcohol (e.g., safe ride home programs). Posters, pamphlets, and other published material resulting from these activities are classified under primary 80000.			
-07	Special event marketing files (arrange by event date)	SO+1y	nil	DE
	SO = when replaced by next year's event or when the event is unlikely to be held again			
	NOTE: This secondary covers marketing activities for special events (e.g., wine festivals and small events hosted by government liquor stores [e.g., food pairings]). Posters, brochures, price lists, and other published material are classified under primary 80000.			
-20	Product promotion application files (arrange chronologically by promotion period, then by in-store display location)	SO	2y	DE
	SO = when application is approved or declined and upon expiry of promotion period and promotion agreement, and when no longer required for reference purposes			
	NOTE: This secondary covers applications from suppliers or their agents for the promotion of their products in government liquor stores, and includes decision letters and agreements. Promotions may encompass shelf talkers, backer cards, danglers, mail-in contest entry forms, drink recipe booklets, value-added items, and store tastings. Promotions are approved and arranged			

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A SA FD

93000 LIQUOR PRODUCTS - MARKETING (continued)

several months in advance of the actual monthly promotion period.

DE = Records covered by secondaries -01 to -20 can be destroyed upon authorization of the Records Officer because the marketing function is adequately documented in customer periodicals, social responsibility publications, and the LDB internet web site, all of which will be retained under primary 80000; and also in the *Promotions Program Manual* which will be retained under 93000-00.

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93500 LIQUOR PRODUCTS - PLACEMENT AND LAYOUT

Records relating to merchandise layout and product placement plans for government liquor stores.

This involves using computer-aided design (CAD) software to create liquor category layouts, as well as diagram drawing software to design shelf positions and product allocations (i.e., planograms).

This primary also covers the development of new approaches to displaying merchandise, including pilot projects that develop and test the sales implications of new layouts and displays.

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

Unless otherwise specified below, the Liquor Distribution Branch OPR (Retail Space Planning) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Liquor store planograms (electronic records) (currently on Spaceman)		CY+2y	nil	DE

3y = After three years a planogram will be out-of-date and have negligible reference value.

NOTE: Since planograms are created and retained on a simple system (currently Spaceman, a commercial space planning software application), an information system overview has not been created.

-20	Liquor store product placement files (includes CAD drawings and reports) (arrange by store number)		SO	nil	DE
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SO = when updated and no longer required for reference purposes

(continued on next page)

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93500 LIQUOR PRODUCTS - PLACEMENT AND LAYOUT (continued)

NOTE: The as-built product placement drawings are maintained by the Real Estate Department under secondary 9200-04 of the *Liquor Distribution ARCS Supplement (LDAS)*.

-30 Merchandise display and layout project files (arrange by project) SO 2y DE

SO = upon completion or cancellation of project, and when no longer required for reference purposes

2y = The two-year semi-active retention period ensures these records are no longer required.

NOTE: This secondary includes pilot projects to test new layouts and displays, as well as projects undertaken with manufacturers to design and test fixtures for displaying merchandise (e.g., beer corral designs with domestic breweries).

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
94000	<u>LIQUOR PRODUCTS - PURCHASING</u>				
	Records relating to authorizing the purchase of all liquor products for the Province of BC.				
	This primary covers agreements with agents of foreign suppliers; product registration and listing applications submitted by suppliers or their agents; supplier/agent purchase requests and branch issued purchase orders; wine futures orders; the authorization of special exemptions for approved charitable fundraising events; and the cancellation of special orders. Completed special orders are classified under primary 91000.				
	Record types include correspondence, purchase orders, agreements, and other types of records as indicated under relevant secondaries.				
	For completed special orders and special event orders, see primary 91000.				
	For the licensing of agents, see the records of the Liquor Control and Licensing Branch.				
	For the Purchasing System Information System Overview (ISO), see the ISO section.				
	For the Vendor Website ISO, see the ISO section.				
	Unless otherwise specified below, the Liquor Distribution Branch OPR (Purchasing) will retain these records for:	FY+1y	nil	DE	
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-00	Policy and procedures (includes <i>Listing and Marketing Policy Manual</i>)	- OPR - <u>non-OPR</u>	SO <u>SO</u>	nil <u>nil</u>	SR <u>DE</u>
-01	General				
-02	Agent/supplier product activity reports (electronic records)		SO	nil	DE
	SO = upon the expiry of 100 days				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
94000	<u>LIQUOR PRODUCTS - PURCHASING</u> (continued)			
	NOTE: These reports are created by the Crystal Reports reporting tool from data extracted from the AS/400 Distribution Application and the Purchasing System. They are available to suppliers or their agents upon request through the Vendor Website.			
	-03 Agent/supplier purchase order requests (arrange by purchase order number)			
	-04 Agent/supplier purchase order terms and conditions	SO	nil	DE
	SO = when replaced by new terms and conditions			
	NOTE: This secondary covers purchase order terms and conditions agreed to by suppliers or their agents when they register their products with the Province.			
	-05 Beverage alcohol buyers' guide	1w	nil	DE
	NOTE: This secondary covers daily reports generated by the Purchasing System to assist program staff with product replenishment decisions.			
VR	-06 Beverage alcohol purchase orders (electronic records) (currently on the Purchasing System) (includes purchase orders, release purchase orders, and excise purchase orders)	SO+2y	nil	DE
	SO = when all products covered by a particular purchase order are received into the government's liquor distribution centres and final payment is made			
	2y = The two-year retention period provides sufficient time for review and consultation.			

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A SA FD

94000 LIQUOR PRODUCTS - PURCHASING (continued)

NOTE: Purchase orders are created in response to supplier/agent purchase requests classified under secondary -03. Purchase orders authorize suppliers/agents to import and warehouse their liquor products. Release and excise purchase orders authorize the release of liquor products from agent/supplier customs bonded warehouses into the provincial government's liquor distribution centres.

Release purchase orders are used for beer and excise purchase orders for wine and spirits.

VR	-07	Beverage alcohol registration application records (electronic records) (currently on the Vendor Website)	SO+1y	nil	DE
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SO = when application is declined or cancelled (e.g., agent withdrew registration or failed to issue a purchase request within Liquor Distribution Branch [LDB] timelines) and inventory covered by the cancelled registration is zero

NOTE: Product registration is required before agents/suppliers may submit purchase requisitions for speculative or specialty listings or apply for the general listing of their products at government liquor stores (secondary -09).

Speculative listings (also known as restricted listings) are non-stocked products available only to wholesale customers (e.g., licensee retail stores, hotels, restaurants, and duty free stores). Specialty listings are available in selected government liquor stores at the sole discretion of LDB. Some result from LDB-issued invitations for quotations posted on the Vendor Website (e.g., holiday gift packs and wine in tetrapacs). The responses to the invitations for quotations are listing applications covered by secondary -09.

	-08	Listing and registration applications - paper originals	SO+1y	nil	DE
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SO = when keyed to the Vendor Website and application is declined or cancelled
(continued on next page)

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A SA FD

94000 LIQUOR PRODUCTS - PURCHASING (continued)

NOTE: These applications are received from new agents/suppliers who have not yet received their passwords to use the Vendor Website. Although the information from these original paper applications is entered by staff to the Vendor Website, they are retained as long as their electronic versions (covered by secondaries -07 and -09) because, as source documents signed by agents/suppliers, they may be required in the event of costing and listing disputes.

VR	-09	Listing application records (electronic records) (currently on the Vendor Website) (includes applications and decision letters)	SO+1y	nil	DE
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SO = when application is declined or cancelled (e.g., product delisted or no purchase order issued) and inventory covered by the listing application is zero

NOTE: This secondary covers listing applications and related listing decisions, including product tasting notes and other relevant comments.

NOTE: Paper copies of listing applications (which are generated from the Vendor Website for costing and pricing purposes) may be destroyed after 12 months if purchase orders have been pending for 12 months.

