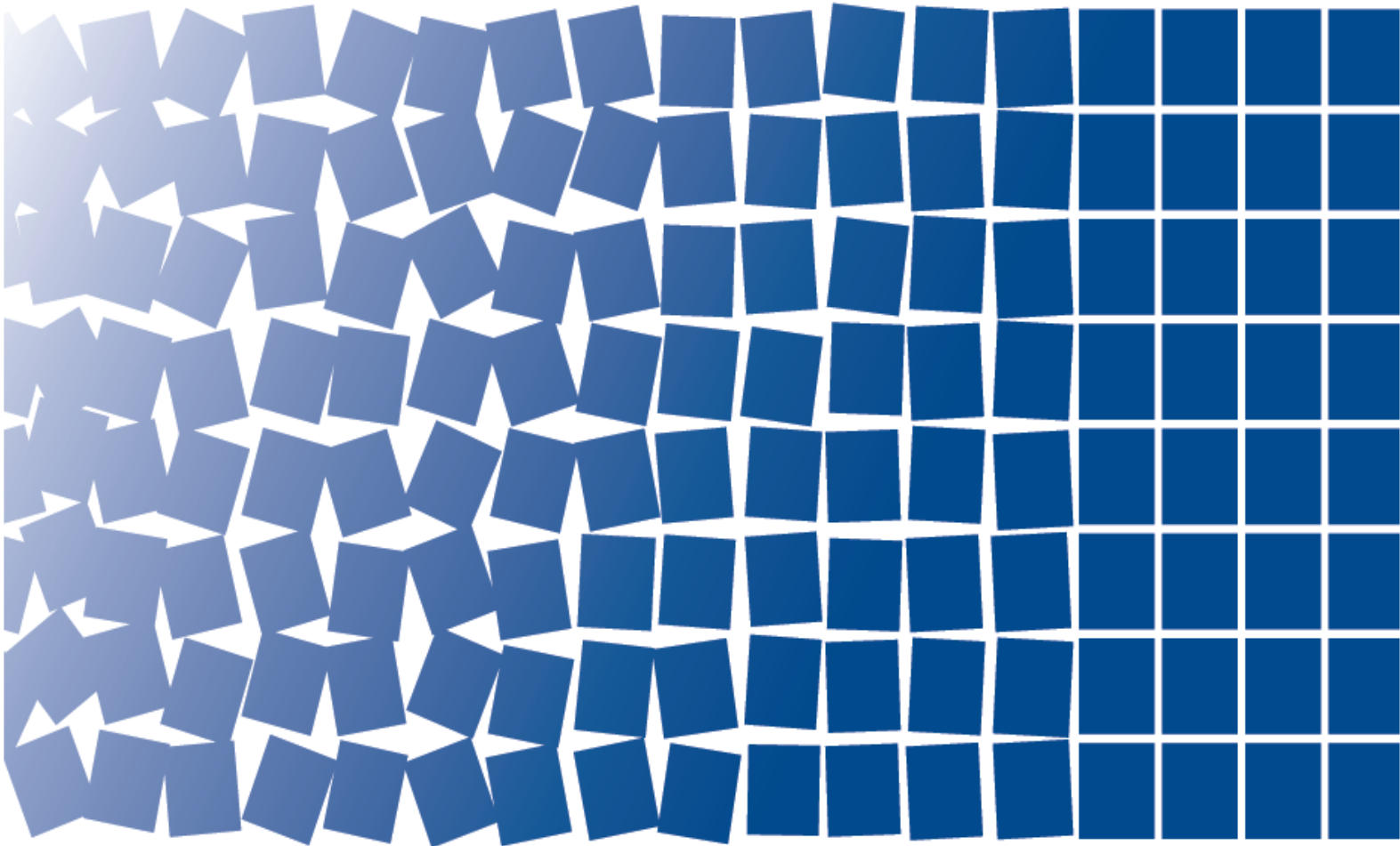


**MULTICULTURALISM AND IMMIGRATION  
SERVICES  
OPERATIONAL RECORDS  
CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**



**MULTICULTURALISM**

**AND**

**IMMIGRATION SERVICES**

**OPERATIONAL**

**RECORDS**

**CLASSIFICATION**

**SYSTEM**



Province of  
British Columbia

British Columbia  
Archives



**National Library of Canada Cataloguing in Publication Data**  
British Columbia. Corporate Records Management Branch.

Multiculturalism and Immigration Services operational  
records classification system

Loose-leaf for updating.

