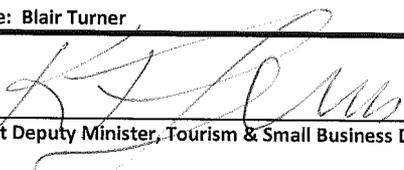


RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an ongoing records schedule.
Title: Support to Motion Picture Production
Ministry of Jobs, Tourism and Skills Training Tourism and Small Business Division
Description and Purpose: The <i>Tourism Act</i> (RSBC 1996, c. 453) assigns to the Minister the duty, power, and function of "encouraging the development of the motion picture industry in British Columbia." Since the mid 1970s, the Ministry has carried out this duty by providing two kinds of support. Firstly, it maintains an online library of locations, with pictures and profile information, for the benefit of scouts seeking suitable locations for filming. Secondly, it supports productions directly by providing practical and logistical services, such as help matching scripts to locations, and help getting local permits. The responsible administrative unit within the Ministry was formerly the BC Film Commission. On April 1, 2013, its functions were transferred to the Creative BC Society (Creative BC), which is not subject to the <i>Document Disposal Act</i> (RSBC 1996, c. 99). This ORS addresses the final disposition of the records of the transferred functions.
Start Date: 1972 (date of earliest records of the function)
Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:		THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: <u>March 12, 2014</u> Date
<u></u> Records Officer signature Print Name: Blair Turner	<u>2013-09-04</u> Date	
<u></u> A/Assistant Deputy Minister, Tourism & Small Business Division - signature Print Name: Kaaren Lewis	<u>2013-09-23</u> Date	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: <u>April 10, 2014</u> Date
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:		
<u></u> Chair, PDC signature Print Name: Gary Mitchell	<u>31 Jan 2014</u> Date	

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 *Tourism Act* (RSBC 1996, c. 453).

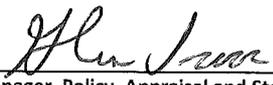
The retention and final disposition guidelines specified in the attached Ongoing Records Schedule meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. 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, the Ministry liaison, and staff and managers who conducted operational functions in the creating agency.

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

Record series or groups of records that will be transferred to the control of Creative BC are indicated by "Other Disposition."

 Archivist signature Print Name: David Coppard	2013-08-14 Date
 Senior Archivist signature Print Name: Mary McIntosh	2013-08-26 Date
The undersigned endorses the appraisal recommendations:  Manager, Policy, Appraisal and Storage signature Government Records Service, Information Access Operations Print Name: Glen Isaac	2013-08-28 Date

ONGOING RECORDS SCHEDULE

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

39890 SUPPORT TO MOTION PICTURE PRODUCTION

Records relating to the facilitation of access to locations and facilities for motion picture production in British Columbia, for the purpose of promoting the province as a production destination. This includes records that document the following activities: maintaining and developing a digital image library showing potential locations; helping producers identify locations that suit their scripts; helping productions access support and technical services; working with regional destination marketing organizations to promote locations and develop best practices; supporting communications between location managers, host communities, and licensing offices; monitoring and managing day-to-day issues that arise as a result of production activity; and, serving as an information source for all levels of government, industry, business and the general public.

On April 1, 2013, responsibility for this function was transferred from the BC Film Commission, a part of the Ministry of Community, Sport and Cultural Development, to the Creative BC Society (Creative BC). Creative BC is an independent, non-profit society that is not subject to the *Document Disposal Act* (RSBC 1996, c. 99). Upon approval of this records schedule, ownership of records that document the function, as well as closely related administrative records, will be transferred to Creative BC.

Records that document the function include images of locations across the province, information packages matching scripts to potential motion picture locations, correspondence with productions that worked or considered working in the province, issues management files, correspondence with local governments and stakeholders, guidance and best practice documentation, and promotional and reference material. Closely related administrative records include documentation on trademarks and other transferred assets, IT system management files and data, communications material, and records of liaison with film industry associations.

The records date back as far as 1972, when aspects of these activities were carried out in the context of travel industry promotion. They were not, however, identified as part of a distinct government function until the release of the 1977 annual report of the Ministry of the Provincial Secretary and Travel Industry, which lists among the organization's objectives "to solicit and assist major feature film studios in selecting locations and producing films in British Columbia." The annual report also names the responsible Branch.

NOTE: This schedule does not apply to records covered by the Executive Records Schedule (Special Schedule 102906).

For a description of the BC Film Commission Information Management System, see the Systems Section.

The OPR is the Competitiveness and Small Business Division within the Ministry of Jobs, Tourism, and Skills Training.

ONGOING RECORDS SCHEDULE

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

39890 SUPPORT TO MOTION PICTURE PRODUCTION

	A	SA	FD
All non-OPR offices will retain these records for:	SO	NA	OD
-02 Operational records (includes records that document the function of facilitating access to locations and facilities for motion picture production, as described in the primary)	SO	NA	OD
SO: when this records schedule is approved by the Legislative Assembly			
OD: (Other Disposition) The records will be transferred to the Creative BC Society, a society incorporated under the <i>Society Act</i> (RSBC 1996, c. 433) and registered under number S-0022877.			
-05 Administrative records (includes administrative records that were integral to the operations of the BC Film Commission or its predecessors, described as follows: records concerning trade-marks and other assets that were transferred to Creative BC under an Asset Transfer Agreement; user agreements and technical records that relate to the management and operation of the BC Film Commission Information Management System; and, records that would qualify as general administrative records under <i>ARCS</i> Section 1, provided they do not document a centrally administered process such as the administration of Freedom of Information).	SO	NA	OD
SO: when this records schedule is approved by the Legislative Assembly			
OD: (Other Disposition) The records will be transferred to the Creative BC Society, a society incorporated under the <i>Society Act</i> and registered under number S-0022877.			

END OF PRIMARY

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

ONGOING RECORDS SCHEDULE

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

System Title	System Overview	Retention Schedule		
		A	SA	FD

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this records schedule, but which do not warrant detailed systems overviews.

<p>BC Film Commission Information Management System (“digital library”)</p>	<p>The purpose of the digital library is firstly to allow location managers and other film industry professionals to scout British Columbia locations quickly online. They can choose from among 300,000 images featuring over 17,000 locations to compile photo packages that match scenes in scripts to potential filming locations in the province.</p> <p>These same professionals, as well as regional destination marketing organizations and internal staff, may expand the library by adding new images. Members of the public may also submit images of their homes or other properties, and request their inclusion.</p> <p>In addition to image files, the digital library contains location information that can be used to get a better understanding of the practicalities of filming in a certain place. This can include information about other productions that filmed there or considered filming there, and what issues, such as complaints from the public or regulatory problems, had to be addressed before or during filming.</p> <p>The system also contains reference information about relevant organizations and contacts, and user account information.</p>																
<p>Digital library: data</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">39890-02</td> <td style="width: 40%;">Operational records</td> <td style="width: 10%;"></td> <td style="width: 10%;">SO</td> <td style="width: 10%;">NA</td> <td style="width: 10%;">OD</td> </tr> <tr> <td>39890-05</td> <td>Administrative records (for managing system)</td> <td></td> <td>SO</td> <td>NA</td> <td>OD</td> </tr> </table>	39890-02	Operational records		SO	NA	OD	39890-05	Administrative records (for managing system)		SO	NA	OD				
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END OF SIMPLE SYSTEMS LIST

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