However, paper copies of listing applications for which purchase orders have been received are classified under secondary -10 provided they have been annotated with pricing information. This practice will be discontinued when the pricing annotations are entered to the relevant electronic listing application classified under this secondary.

-10	Listing applications with pricing annotations (also known as the "supplier files") (arrange by supplier code)	SO	1y	DE
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(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
94000	<u>LIQUOR PRODUCTS - PURCHASING</u> (continued)			
	SO = when application is declined or cancelled (e.g., product delisted or no purchase order issued) and inventory covered by the listing application is zero			
	NOTE: This file series will be discontinued when the pricing annotations on these listing applications are recorded on the electronic listing applications classified under secondary -09.			
-11	Special orders - cancelled (includes correspondence, special order request for price quotation forms, and special order information from freight forms)	SO+1y	nil	DE
	SO = when cancelled by customers or staff			
	NOTE: This secondary covers special orders cancelled by customers after they have received their price quotations, and special orders cancelled by staff because the orders are either not available from suppliers or do not qualify as special orders because the products are available in government liquor stores or soon will be.			
	NOTE: Completed special orders are classified under primary 91000.			
VR	-12 Wine futures files (includes correspondence, spreadsheets, proforma invoices, and purchase orders) (arrange by vintage year)	SO	2y	DE
	SO = when all products covered by a particular purchase order are received into the government's liquor distribution centres, final payment is made, and inventory of the products covered by the purchase order is zero			
	2y = The two-year retention period is consistent with the purchase orders classified under secondary -06.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
94000	<u>LIQUOR PRODUCTS - PURCHASING</u> (continued)				
	NOTE: This secondary covers the purchase of high-priced foreign wine (e.g., Bordeaux wine) while it is still in the barrel in order to guarantee the price and supply.				
VR	-20	Agent agreement files (arrange by agent/supplier number)	SO	7y	DE
		SO = upon termination of agreement or when notified by Liquor Control and Licensing Branch that the agent is no longer licensed			
		7y = The seven-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the <i>Limitation Act</i> (RSBC 1996, c. 266, s.3).			
	NOTE: This secondary covers suppliers or their agents who have entered into agreements with the branch pursuant to the Agent Stocking Program. The Agent Stocking Program provides the framework for permitting foreign suppliers or their agents to import, store, and sell liquor in British Columbia. In addition to signing agent stocking agreements, agents must submit letters of authorization from each of their suppliers for branch approval, as well as copies of their warehouse agreements. Once approved, agents may register their products with the branch (secondary -07).				
	NOTE: Legal counsel has advised that the semi-active retention period could be reduced to three years if an agreement closing practice was initiated requiring agents to sign "no outstanding issues letters". Those letters would be classified under a separate secondary and retained for seven years.				
	-30	Charitable fundraising event approval files (arrange by program)	SO	2y	DE
		SO = when decision is rendered, and when no longer required for reference purposes			

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
94000 <u>LIQUOR PRODUCTS - PURCHASING</u> (continued)			
-45 Listing/delisting decision review files (includes correspondence and decisions) (arrange by agent or supplier)	SO	2y	DE

SO = when final decision is rendered and inventory of product under review is zero, and when no longer required for reference purposes

2y = The two-year semi-active retention period ensures these records are no longer required.

DE = These files may be destroyed upon the approval of the Records Officer because the records do not add any significant information beyond the listing application evaluation criteria, which is described in the listing policies and procedures retained by the government archives under secondary -00.

NOTE: This secondary covers listing and delisting decisions reviewed by the program director and General Manager (GM). Agents/suppliers who are dissatisfied with a portfolio manager's listing or delisting decision may submit requests in writing to the program director for a review of the decision. If the agent/supplier remains dissatisfied, the review may be elevated to the GM for a final and binding decision.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
95000	<u>LIQUOR RETAILING - GENERAL</u>			
	Records relating to liquor retailing not shown elsewhere in this primary block.			
	Record types include correspondence, and other types of records as indicated under relevant secondaries.			
	Unless otherwise specified below, the Liquor Distribution Branch OPR (Store Operations) will retain these records for:	FY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	nil	SR
				- OPR
		<u>SO</u>	<u>nil</u>	<u>DE</u>
				- <u>non-OPR</u>
-01	General			
-20	Liquor retailing initiative/project files (includes correspondence, discussion papers, and reports) (arrange by initiative or project)	SO	10y	DE

OPR = General Manager's office

SO = when project is completed, closed, or cancelled, and when no longer required for reference purposes

10y = The 10-year retention period is consistent with the retention period in the special schedule for executive records (102906).

DE = These records may be destroyed upon the authority of the Records Officer because significant information from these files is captured in General Manager's briefing notes (secondary 80000-02) and in executive records covered by the Executive Records schedule, 102906.

NOTE: Examples of initiatives and projects addressed in these files are liquor retailing privatization and customer electronic ordering. Computer application development projects are classified under ARCS secondary 6450-20.

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A SA FD

95200 LIQUOR RETAILING - GOVERNMENT LIQUOR STORES

Records relating to the overall management of government liquor stores established under the *Liquor Distribution Act* (s.18).

This includes government liquor store sales and other transactions documented on daily batches and the Retail Management System (RMS), and wholesale customer orders created by the Central Order System (COS).

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

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

For the RMS ISO, see the ISO section.

For store imprest account signing authorities, see ARCS secondary 265-20 maintained by Store Operations.

For store imprest account verification and reconciliation, see ARCS primary 940 maintained by Finance.

For store janitorial contracts, see ARCS secondary 1080-20 maintained by Store Operations.

Unless otherwise specified below, the Liquor Distribution Branch OPR (Store Operations) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures (includes store operating manuals)	- OPR - <u>non-OPR</u>	SO <u>SO</u>	nil <u>nil</u>	SR <u>DE</u>
-01	General				
-02	Central licensee "Store 100" orders (electronic records) (currently on COS)		SO+3m	nil	DE

SO = when order sold and shipped, or when order cancelled

3m = The three-month retention period is consistent with the retention period for store orders classified under secondary -05.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
95200	<u>LIQUOR RETAILING - GOVERNMENT LIQUOR STORES</u> (continued)			
	NOTE: "Store 100" is the number assigned to and the commonly used name for the government liquor store that serves wholesale customers (e.g., bars and restaurants).			
	NOTE: COS can only create "Store 100" orders. It uses RMS for customer invoicing and payment. Store orders on COS are retained for six weeks from the date they are sold and shipped by checking RMS for the date. RMS retains Store 100 orders and corresponding invoice detail for 3 months.			
-03	Store contribution, expense, and variance reports (electronic records)	FY+4y	nil	DE
	5y = The five-year retention period provides a sufficient historical perspective for review and analysis.			
	NOTE: This secondary covers store contribution reports (SCRs), variance reports, and operating expense reports used by area managers and head office program staff to review and monitor the performance of government liquor stores and recommend corrective action.			
-04	Store daily batches	2y	nil	DE
	2y = The two-year retention period is a rolling two years (i.e., two full years of batches are retained).			
	The two-year retention period ensures that debit and credit card receipts will be retained for the 18-month retention period agreed to by the Province in its contract with the debit/credit card transaction service provider, and satisfies audit and loss prevention requirements for these records.			
	NOTE: These records are created and maintained by individual government liquor stores. They include bills of lading, credit card tear away slips with customers' signatures, debit card slips, customer refund receipts,			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
95200	<u>LIQUOR RETAILING - GOVERNMENT LIQUOR STORES</u> (continued)			
	customer sales tear away receipts and staged copies, bank deposit recap sheets, count sheets to balance safe and recycle returns, armoured car pick-up receipts, armoured car coin delivery invoices, coin order sheets, point of return (POR) detail tapes, POR recycle disposition crushed or shipped, special occasion licence applications and signed licences, inter-store transfers, transfer outs, transfer ins, transfer ins delivered by third party, BDL (Brewer's Distributor Limited) refill dispositions, BDL log and purchase orders, return to vendor, and signed copies of special orders)			
-05	Store transactions, orders, and inventory data (electronic records) (currently on RMS)	SO	nil	DE
	SO = when no longer required, not to exceed 400 days			
	NOTE: Store transaction, order, and inventory information are retained on the Data Warehouse (secondary 82000-02) for seven years for research and analysis purposes.			
-06	Wholesale customer third-party authorizations (includes credit card and delivery authorization forms)	SO+2y	nil	DE
	SO = upon expiry of authorization form			
	2y = The two-year retention period is consistent with the retention period for store daily batches.			
	NOTE: These records are created and maintained by individual government liquor stores. They include forms authorizing third parties to pick up orders at government liquor stores, as well as forms authorizing the use of a particular credit card to pay for orders.			