"This ORCS covers records created and received since 1995,  
which corresponds to the earliest funding program covered  
by this ORCS"—Executive summary.

ISBN 0-7726-5010-1

1. British Columbia. Immigration Division - Public  
records - Handbooks, manuals, etc. 2. British Columbia.  
Settlement and Multiculturalism Branch - Public records -  
Handbooks, manuals, etc. 3. Multiculturalism - British  
Columbia - Handbooks, manuals, etc. 4. Classification -  
Public records - Handbooks, manuals, etc. 5. Records  
retention - British Columbia - Handbooks, manuals, etc.  
I. British Columbia - Emigration and immigration -  
government policy - Handbooks, manuals, etc. I. Title.

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353.4'4

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APR 14 2003

Schedule No. 1 2 1 1 5 8

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

Accession No. see ORCS "Introduction" part 2.6.1 (c)

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

**Title:** *Multiculturalism and Immigration Services Operational Records Classification System*

Ministry of Community, Aboriginal and Women's Services  
Aboriginal, Multiculturalism and Immigration Programs Department

**Description and Purpose:**

The *Multiculturalism and Immigration Services Operational Records Classification System (ORCS)* covers all operational records created, received, and maintained by the Immigration Division in Victoria, and the Settlement and Multicultural Branch in Vancouver. These records document the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism. For further descriptive information about these records, please refer to the attached executive summary.

**Date range:** 1995 ongoing

**Physical format of records:** see attached schedule

**Annual accumulation:** 0.5 cubic meters

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

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

<u><i>R Clark</i></u> Records Officer	<u>March 27, 2003</u> Date
<u><i>plghant</i></u> Executive Director/ADM	<u>April 2/03</u> Date
<u><i>B. B. B.</i></u> Deputy Minister/Corporate Executive	<u>April 2/03</u> Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

<u><i>S. Mitchell</i></u> Chair, PDC	<u>2003/05/08</u> Date
---	---------------------------

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

<u>2003/05/28</u> Date
---------------------------

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

<u>2003/05/29</u> Date
---------------------------

**OTHER STATUTORY APPROVALS:**

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

APR 04 2003

Schedule No. 121158

CONTACT: Lynda Clark, Ministry Records Officer, 250-387-9174

**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 *Multiculturalism Act* (RSBC 1996, c. 321), the *Agreement for Canada/BC Cooperation on Immigration*, and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

The retention and final disposition guidelines specified in the attached *Operational Records Classification System (ORCS)* 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.

Joni Mitchell  
Records Analyst

2003/03/21  
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.

"Full Retention" indicates record series or groups of records that will be retained in their entirety.

"Selective Retention" indicates record series or groups of records that will be retained in part. 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.

Joni Mitchell  
Archivist

2003/03/21  
Date

The undersigned endorses the appraisal recommendations:

Director, BC Archives - Marland Grove

MAR 26, 2003  
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 BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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A      SA      FD

### MULTICULTURALISM AND IMMIGRATION SERVICES

#### 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 Immigration Division and the Settlement and Multiculturalism Branch under the authority of the *Multiculturalism Act* (RSBC 1996, c. 321) and the *Agreement for Canada/BC Cooperation on Immigration*.

These records document the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. BC Archives 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 1995, which corresponds to the earliest funding program covered by this *ORCS*. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under one-time records schedule(s) and/or under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

The Office of Primary Responsibility (OPR) for immigrant settlement, multiculturalism, and anti-racism funding and policy and program development is the Settlement and Multiculturalism Branch. The OPR for immigration policy and programs are two branches in the Immigration Division: the Immigration Policy and Intergovernmental Relations Branch and Immigration Programs Branch.

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)

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1)	<u>Policy and Procedures</u>	SO	5y	FR
----	------------------------------	----	----	----

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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**

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 BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

(secondary -00 throughout ORCS)

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

- 2)      Agreement on Immigration Management Files      SO      5y      FR  
             (secondary 70400-20)

These records document the negotiation and implementation of the *Agreement for Canada/BC Cooperation on Immigration*, which was signed on May 1998. The *Agreement* transfers responsibility and money to the Province to design, administer and deliver immigrant settlement and integration services in British Columbia.

5y = The five-year retention period is based on the five-year term of the agreement. It ensures that the files relating to the previous agreement are available for consultation while negotiating the current agreement.

FR = The government archives will retain *Agreement on Immigration* management files because they document the transfer of responsibility and money for immigrant settlement and integration services from the federal government to the Province of BC.