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

		<u>A</u>	<u>SA</u>	<u>FD</u>
95200	<u>LIQUOR RETAILING - GOVERNMENT LIQUOR STORES</u> (continued)			
-20	Government liquor store files (includes correspondence, photographs, and reports) (arrange by store number)	SO	2y	DE

SO = when store permanently closes and when no longer required for reference purposes

2y = The two-year retention period ensures that these records are no longer required.

NOTE: These records document significant government liquor store activities, issues, and concerns addressed by area managers and head office program staff (e.g., store closures and openings, store interior and exterior changes and improvements, and operating problems and performance).

A = Active
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FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

95500 LIQUOR RETAILING - PRIVATE RETAIL OUTLETS

Records relating to authorizing private liquor retail outlets to purchase, sell, and deliver liquor products in British Columbia.

This involves entering into agreements with private retail outlets (e.g., brewery, winery, and distillery stores, independent wine stores, and duty free stores), monitoring compliance with the terms of their agreements, resolving related problems and issues, and responding to private sector liquor retailing inquiries.

Record types include correspondence, lists, agreements, certificates of appointment, signed lease agreements, store plans and sketches, and relevant corporate documents, and other types of records as indicated under relevant secondaries.

For the appointment of rural agency stores, see primary 95700.
For brew pub and retail accounting centre (RAC) authorizations, see General Manager's Orders covered by the Executive Records Schedule 102906.

Unless otherwise specified below, the Liquor Distribution Branch OPR (Special Retail Programs) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Private retail outlet lists (paper and electronic records) (includes spreadsheets)		SO	nil	DE

DE = These lists can be destroyed upon authorization of the Records Officer because private retail outlets are documented on the LDB internet web site, which is selectively retained (secondary 80000-05).

NOTE: This secondary covers lists of Liquor Distribution Branch (LDB) authorized private retail outlets, their contact information, and assigned store numbers. It also covers contact lists for licensee retail stores (LRSs).

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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 standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
95500	<u>LIQUOR RETAILING - PRIVATE RETAIL OUTLETS</u> (continued)			
-03	Private sector liquor retailing inquiry files	SO	nil	DE
-20	Licensee Retail Store (LRS) authorization files (includes correspondence, signed authorization terms and conditions, signed delivery terms and conditions, audit reports, and copies of relevant licensing and compliance documentation received from the Liquor Control and Licensing Branch [e.g., applications, copies of first licences, contravention and disciplinary notices, name and location change notices, and ownership and/or shareholder transfer documents) (arrange by LRS licence number)	SO	3y	DE
	SO = upon cancellation of the authorization			
	3y = The three-year semi-active retention period provides sufficient time for consultation.			
	DE = These records can be destroyed upon authorization of the Records Officer because they are more comprehensively documented in records retained under the approved ORCS for the Liquor Control and Licensing Branch (schedule 111801).			
	NOTE: LRSs are private liquor stores licensed by the Liquor Control and Licensing Branch. However, since 1985 they have been required to sign authorization terms and conditions with LDB in order to purchase, sell, and deliver liquor products.			
-30	Private retail liquor store company files (arrange by company name)	SO	3y	FR
	SO = when the company ends its liquor retail business and closes all of its stores			
	3y = Legal counsel has advised that three years is sufficient.			

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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 standards approved by Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>	
95700	<u>LIQUOR RETAILING - RURAL AGENCY STORES</u>				
	Records relating to the appointment of rural agency stores (RAS) authorized to sell spirits, beer, wine, cider, and coolers under the <i>Liquor Distribution Act</i> (s.18).				
	The Liquor Distribution Branch (LDB) establishes rural agency stores in communities that are too small to warrant a government liquor store. Successful applicants must be suitable businesses (e.g., independently owned full service grocery general stores) that satisfy the RAS program criteria.				
	Record types include correspondence, forms, agreements, floor plans, and corporate documents.				
	Unless otherwise specified below, the LDB OPR (Store Operations) will retain these records for:	FY+1y	nil	DE	
	Except where <u>non-OPR retention periods</u> are identified below, all other offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-00	Policy and procedures (includes RAS program criteria and information package)	- OPR - <u>non-OPR</u>	SO <u>SO</u>	nil <u>nil</u>	SR <u>DE</u>
-01	General				
-20	Rural agency store files - approved applications (arrange by store number)		SO	3y	DE
	SO = upon termination or expiry of appointment				
	3y = Legal counsel has advised that three years is sufficient because the likelihood of legal action is remote.				
	NOTE: These files contain application forms, personal history forms, business reference forms, letters from First Nations bands and police departments confirming they have no objections to the appointments, letters from the local municipality or regional district confirming that the applicant's designated premises are in compliance with all local zoning by-laws, floor plans for premises showing the separate area for liquor sales, business				

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
95700	<u>LIQUOR RETAILING - RURAL AGENCY STORES</u> (continued)			
	incorporation documents and recent corporate filings if applicable, signed authorization terms and conditions, signed authorizations to sell to licensees, and correspondence related to the terms and conditions and/or operation of the store.			
-30	Rural agency store files - declined applications (arrange by location)	SO	5y	DE
	SO = when further inquiries or submissions are no longer anticipated from the applicant			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

98000 LIQUOR WHOLESALE BUSINESS MANAGEMENT

Records relating to overseeing and managing the Liquor Distribution Branch's (LDB) wholesale business. This includes cultivating effective working relationships with wholesale customers (e.g., licensee retail stores, independent wine stores, hotels, restaurants, pubs, and bars) and industry organizations (e.g., Alliance of Beverage Licensees [ABLE]), reviewing and analyzing wholesale service levels and performance, and undertaking projects to improve customer relations, service levels, and business processes.

Record types include correspondence, reports, and discussion papers.

For computer application development projects, see ARCS secondary 6450-20.

For publications, see secondary 93000-02.

Unless otherwise specified below, the LDB OPR (Wholesale Business) will retain these records for:

FY+1y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	nil	SR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Wholesale business activity and performance review		FY+2y	2y	DE

5y = The five-year retention period provides sufficient information for consultation and analysis.

NOTE: This secondary includes the review and analysis of wholesale customer ordering activity, as well as the service levels and performance of Central Licensee Stores 100 and 231 and other government liquor stores serving wholesale customers.

-20	Wholesale business project files (arrange by project)		SO	2y	DE
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SO = when project is completed, closed, or cancelled, and when no longer required for reference purposes
(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
98000	<u>LIQUOR WHOLESALE BUSINESS MANAGEMENT</u> (continued)			
	2y = The two-year semi-active retention period ensures these records are no longer required.			
	DE = These records may be destroyed upon the authority of the Records Officer because significant information from these files is captured in LDB briefing notes and in executive records covered by the Executive Records schedule, 102906.			
	NOTE: Examples of projects addressed in these files are the design of customer information sessions and handbooks explaining the ordering process. Computer application development projects are classified under ARCS secondary 6450-20.			
-30	Wholesale customer/industry relations files (arrange by customer or organization)	SO	2y	DE
	SO = upon resolution of problem or issue or when information or feedback is provided, and when no longer required for reference purposes			
	DE = These records can be destroyed upon the authority of the Records Officer because significant information from these files is captured in General Manager's briefing notes and in executive records covered by the Executive Records schedule, 102906.			
	NOTE: These records document the day-to-day relationship with wholesale customers and industry organizations, including the resolution of problems and issues.			

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW SECTION

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Distribution Department

System Title

AS/400 Distribution Application

Purpose

The purpose of the AS/400 Distribution Application is to maintain an inventory of liquor products in government distribution centres, as well as to process government liquor store orders and track the receipt of liquor products into and out of the distribution centres.

Information Content

The AS/400 Distribution Application contains store orders, copies of purchase orders, product information, quantities requested and available, product receipt dates, inventory adjustment and receipt transactions, and government liquor store shipping schedules.

Inputs, Processes, and Outputs

Inputs

AS/400 Distribution Application inputs consist of store orders received from the Retail Management System (RMS), order picking requests from the Central Order System (COS), product information transmitted by the Product Database, copies of purchase orders transmitted by the Purchasing System, and receiving, shipping, and inventory information received from the Radio Beacon (RB) Warehouse Management System.

Processes

The AS/400 Distribution Application receives and validates orders, and interfaces with RMS, COS, the Product Database, RB, and Purchasing System to maintain an inventory of liquor products and to track the movement of liquor products into and out of the distribution centres. It also transmits information to the LDB Data Warehouse and Excise Reporting System.

Outputs

AS/400 Distribution Application outputs consist of reports and loads to RB, COS, the LDB Data Warehouse, Purchasing System, and Excise Reporting System.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
92000-06	Liquor product inventory data
92000-12	Store liquor orders for distribution

Inputs

Secondary No.	Secondary Title
90000-02	Liquor product data
92000-15	Warehouse management data
94000-06	Beverage alcohol purchase orders
95200-02	Central licensee Store 100 orders
95200-05	Store transactions, orders, and inventory data

Outputs

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data
91500-05	Import wine and import/domestic spirits excise data
92000-07	Liquor product inventory reports
92000-15	Warehouse management data
94000-02	Agent/supplier product activity reports
94000-06	Beverage alcohol purchase orders
95200-02	Central licensee Store 100 orders

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the COS Information System Overview (ISO), see the ISO section.
- For the Excise Reporting System ISO, see the ISO section.
- For the LDB Data Warehouse ISO, see the ISO section.
- For the Product Database ISO, see the ISO section.
- For the Purchasing System ISO, see the ISO section.
- For the RB ISO, see the ISO section.
- For the RMS ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Kamloops Distribution Centre

System Title

AS/400 Unit Load Application

Purpose

The purpose of the AS/400 Unit Load Application is to manage pallets owned by the Kamloops Distribution Centre (i.e., Canadian Pallet Council [CPC] pallets).

Information Content

The AS/400 Unit Load Application contains CPC pallet movement and supply information.

Inputs, Processes, and Outputs

Inputs

The AS/400 Unit Load Application inputs consist of information keyed from pallet return bills of lading.

Processes

The AS/400 Unit Load Application manipulates the input records to track the Kamloops Distribution Centre's CPC pallet inventory.

Outputs

Unit Load outputs consist of reports.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.
92000-08

Secondary Title
Pallet control records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Inputs

Secondary No.	Secondary Title
92000-08	Pallet control records

Outputs

Secondary No.	Secondary Title
92000-08	Pallet control records

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Store Operations

System Title

Central Order System (COS)

Purpose

The purpose of COS is to create Store 100 orders received from licensee retail stores and other wholesale customers (e.g., restaurants, bars, and duty free shops).

Information Content

COS contains order information such as customer names and numbers, product and quantities requested, universal product codes (UPCs), stock keeping units (SKUs), pick up dates, and prices.

Inputs, Processes, and Outputs

Inputs

COS inputs consist of orders entered by staff from information received from wholesale customers by telephone and facsimile transmission.

Processes

COS interfaces with the AS/400 Distribution Application for its inventory allocation, inventory adjustment, and order picking, and the Retail Management System (RMS) for customer invoicing and payment. COS also transmits licensee sales information to the Sales Data Collection (SDC) system.

Outputs

COS outputs consist of transmissions to the AS/400 Distribution Application, RMS, and SDC.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Electronic Records

Secondary No.	Secondary Title
95200-02	Central licensee Store 100 orders

Outputs

Secondary No.	Secondary Title
92000-06	Liquor product inventory data
92000-12	Store liquor orders for distribution
95200-05	Store transactions, orders, and inventory data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the RMS ISO, see the ISO section.
- For the SDC ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Costing and Pricing

System Title

Costing and Pricing System (CAPS)

Purpose

The purpose of CAPS is to establish the purchase and display price of liquor products and accessories (e.g., bottle openers) sold in government liquor stores, as well as the price of duty free liquor products.

Information Content

CAPS contains product names and codes, supplier/agent names and numbers, countries of origin and export, and product prices and cost components (e.g., suppliers' prices, prices in country of origin, cost per selling unit, sales taxes, excise duties, mark-up, and discounts).

Inputs, Processes, and Outputs

Inputs

CAPS inputs consist of information entered by staff from listing applications and price change request forms.

Processes

CAPS manipulates the input data to calculate product purchase and display prices.

Outputs

CAPS outputs consist of reports and the transmission of pricing information to the LDB Data Warehouse, Image Database, Product Database, Purchasing System, and Retail Management System (RMS).

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Electronic Records

Secondary No.	Secondary Title
91000-02	Liquor costing and pricing data

Inputs

Secondary No.	Secondary Title
91000-03	Liquor costing and pricing files
94000-10	Listing applications with pricing annotations

Outputs

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data
90000-02	Liquor product data
91000-03	Liquor costing and pricing files
93000-05	Product promotion data
94000-06	Beverage alcohol purchase orders
95200-05	Store transactions, orders, and inventory data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the Image Database Information System Overview (ISO), see the ISO section.
- For the LDB Data Warehouse ISO, see the ISO section.
- For the Product Database ISO, see the ISO section.
- For the Purchasing System ISO, see the ISO section.
- For the RMS ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Customs and Excise

System Title

Customs Consolidated Reporting System (CCRS)

Purpose

The purpose of CCRS is to consolidate, calculate, and report customs and excise duties and taxes on imported beer.

Information Content

CCRS contains import beer product information, purchase order and release purchase order information, and shipment information on imported beer issued from the distribution centres to government liquor stores.

Inputs, Processes, and Outputs

Inputs

CCRS inputs consist of import beer shipment information from the AS/400 Distribution Application and customs and excise foundation information from the Liquor Import (LI) Processing System.

Processes

CCRS gathers import beer customs and excise foundation data from the LI System and receives daily import beer shipment transactions from the AS/400 Distribution Application in order to calculate customs and excise duties and taxes for the consolidated reports.

Outputs

CCRS outputs consist of consolidated reports.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Electronic Records

Secondary No.	Secondary Title
91500-04	Import beer customs/excise calculation/reporting data

Inputs

Secondary No.	Secondary Title
91500-03	Customs and excise foundation data
92000-06	Liquor product inventory data

Outputs

Secondary No.	Secondary Title
91500-05	Import beer customs/excise consolidated reports

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the LI System ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Customs and Excise

System Title

Excise Reporting System

Purpose

The purpose of the Excise Reporting System is to calculate and report unpaid excise duties and taxes on imported wine and domestic and imported spirits issued from LDB distribution centres.

Information Content

The Excise Reporting System contains distribution centre wine and spirit shipment transactions (e.g., product and purchase order information, dates of shipment, product quantity and alcohol percentage, and duty payable).

Inputs, Processes, and Outputs

Inputs

The Excise Reporting System inputs consist of period end files copied from the AS/400 Distribution Application at the end of every financial accounting period.