- 3)      Multicultural Profiles      SO      nil      FR  
             (secondary 70400-05)      SO      nil      DE  
             (secondary 70400-04)

These records document the immigrant population in British Columbia since the 1986 census, as well as the ethnic origins and language of the total population.

FR = The government archives will retain multicultural profiles because they document the use of census data to provide detailed information to the public about the immigrant population and ethno-cultural composition of British Columbia communities.

(continued on next page)

- 4)      Immigration Policy Development and Research Files      CY+4y      5y      SR

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 BC Archives. For assistance in implementing ORCS, contact your Records Officer.

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A      SA      FD

(secondary 70400-30)

These records document recommendations on existing and proposed federal immigration policies.

10y = The 10-year retention period allows for immigration policy and research to be completed, abandoned or cancelled. It also allows for consultation and potential reactivation of the abandoned and cancelled files.

SR = The government archives will selectively retain immigration policy development and research files because they provide evidence of the development, intended scope, application, and implementation of the Province's immigration policy.

5) Funding Eligibility Criteria

(secondaries 70220-00, 70240-00, and 70260-00)  
(secondary 70700-20)

SO      5y      FR  
CY+4y    5y      SR

These records document the eligibility criteria for the anti-racism, multiculturalism, and immigrant settlement funding programs, as well as the eligibility criteria for the cancelled heritage language funding program. The approved criteria are classified under policy and procedures files (secondary -00), and the development of the criteria is classified with settlement policy development files.

SR = The government archives will selectively retain settlement policy development files by retaining files that document the development of funding program eligibility criteria.

6) Funding Summary Reports  
(secondary 70200-02)

SO      nil      FR

These records document provincial government funding provided to further multiculturalism and immigrant settlement in British Columbia.

FR = The government archives will retain funding summary reports because they provide a concise summary of government funding for immigrant settlement and multiculturalism and anti-racism promotion and education.

(continued on next page)

7) Funding and Audit Files

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A = Active

SA = Semi-active

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PIB = Personal Information Bank

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OPR = Office of Primary Responsibility

CY = Calendar Year

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NA = Not Applicable

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

(secondary 70200-20)	FY+2y	4y	DE
(secondaries 70220-02 and 70260-02 and -04)	FY+6y	nil	DE
(secondaries 70220-20 and 70260-21, -22, -23, and -24)	SO	6y	DE

These records document the provision of funding to and the audit of organizations that provide immigrant settlement, anti-racism, and multiculturalism services.

7y = Funding and audit files are retained for a total of seven years, which is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

8) <u>Weekly Provincial Nominee Reports</u> (secondary 70540-06)	SO	nil	SR
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These records document the number of immigrants nominated by the Province for immigration to Canada and the economic sectors to which they are recruited.

SR = The government archives will retain the final weekly provincial nominee report for each fiscal year because it provides a concise annual summary of the number of provincial nominee applications and the economic sectors to which they are recruited.

9) <u>Provincial Nominees Approved for Permanent Resident Status</u> (secondary 70540-25)	SO+5y	5y	DE
--	-------	----	----

These records document immigrants nominated by the Province, who have been approved for permanent resident (i.e., landed immigrant) status by the federal government.

10y = Approved provincial nominee/permanent resident files will be retained for 10 years, which satisfies government tracking requirements.

(continued on next page)

10) <u>International Qualifications Program Project Files</u>	SO	6y	DE
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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

(secondary 70520-20)

These records document projects designed to mitigate barriers faced by foreign-trained, skilled workers in the recognition of their foreign credentials.

6y = Since most of these projects are contracted out, the six-year retention period ensures that interim and final reports and related contract monitoring records are retained for the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

11) Electronic Records

DE

The following electronic database is covered by this *ORCS*: Student Tracking and Reporting System. The Information System Overview section provides information about the electronic system, 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 periods.

12) 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 three 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*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-20) and Ministry of Community, Aboriginal and Women's Services annual reports (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### *MULTICULTURALISM AND IMMIGRATION SERVICES* *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## **HOW TO USE *ORCS***

For further information, call your Records Officer,  
Bea Nacey, 387-9174

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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# HOW TO USE *ORCS*

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 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

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 BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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:

<b>Schedule No.</b>	<b>Schedule Title</b>
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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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 BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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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 British Columbia Archives 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 BC Archives 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

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 BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### 1.3 Introduction to the *Multiculturalism and Immigration Services ORCS*

The operational records in this *ORCS* relate to the operations and services provided by the Immigration Division and the Settlement and Multiculturalism Branch in carrying out the functions for which they are responsible according to statute, mandate, or policy. These records document the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism.

This *ORCS* covers all operational record series created or received by the Immigration Division and the Settlement and Multiculturalism Branch since 1995, which corresponds to the earliest funding program covered by this *ORCS*.

*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:

<b>Section Number</b>	<b>Primary Numbers</b>	<b>Section Title</b>
Section 1	70000-70999	Multiculturalism and Immigration Services  Covers records relating to the promotion, co-ordination, and provision of multiculturalism and immigration services and activities under the <i>Multiculturalism Act</i> (RSBC 1996, c. 321) and the <i>Agreement for Canada/BC Cooperation on Immigration</i> .
ISO	STARS	Student Tracking and Reporting System  Covers a central database of English Language Services for Adults (ELSA) for language assessment centres, language training organisations, and the Settlement and Multiculturalism Branch in order to assess, register, monitor, and track ELSA students, and analyse ELSA delivery data and ELSA delivery performance.

Within each section, primaries are presented in numerical order and grouped as follows:

- 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”).

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Index (aids in classifying and finding records - see 3.6 for further discussion)

This *ORCS* was reviewed by BC Archives 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 Immigration Division and the Settlement and Multiculturalism 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. BC Archives 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:

2.6

SO nil DE

-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

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

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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.				
	2.8 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
	2.9 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
	2.10				
	2.11 SO = when the function supported by the database is no longer performed by government				

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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

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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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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 BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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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.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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".

## **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.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 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 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.

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### 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.

## **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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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:

### **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:

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **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:

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

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.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 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.

**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

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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.*

### 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).

BC Archives 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 BC Archives, government ministries, and other government agencies. This *ORCS* was reviewed by BC Archives staff, your

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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 Immigration Division and the Settlement and Multiculturalism 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 of records. When a greater detail of files is required for any subject, the subordinate files may be coded.



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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**

BC Archives 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.

BC Archives 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.

BC Archives 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.

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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 (not created for this *ORCS*) 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.

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

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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, BC Archives 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, BC Archives (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.

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

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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.

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.

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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.

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, BC Archives 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

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### 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, BC Archives. 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.

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!

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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)

BC Archives 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 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.

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### 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).
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).



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### 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 an Subsystem (ISOS). See the ISO section of this *ORCS*.

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

- 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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

### 3.13 **Advisory Services**

BC Archives 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

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- 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

BC Archives maintains the master edition of this *ORCS* and is responsible for administering the amendment and review process. The Records Officer is responsible for advising BC Archives 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.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to BC Archives. Proposals will be jointly reviewed by BC Archives 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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A            SA            FD

### SECTION 1

#### MULTICULTURALISM AND IMMIGRATION SERVICES

#### PRIMARY NUMBERS

70000 - 70999

Section 1 covers records relating to the promotion, co-ordination, and provision of multiculturalism and immigration services and activities under the *Multiculturalism Act* (RSBC 1996, c. 321) and the *Agreement for Canada/BC Cooperation on Immigration*. This includes records relating to the development of immigrant settlement, multiculturalism, anti-racism and immigration policies and programs; administration of the International Qualifications and Provincial Nominee Programs; and the provision of funding for immigrant settlement, multiculturalism, and anti-racism.

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  
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VR = Vital Records

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A            SA            FD

SECTION 1

70000 - MULTICULTURALISM AND IMMIGRATION SERVICES - 70999

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70700 MULTICULTURALISM AND SETTLEMENT POLICY DEVELOPMENT

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70000	<u>MULTICULTURALISM AND IMMIGRATION SERVICES - GENERAL</u>			
	Records not shown elsewhere in the multiculturalism and immigration services section which relate generally to the promotion, co-ordination, and provision of multiculturalism and immigration services and activities.			
	Although the federal government has overall authority for the selection and admission of immigrants to Canada, the provincial government works to maximize the social and economic benefits of immigration to British Columbia and promote multiculturalism and the elimination of racism in BC society. Those roles and responsibilities and related programs and services are described on the web site classified under secondary -02.			
	Record types include correspondence and web site.			
	NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.			
	Unless otherwise specified below, the ministry OPR (Immigration Division) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
	FR = The government archives will retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
-01	General			
-02	Multiculturalism and immigration web site	SO	nil	DE
	SO = when the web site is altered, updated, redesigned or closed			

(continued on next page)

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A            SA            FD

70000    MULTICULTURALISM AND IMMIGRATION SERVICES - GENERAL  
(continued)

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 ([www.mcaws.gov.bc.ca/amip](http://www.mcaws.gov.bc.ca/amip)) provides general information about multiculturalism, immigration, and immigrant settlement programs, funding information, and links to related web sites. 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*.