Processes

The Excise Reporting System processes the input information to calculate the duty payable and to create reports.

Outputs

The Excise Reporting System outputs consist of reports.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Electronic Records

Secondary No.	Secondary Title
91500-06	Import wine and import/domestic spirits excise data

Inputs

Secondary No.	Secondary Title
92000-06	Liquor product inventory data

Outputs

Secondary No.	Secondary Title
91500-07	Import wine and import/domestic spirits excise reporting

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Marketing Department

System Title

Image Database

Purpose

The purpose of the Image Database is to track and monitor beverage alcohol promotions selected for specific promotion periods and provide promotions information to LDB staff, government liquor stores, and suppliers or their agents.

Information Content

The Image Database contains the names of products, promotion themes, names of suppliers or agents, types of promotional materials and activities (e.g., shelf talkers, danglers, on-packs, store tastings, limited time offers, and contests), in-store display locations, the receipt and distribution status of promotional materials, and names of government liquor stores participating in various promotions.

Inputs, Processes, and Outputs

Inputs

Image Database inputs consist of information keyed by staff from applications received for each promotion period, product information transmitted by the Product Database, and product price information transmitted by the Costing and Pricing System (CAPS).

Processes

The Image Database consolidates the input data, prints approval and denial letters, and downloads information to desktop applications for the creation of reports.

Outputs

Image Database outputs consist of approval and denial letters and reporting information.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
93000-05	Product promotion data

Inputs

Secondary No.	Secondary Title
90000-02	Liquor product data
91000-02	Liquor costing and pricing data
93000-20	Product promotion application files

Outputs

Secondary No.	Secondary Title
93000-02	Marketing reports
93000-03	Monthly image program packages
93000-20	Product promotion application files

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Information Services

System Title

LDB Data Warehouse

Purpose

The purpose of the LDB Data Warehouse is to enable in-depth statistical analysis and management reporting.

Information Content

The LDB Data Warehouse contains sales data from government liquor stores, breweries, estate wineries, and rural agency stores; order and inventory data from government liquor stores, distribution centres, and agents' warehouses; product and pricing information; licensee information; and liquor store and distribution centre employee time and attendance information.

Inputs, Processes, and Outputs

Inputs

LDB Data Warehouse inputs consist of extracts from the Retail Management System (RMS), AS/400 Distribution Application, Costing and Pricing System (CAPS), Product Database, Sales Data Collection (SDC) system, Personnel Payroll Integrated Information Management System (PPIIMS), licensee files from Liquor Control and Licensing Branch, and inventory files from agents' warehouses.

Processes

The LDB Data Warehouse extracts and integrates the input data to build a single, unified view of the performance of liquor retail and distribution activities in British Columbia.

Outputs

The LDB Data Warehouse outputs consist of predefined and ad hoc reports, which are classified under appropriate secondaries within this *ORCS* or in *ARCS*.

Technical Maintenance

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

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

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

Classification

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data

Inputs

Secondary No.	Secondary Title
LDAS 1980-30	Employee time and leave data
82000-03	Liquor data collection and reconciliation records
90000-02	Liquor product data
91000-02	Liquor costing and pricing data
92000-06	Liquor product inventory data
95200-05	Store transactions, orders, and inventory data

Outputs

Secondary No.	Secondary Title
84000-04	Liquor sales information on storage media
84000-05	Quarterly Market Review
84000-20	Liquor market information request files
95200-03	Store contribution, expense, and variance reports
95000-20	Liquor retailing initiative/project files
95200-20	GLS files
98000-20	Wholesale business activity and performance review

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the CAPS ISO, see the ISO section.
- For the Product Database ISO, see the ISO section.
- For the RMS ISO, see the ISO section.
- For the PPIIMS ISO, see the *Liquor Distribution ARCS Supplement (LDAS)*.
- For the SDC ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Liquor Distribution Branch (LDB)

Web Site Title and URL

LDB Internet Web Site <http://www.bcliquorstores.com/en>

Purpose

The purpose of the web site is to provide information about the Liquor Distribution Branch and its stores, products, and services.

Information Content

The web site contains general information about liquor distribution programs and services, including special occasion licences, special orders, social responsibility initiatives, and employment opportunities. It contains publications, media releases, lists of licensee retail stores and rural agency stores, a link to the Vendor Website, and an online product search and store locator.

Web Site Features

The web site features an interactive product search and store locator, which consists of a file extracted and refreshed daily from the Product Database. It includes maps of government liquor store locations generated by an online map service (MapQuest).

Classification and Scheduling

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

Web Site

Secondary No.	Secondary Title
80000-05	LDB internet web site

Records on the web site

Secondary No.	Secondary Title
80000-08	LDB publications - annual reports
80000-10	LDB publications - customer periodicals
80000-11	LDB publications - social responsibility
80000-12	LDB publications - all other
80000-20	Beverage container stewardship project files
90000-02	Liquor product data
91000-05	Special event order files
91000-06	Special order files
95000-00	Liquor Retailing - Government Liquor Stores - Policy and procedures
95200-04	Store daily batches

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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95500-02	Private retail outlet lists
95700-20	Rural agency store files - approved applications

Other Related Records

- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the web site, see ARCS section 6 and other relevant primaries.
- For the Purchasing Database Information System Overview (ISO), see the ISO section.
- For the Vendor Website ISO for a Website, see the ISO section.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Customs and Excise

System Title

Liquor Import (LI) Processing System

Purpose

The purpose of the LI System is to consolidate liquor import shipment information for customs and excise reporting.

Information Content

The LI System contains shipment information about imported beer, wine, and spirits (e.g., product and purchase order information and Canada Customs Invoice [CCI] and warehouse receipt information received from agents).

Inputs, Processes, and Outputs

Inputs

LI System inputs consist of product information from the Product Database, purchase order (including release and excise purchase order) information from the Purchasing System, and information keyed by staff from customs documentation received from import agents and customs bonded warehouses.

Processes

The LI System interfaces with the Product Database and Purchasing System for product, purchasing, and warehouse release information; stores foundation customs and excise information; and transmits release and excise purchase orders to agents' warehouses via Electronic Data Interchange (EDI).

Outputs

LI System outputs consist of CCIs (when LDB is the agent for the product) and EDI transmissions.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Electronic Records

Secondary No.	Secondary Title
91500-03	Customs and excise foundation data

Inputs

Secondary No.	Secondary Title
90000-02	Liquor product data
91500-08	Import wine and spirits customs files
94000-06	Beverage alcohol purchase orders

Outputs

Secondary No.	Secondary Title
91500-08	Import wine and spirits customs files

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Customs and Excise

System Title

MSR Special Clearance

Purpose

The purpose of MSR Special Clearance is to calculate customs duties and create B3 customs accounting documents for imported liquor products that require special customs clearance.

Information Content

MSR Special Clearance contains product names, names and contact information of purchasers or their agents, product country of origin and export, dates of shipment, product quantity and weight, alcohol percentage, currency of settlement, selling prices, transportation charges, duties, taxes, and administration fees.

Inputs, Processes, and Outputs

Inputs

MSR Special Clearance inputs consist of information keyed by staff from customs documentation received from purchasers or their agents, and customs releases, error notices, and duty and tax bills received from Canada Customs (currently known as the Canada Border Services Agency) via Customs Automated Data Exchange (CADEX, the federal government's Electronic Data Interchange system).

Processes

MSR Special Clearance calculates customs duties and taxes, files B3s via CADEX to Canada Customs, and receives customs releases, error notices, and duty and tax bills from Canada Customs via CADEX.

Outputs

MSR Special Clearance outputs consist of B3s and CADEX transmissions.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
91500-11	Special clearance customs data

Inputs

Secondary No.	Secondary Title
91500-12	Special clearance customs files

Outputs

Secondary No.	Secondary Title
91500-12	Special clearance customs files

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Customs and Excise

System Title

MSR Visual Importer

Purpose

The purpose of MSR Visual Importer is to create customs reporting information for imported wine and spirits.