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A            SA            FD

70200    FUNDING - GENERAL

Records relating to immigrant settlement, multiculturalism, and anti-racism funding not shown elsewhere in this primary block. Funding is available to third-parties to assist newcomers in adapting to Canadian society.

This primary covers audits of funded organizations, funding provided under the discontinued Organizational Support Program (OSP), and general information on multiculturalism and immigrant settlement organizations.

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

Unless otherwise specified below, the ministry OPR (Settlement and Multiculturalism Branch) will retain these records for:

CY+2y    nil    DE

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

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Funding summary reports (includes reports and spreadsheets)		SO	nil	FR

FR = The government archives will retain funding summary reports because they provide a concise summary of government funding for immigrant settlement and multiculturalism and anti-racism promotion and education.

The ministry will box them with other records designated for full retention.

NOTE: The reports cover funding programs operating since 1995 (i.e., Operational Support Program grants, anti-racism and multiculturalism funding, heritage language grants, and immigrant settlement funding). Records from 1995 to 2002 are generated from the various funding databases (e.g., secondaries -03, 70220-02, 70240-02, and 70260-02). Since 2003, the reports are created on Microsoft Excel spreadsheets.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70200	<u>FUNDING - GENERAL</u> (continued)			
-03	Organizational Support Program (OSP) funding data (electronic records)	FY+2y	nil	DE
	3y = The three-year retention period for the electronic OSP funding data is based on the retention period for the paper files classified under secondary -40.			
	NOTE: The data originated from information keyed from the files classified under secondary -40 and staff comments entered directly to the database. Staff used the data to track the payments and status of approved OSP grant awards. Reports were generated on an ad hoc basis and are classified under the relevant <i>ORCS</i> or <i>ARCS</i> secondary.			
	NOTE: Because these records are created on File Maker Pro, an information system overview has not been created.			
-20	Funded organization audit files (includes working papers and reports) (arrange by organization)	FY+2y	4y	DE
	7y = The seven-year retention period is consistent with the retention period for the funded files classified under primaries 70220 and 70260.			
	NOTE: Three or four organizations are audited in a normal year.			
-30	Multiculturalism/settlement organization files (includes routine correspondence, and reference material such as annual reports and newsletters) (arrange by organization)	FY+2y	nil	DE

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A            SA            FD

70200    FUNDING - GENERAL (continued)

NOTE: This secondary is used for routine correspondence with and descriptive information about multiculturalism and immigrant settlement non-profit organizations. If one of these organizations receives funding, a separate file is opened for the organization under the specific funding program (e.g., primaries 70220 and 70260). In addition, if one of these organizations is audited, an audit file is opened for the organization under secondary -20.

Until 2000, these files also contained Organizational Support Program (OSP) funding records. Since 2000, those records have been classified under secondary -40.

-40	Organizational Support Program (OSP) funding files (includes requests for funding, mission statements, articles of incorporation, organization charts, annual reports, budget documents, audited financial statements, job descriptions, personnel policies and guidelines, liability insurance policies, society registration documents, and interim and final reports) (arrange by organization)	FY+2y	nil	DE
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NOTE: This secondary covers a discontinued grant program that provided up to \$60,000 toward the operational expenses of eligible non-profit societies, agencies and organizations that had a primary constitutional mandate of anti-racism, multiculturalism and immigrant settlement in communities throughout BC. Funding was provided to 28 organizations every year from 1995 to 2002 upon receipt of a request for funding and approval of interim and final reports.

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A            SA            FD

70220      FUNDING - ANTI-RACISM AND MULTICULTURALISM

Records relating to funding available to eligible applicants for the promotion of anti-racism and multiculturalism in order to meet the policy objectives set out under British Columbia's *Multiculturalism Act* (RSBC 1996, c. 321).

There are two funding streams. Stream A provides funding to BC registered non-profit societies for projects that: provide multiculturalism and anti-racism education; support critical responses to racism and hate; and/or develop community partnerships involving multiculturalism or anti-racism.