Information Content

MSR Visual Importer contains Canada Customs Invoice (CCI) information (e.g., product and purchase order information, exporter, supplier/agent, and warehouse names and contact information, product countries of origin and export, dates of shipments, product quantity and weight, alcohol percentage, currency of settlements, selling prices, transportation charges, duties, taxes, and administration fees).

Inputs, Processes, and Outputs

Inputs

MSR Visual Importer inputs consist of customs information from the Liquor Import (LI) Processing System and customs releases, error notices, and duty and tax bills from Canada Customs (currently known as the Canada Border Services Agency) via its Electronic Data Interchange (EDI) systems: Customs Automated Data Exchange (CADEX) and Accelerated Commercial Release Operational Support (ACROSS).

Processes

MSR Visual Importer gathers wine and spirits customs information from the LI System and interfaces with ACROSS to obtain customs releases. It interfaces with CADEX to file B3 customs accounting documents, receive and correct customs reporting errors, and receive duty and tax bills.

Outputs

MSR Visual Importer outputs consist of B3s and ACROSS and CADEX transmissions.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
91500-09	Import wine and spirits customs reporting data

Inputs

Secondary No.	Secondary Title
91500-03	Customs and excise foundation data

Outputs

Secondary No.	Secondary Title
91500-08	Import wine and spirits customs files

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Purchasing Department

System Title

Product Database

Purpose

The purpose of the Product Database is to serve as a repository of all beverage alcohol products registered and listed for sale in British Columbia, as well as product accessories (e.g., corkscrews and decanters) and non-liquor products (e.g., ice, paper and plastic bags, and books) carried for government liquor stores.

Information Content

The Product Database contains the catalogue and brand names of beverage alcohol products, types of accessories and non-liquor products, names of suppliers and their agents, listing type (e.g., pending, general, conditional, specialty, speculative, duty free), listing status (e.g., pending, active, pending delisting, and delisted), vintage year, alcohol content, base ingredients (e.g., grain types, grape varieties, and flavourings), countries of origin, localities, bottling points, shelf life, stock keeping unit (SKU) codes, universal product codes (UPC), shipping container codes (SCC), prices, and comments.

Inputs, Processes, and Outputs

Inputs

The Product Database inputs consist of new product information loaded from the Vendor Website, costing information from the Costing and Pricing System (CAPS), and manual edits and corrections.

Processes

The Product Database transmits product information to the Retail Management System (RMS), Purchasing System, AS/400 Distribution Application, Image Database, CAPS, Liquor Import (LI) Processing System, Vendor Website, and LDB Data Warehouse.

Outputs

The Product Database outputs consist of the transmission of product information to various branch databases.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
90000-02	Liquor product data

Inputs

Secondary No.	Secondary Title
91000-02	Liquor costing and pricing data
94000-07	Beverage alcohol registration application records
94000-09	Listing application records

Outputs

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data
91000-02	Liquor costing and pricing data
91500-03	Customs and excise foundation data
92000-06	Liquor product inventory data
93000-05	Product promotion data
94000-06	Beverage alcohol purchase orders
94000-07	Beverage alcohol registration application records
94000-09	Listing application records
95200-05	Store transactions, orders, and inventory data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the CAPS ISO, see the ISO section.
- For Image Database ISO, see the ISO section.
- For the LDB Data Warehouse ISO, see the ISO section.
- For the LI System ISO, see the ISO section.
- For the Purchasing System ISO, see the ISO section.
- For the RMS ISO, see the ISO section.
- For the Vendor Website ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Purchasing Department

System Title

Purchasing System (Purchasing)

Purpose

The purpose of the Purchasing System is to create purchase orders, excise purchase orders, and release purchase orders for listed, speculative, and specialty liquor products.

Information Content

The Purchasing System contains purchase order numbers, product names and unit descriptions, supplier/agent names and numbers, shipping instructions, payment terms, quantities, unit prices, shipping container codes (SCC), and comments.

Inputs, Processes, and Outputs

Inputs

Purchasing System inputs consist of information keyed by staff from purchase requisitions received from suppliers or their agents, product information loaded from the Product Database, inventory information from the AS/400 Distribution Application, pricing information from the Costing and Pricing System (CAPS), and agents' inventories received from agents' warehouses by file transfer protocol (FTP).

Processes

The Purchasing System manipulates the input data to produce purchase orders and to transmit relevant purchase order information to the AS/400 Distribution Application and the Liquor Import (LI) Processing System.

Outputs

Purchasing System outputs consist of purchase orders, release purchase orders, excise purchase orders, daily buyers' guides, and reports.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Electronic Records

Secondary No.	Secondary Title
94000-06	Beverage alcohol purchase orders

Inputs

Secondary No.	Secondary Title
90000-02	Liquor product data
91000-02	Liquor costing and pricing data
92000-06	Liquor product inventory data
94000-03	Agent/supplier purchase order requests

Outputs

Secondary No.	Secondary Title
94000-02	Agent/supplier product activity reports
94000-05	Beverage alcohol buyers' guide
94000-06	Beverage alcohol purchase orders
94000-12	Wine futures files

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the CAPS ISO, see the ISO section.
- For the LI System ISO, see the ISO section.
- For the Product Database ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Distribution Department

System Title

Radio Beacon (RB) Warehouse Management System

Purpose

The purpose of RB is to manage the receiving, order picking (i.e., assembly), shipping and inventory control of liquor and liquor products in the Vancouver and Kamloops distribution centres.

Information Content

RB contains information downloaded from the AS/400 Distribution Application (e.g., product information, quantities requested, product receipt dates, inventory adjustment and receipt transactions, and government liquor store shipping schedules), as well as distribution centre storage locations, layouts, and available vacant floor space; order picking priorities and locations; pallets received, sorted, and returned; and names of employees assigned to specific distribution centre activities and the dates and times of the completion of their assigned tasks.

Inputs, Processes, and Outputs

Inputs

RB inputs consist of information scanned from carton barcodes (i.e., shipping container codes [SCC]), information from bills of lading keyed by staff, scanned stock inventory counts, and loads from the AS/400 Distribution Application.

Processes

RB tracks warehouse activities and product movement into, out of, and within the distribution centres, prioritizes ordering picking, and prints pick tickets, warehouse location labels, and shipping labels and reports.

Outputs

RB outputs consist of warehouse location labels, pick tickets, shipping labels and reports, and packing slips (all of which are attached to the relevant cartons), and warehouse inventory transmissions to the AS/400 Distribution Application.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
92000-15	Warehouse management data

Inputs

Secondary No.	Secondary Title
92000-02	Distribution centre daily batches - exceptions
92000-03	Distribution centre daily batches - no exceptions
92000-06	Liquor product inventory data

Outputs

Secondary No.	Secondary Title
92000-06	Liquor product inventory data
92000-07	Liquor product inventory reports

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Store Operations

System Title

Retail Management System (RMS)

Purpose

The purpose of RMS is to track and process government liquor store transactions and manage government liquor store inventories.

Information Content

RMS contains information on every transaction conducted in a particular liquor store (e.g., product sales, store orders, kiosk sales, issuance of special occasion licences, product and empty bottle returns, product transfers between stores, and inventory counts and stock adjustments), as well as supplementary information required to conduct transactions (e.g., product names, countries of origin, prices, and quantities on hand, on order, and committed; wine sweetness codes; foreign currency rates; acceptable tender; recycle and chill charges; customer [e.g., licensee retail store] names and numbers; universal product codes [UPCs]; stock keeping units [SKUs]; and product shelf locations).

Inputs, Processes, and Outputs

Inputs

RMS inputs consist of information entered through individual government store systems (sales and other transactions and inventory counts and adjustments) and information loaded to the head office system (product price lists, price changes and new product information from the Costing and Pricing System [CAPS] and Product Database and debit/credit card transaction files from the debit/credit card transaction service provider via Provincial Treasury, Banking and Cash Management Branch). It also contains Store 100 orders transmitted by the Central Order System (COS).

Processes

Each store system interfaces with the debit/credit card transaction service provider's computer system and transmits transactions, inventories and orders to the head office system. The head office system receives debit/credit card transaction files from Provincial Treasury and transmits store orders to the AS/400 Distribution Application, store transaction and inventory information to the LDB Data Warehouse, and product price lists, price changes, and new product information to the store systems.

Outputs

Store system outputs consist of transaction receipts, reports, and special occasion licences (all of which are classified in the store daily batches) and orders, transactions, and inventory information transmitted to the head office system for transmission to the AS/400 Distribution Application and LDB Data Warehouse.

Technical Maintenance

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
95200-05	Store transactions, orders, and inventory data

Inputs

Secondary No.	Secondary Title
90000-02	Liquor product data
91000-02	Liquor costing and pricing data
95200-02	Central licensee Store 100 orders

Outputs

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data
92000-06	Liquor product inventory data
92000-13	Store reported shipping discrepancies
95200-04	Store daily batches
95200-05	Store transactions, orders, and inventory data

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the AS/400 Distribution Application Information System Overview (ISO), see the ISO section.
- For the CAPS ISO, see the ISO section.
- For COS ISO, see the ISO section.
- For the LDB Data Warehouse ISO, see the ISO section.
- For the Product Database ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Data Management

System Title

Sales Data Collection (SDC)

Purpose

The purpose of SDC is to collect and reconcile government liquor store gift card and liquor sales (including Store 100 liquor sales to wholesale customers) and liquor sales reported by businesses that collect the Province's liquor mark-up (e.g., land-based and commercial wineries and their stores, brew pubs, breweries, and private beer distributors).

Information Content

SDC contains government liquor store sales, inventory, and gift card information (e.g., product sales, empty bottle returns, inventory counts and stock adjustments) and liquor sales reporting information requested from businesses that collect the Province's liquor mark-up.

Inputs, Processes, and Outputs

Inputs

SDC inputs consist of sales, gift card, and inventory data loaded from the Retail Management System (RMS), gift card incident information keyed from information received from the Loss Prevention Department, and sales batches from reporting businesses, which if received electronically are automatically loaded to SDC or if received in paper are keyed by staff to SDC.

Processes

SDC assists in balancing and reconciling government liquor store sales, inventory, and gift card variances, as well as sales transactions reported by businesses that collect the Province's liquor mark-up.

Outputs

SDC outputs consist of reports and transmissions to LDB financial computer systems and the LDB Data Warehouse.

Technical Maintenance

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.	Secondary Title
82000-03	Liquor data collection and reconciliation records

Inputs

Secondary No.	Secondary Title
82000-04	Liquor store sales reconciliation batches
82000-05	Reporting businesses' liquor sales batches
95200-05	Store transactions, orders, and inventory data

Outputs

Secondary No.	Secondary Title
82000-02	LDB Data Warehouse data
82000-04	Liquor store sales reconciliation batches
82000-05	Reporting businesses' liquor sales batches

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.
- For computer system backup records, see special schedule 112910 in ARCS.
- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For the LDB Data Warehouse Information System Overview (ISO), see the ISO section.
- For the RMS ISO, see the ISO section.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Liquor Distribution Branch (LDB)
Costing and Pricing

System Title

Special Order System

Purpose

The purpose of the Special Order System is to calculate the price of special liquor orders.

Information Content

The Special Order System contains product names and codes, purchase order numbers, quantities, unit prices, total prices, customers' names and contact information, and liquor store names.

Inputs, Processes, and Outputs

Inputs

The Special Order System inputs consist of information keyed from special order request forms.

Processes

The Special Order System manipulates the input data to calculate special order prices.

Outputs

The Special Order System outputs consist of special order invoices.

Technical Maintenance

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

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

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

Classification

Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

Secondary No.
91000-07

Secondary Title
Special order pricing data

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

Inputs

Secondary No.	Secondary Title
91000-06	Special order files

Outputs

Secondary No.	Secondary Title
91000-06	Special order files

Other Related Records

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

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing ORCS, contact your Records Officer.

INFORMATION SYSTEM OVERVIEW FOR A WEB SITE

Name of Creating Agency

Liquor Distribution Branch (LDB)
Purchasing Department

Web Site Title and URL

Vendor Website <https://www.vendor.bcliquorstores.com/vendorsite/index.jsp>

Purpose

The purpose of the Vendor Website is to enable authorized suppliers or their agents to electronically register their products with the Province, apply to list their products in government liquor stores, and view and download reports.

Information Content

The Vendor Website contains product registration and listing information, including agent/supplier names, numbers, and contact information; listing types (e.g., general, conditional, specialty, and speculative), product information (e.g., prices, brand names, vintage year, alcohol content, base ingredients [e.g., grain types, grape varieties, and flavourings], countries of origin, localities, bottling points, shelf life, number of samples submitted, universal product codes [UPC], and shipping container codes [SCC]), listing decisions, and comments.

Web Site Features

The Vendor Website is a secure electronic platform for suppliers or their agents to register and apply to list their new products via the Internet and to track the stages of the approval process/evaluation period of their listings. The web site features weekly and monthly product and sales activity reports for agents/suppliers to download.

Classification and Scheduling

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

Web Site

Secondary No.	Secondary Title
80000-04	LDB extranet web site

Records on the web site

Secondary No.	Secondary Title
84000-04	Liquor sales information on storage media
94000-02	Agent/supplier product activity reports
94000-07	Beverage alcohol registration application records
94000-09	Listing application records

Other Related Records

- For computer system backup records, see special schedule 112910 in the ARCS manual.
- For administrative records relating to the web site, see ARCS section 6 and other relevant primaries.

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 the standards approved by the Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

SUBJECT HEADINGS

PRIMARY NUMBERS

LIQUOR DISTRIBUTION

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.

(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

ABLE (See ALLIANCE OF BEVERAGE LICENSEES)

ACCESSORIES

- product 90000

ACTIVITY REPORTS

- product 94000

AGENCY STORES

(See also PRIVATE RETAIL OUTLETS)

- rural 95700

AGENT(S) (See VENDORS)

- Stocking Program 94000

- Tasting Discount 94000

AGREEMENTS

(See also TERMS AND CONDITIONS)

- Agent Stocking Program 94000

- private retail outlets 95500

- rural agency stores 95700

- vendor 94000

ALLIANCE OF BEVERAGE LICENSEES

- wholesale business relations 98000

ANNUAL REPORTS

- Liquor Distribution Branch 80000

APPLICATIONS

- product listings 94000

- product promotions 93000

- product registration 94000

AS/400

- Distribution Application ISO Section

- Distribution Application data 92000

- Unit Load Application ISO Section

- Unit Load Application data 92000

AUTHORIZATIONS

- licensee retail stores 95500

- third-party wholesale 95200

- B -

BARS (See WHOLESAL)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
BATCHES	
- data collection	82000
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BC VQA WINE STORES (See WINE STORES)	
BDL (See BEER)	
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(See also PRODUCTS)	
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BEVERAGE CONTAINER	
- stewardship program	80000
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- retail agreements	95500
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BRIEFING NOTES	
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- C -	
CAD	
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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COMPUTER-AIDED DESIGN (See CAD)	
CONSULAR PRIVILEGE - discounts	94000
CONTAINER, BEVERAGE - stewardship program	80000
CONTRIBUTION REPORTS - government liquor store	95200
CORKSCREWS (See PRODUCT ACCESSORIES)	
COS (See CENTRAL ORDER SYSTEM)	
COSTING	91000
CUSTOMS - Consolidated Reporting System	ISO Section
- Consolidated Reporting System data	91500
- reporting	91500
- D -	
DAILY BATCHES - data collection	82000
- distribution centre	92000
- government liquor stores	95200
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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- retail agreements	95500
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- centres	92000
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- consular liquor	94000
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	- E -
EVENTS, SPECIAL (See SPECIAL EVENTS)	
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- Reporting System	ISO Section
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- G -

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- briefing notes 80000
- orders 80000

GIFT CARD

- issuance 95200
- reconciliation 82000

GLS (See GOVERNMENT LIQUOR STORES)

GOVERNMENT LIQUOR STORE(S)

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- contribution reports 95200
- daily batches 95200
- data collection and reconciliation 82000
- expense reports 95200
- inventory 95200
- layout design 93500
- non-liquor orders ARCS 832
- orders 95200
- orders received by distribution centres 92000
- planograms 93500
- product guides 80000
- product placement designs 93500
- returns to distribution centres 92000
- rural agency stores 95700
- shipping discrepancies 92000
- third-party authorizations 95200
- transactions 95200
- variance reports 95200

- H -

HOTELS (See WHOLESale)

- I -

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- data ISO Section 93000

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INDEPENDENT WINE STORES (See WINE STORES)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
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- retailing	95000
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- transfer logs	92000
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	- K -
	- L -
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- M -

MARKET

- information, liquor 84000
- Review, Quarterly 84000

MARKETING

- publication development ARCS 312
- publications, final 80000

MERCHANDISE (See PRODUCTS)

MERCHANDISING (See MARKETING)

MSR

- Special Clearance ISO Section
- Special Clearance data 91500
- Visual Importer ISO Section
- Visual Importer data 91500

MONTHLY

- image program packages 93000

- N -

NATO

- liquor order pricing 91000

NON-LIQUOR

- (See also PRODUCTS)
- orders ARCS 832

NORTH ATLANTIC TREATY ORGANIZATION (See NATO)

- O -

OFF-SITE STORES (See PRIVATE RETAIL OUTLETS)

ON-SITE STORES (See PRIVATE RETAIL OUTLETS)

ORDER(S)

- General Manager's 80000
- government liquor store 95200
- non-liquor ARCS 832
- pricing 91000
- purchase 94000
- received by Distribution centres 92000
- special (See SPECIAL ORDERS)
- wholesale 95200

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
ORGANIZATIONS, INDUSTRY	
- wholesale relations with	98000
OUTLETS	
- government liquor (See GOVERNMENT LIQUOR STORES)	
- private retail	95500
- P -	
PACKAGE	
- approval	93000
- monthly image program	93000
PALLET	
- control	92000
PERFORMANCE LEVELS	
- wholesale	98000
PHOTOGRAPHS	80000
PICKING	
- liquor order	92000
PLACEMENT DESIGN	
- product	93500
PLANOGRAMS	93500
PREMIUM PRODUCT	
- tracking	92000
PRICE LIST(S)	93000
- market information services	84000
PRICING	91000
PRIVATE RETAIL OUTLETS	95500
- data collection and reconciliation	82000
PROD LOG (See LIQUOR MARKET INFORMATION)	
PRODUCT(S)	
- accessories	90000
- activity reports	94000
- buyer's guide	94000
- By Store market information	84000
- costing	91000
- customs	91500
- Database	ISO Section
- Database data	90000

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SUBJECT HEADINGS

PRIMARY NUMBERS

- de-listing	94000
- distribution	92000
- excise	91500
- futures	94000
- guides	80000
- inventory data	92000
- label approval	93000
- layout design	93500
- listing	94000
- packaging approval	93000
- placement design	93500
- price lists	84000 and 93000
- pricing	91000
- promotions	93000
- publications	80000
- purchasing	94000
- quality control	90000
- registration	94000
- tracking, premium	92000
PROJECTS	
- retailing	95000
- wholesale	98000
PROMOTION	
- product	93000
PUBLICATIONS	
- development	ARCS 312
- final	80000
PUBS (See WHOLESale)	
PURCHAS(E)(ING)	94000
- orders	94000
- System	ISO Section
- System data	94000
	- Q -
QUALITY CONTROL	
- of liquor products	90000
QUARTERLY	
- Market Review	84000

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SUBJECT HEADINGS

PRIMARY NUMBERS

- R -

RADIO BEACON WAREHOUSE MANAGEMENT SYSTEM - data	ISO Section 92000
RAS (See RURAL AGENCY STORES)	
RB (See RADION BEACON WAREHOUSE MANAGEMENT SYSTEM)	
RECEIVING LOG - distribution	92000
RECONCILIATION - data collection	82000
REGISTRATION - product	94000
REQUESTS - liquor market information - purchase order	84000 94000
RESPONSIBILITY - social	93000
RESTAURANTS (See WHOLESAL)	
RETAIL(ING) - government liquor stores - Management System - Management System data - private - rural agency stores	95000-95700 95200 ISO Section 95200 95500 95700
RETURN AUTHORIZATIONS - distribution centre	92000
RMS (See RETAIL MANAGEMENT SYSTEM)	
RURAL AGENCY STORES	95700

- S -

SALES - collection - Data Collection System - Data Collection System data - Data Service, Supplier - reconciliation	82000 ISO Section 82000 84000 82000
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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SCR (See GOVERNMENT LIQUOR STORE CONTRIBUTION REPORT)	
SDC (See SALES DATA COLLECTION SYSTEM)	
SERVICE LEVELS	
- wholesale	98000
SETTLERS'	
- liquor effects	91500
SOCIAL RESPONSIBILITY	93000
- publications	80000
SOL (See SPECIAL OCCASION LICENCE)	
SPECIAL CLEARANCE	
- customs	91500
SPECIAL EVENT	
- distribution records	92000
- marketing	93000
- orders	91000
- pricing	91000
SPECIAL OCCASION LICENCE	
- holder discounts	94000
- issuance	95200
SPECIAL ORDER(S)	91000
- cancelled	94000
- distribution records	92000
- pricing	91000
- System	ISO Section
- System data	91000
SPIRITS (See PRODUCTS)	
SSDS (See SUPPLIER SALES DATA SERVICE)	
STEWARDSHIP PROGRAM	
- beverage container	80000
STORE 100	
(See also GOVERNMENT LIQUOR STORES)	
(See also WHOLESALE)	
- orders	95200
STORES	
- government liquor (See GOVERNMENT LIQUOR STORES)	
- private retail	95500
- rural agency	95700

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SUBSCRIPTIONS	
- liquor market information	84000
SUPPLIER (See VENDORS)	
- Sales Data Service	84000
SURVEYS	80000
	- T -
TERMS AND CONDITIONS	
(See also AGREEMENTS)	
- purchase order	94000
THIRD-PARTY	
- wholesale authorizations	95200
TOURIST SHOPS (See PRIVATE RETAIL OUTLETS)	
TRADE, LIQUOR	
- issues and inquiries	80000
TRANSFER LOGS	
- inter-store	92000
	- U -
UNIT LOAD SYSTEM (See AS/400 UNIT LOAD APPLICATION)	
	- V -
VARIANCE REPORTS	
- government liquor store	95200
VENDOR	
- agreements	94000
- product activity reports	94000
- product listing	94000
- product registration	94000
- purchase order requests	94000
- Website	ISO Section
- Website data	84000 and 94000
VQA WINE STORES (See WINE STORES)	

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SUBJECT HEADINGS

PRIMARY NUMBERS

- W -

WAREHOUSE, DATA - data	ISO Section 82000
WAREHOUSE, GOVERNMENT (See DISTRIBUTION CENTRES)	
WEB SITES	80000
WEEKLY SALES - Data Service	84000
WHOLESALE - business management	98000
- orders	95200
- publication development	ARCS 312
- publications, final	80000
- service levels	98000
- third-party authorizations	95200
WINE (See PRODUCTS)	
WINE STORES - relationship management	98000
- retail agreements	95500
WINERIES - retail agreements	95500
- sales collection reconciliation	82000

- X -

- Y -

- Z -