Stream B provides funding to non-profit societies, community-based organizations (including ad hoc committees, coalitions, umbrella organizations, associations or centres), public institutions, municipalities, private enterprises, and individuals who, on behalf of the ministry, provide leadership and community capacity building through multicultural and anti-racism initiatives.

Applications are evaluated by an assessment panel consisting of representatives from the ministry and other provincial ministries and levels of government. Funding is awarded according to established eligibility criteria (documented in the application forms classified under secondary -00), priorities, and available funds for terms of one-year, or less for Stream B contracts.

Approved applicants are required to sign contribution agreements that specify the amounts and terms of their funding, their obligations, reporting requirements, and payment schedules. They may also be subject to audits.

Applicants who are not funded are notified in writing, and because very few (less than five percent per year) are not funded, those files are interfiled with the funded files.

Record types include correspondence, applications and supporting documentation, proposals, copies of signed contribution agreements, copies of payment requisitions, interim and final reports, and audit notes and reports.

For original contribution agreements, see *ARCS* secondary 1150-20, which is maintained by the Financial Services Branch.

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
70220	<u>FUNDING - ANTI-RACISM AND MULTICULTURALISM</u> (continued)				
	Unless otherwise specified below, the ministry OPR (Settlement and Multiculturalism Branch) will retain these records for:	CY+2y	nil	DE	
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-00	Policy and procedures (includes blank application forms)	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Anti-racism and multiculturalism data (electronic records)		FY+6y	nil	DE
	7y = The seven-year retention period for the electronic anti-racism and multiculturalism data is based on the retention period for the paper files classified under secondary -20. It also ensures the availability of sufficient data for review and analysis.				
	NOTE: Data originate from information keyed from the files classified under secondary -20 and staff comments entered directly to the database. Staff use the data to track the payments and status of approved anti-racism and multiculturalism files. Reports are generated on an ad hoc basis and are classified under the relevant <i>ORCS</i> or <i>ARCS</i> secondary.				
	NOTE: Because these records are created on a simple database (currently File Maker Pro), an information system overview has not been created.				
-20	Anti-racism and multiculturalism files (arrange by fiscal year, then organization)	SO	6y	DE	
	SO = when the contribution agreement expires or is terminated, and if applicable, upon completion of audit				

(continued on next page)

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A            SA            FD

70220    FUNDING - ANTI-RACISM AND MULTICULTURALISM (continued)

6y =    The six-year semi-active retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

NOTE: Stream A and Stream B files are interfiled. There are approximately 28 funded Stream A files and seven funded Stream B files per year.

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A            SA            FD

70240      FUNDING - HERITAGE LANGUAGE GRANTS

Records relating to grants that were available from 1995 to 2002 to eligible non-profit heritage schools and registered heritage language associations for the promotion of immigrant language education and instruction not available through existing provincial education programs.

There were two funding streams. Stream A supported the development of heritage language skills and increased understanding of immigrant culture. Grants were automatically awarded to all eligible non-profit heritage schools (approximately 150). The maximum award was \$1,000. The size of the grant was based on the size of the school. There were no reporting requirements.

Stream B developed the instructional skills of heritage language teachers in order to benefit the learning experience of students. Eligible schools and associations were asked to submit applications that specified the grant amount required and a breakdown of how the money would be applied. Program staff reviewed the applications according to established eligibility criteria (documented in the application forms classified under secondary -00), priorities, and available funds and awarded grants to every applicant (usually five or six), although not necessarily the amount requested. The maximum award was \$10,000, and recipients were required to submit interim and final reports. They were also subject to audits.

Record types include correspondence, applications and supporting documentation, official financial statements, student registration information (student names, addresses and phone numbers), lists of teachers and teachers qualifications, annual reports, letters of reference, payment schedules, and reports.

Unless otherwise specified below, the ministry OPR (Settlement and Multiculturalism Branch) will retain these records for:

CY+2y      nil      DE

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

SO            nil            DE

-00	Policy and procedures (includes blank application forms)	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70240	<u>FUNDING - HERITAGE LANGUAGE GRANTS</u> (continued)			
-02	Heritage language data (electronic records)	FY+2y	nil	DE
	3y = The three-year retention period for the electronic heritage language data is based on the retention period for the paper files classified under secondary - 20.			
	NOTE: The data originated from information keyed from the files classified under secondary -20 and staff comments entered directly to the database. Staff used the data to track the payments and status of approved heritage language grant awards. Reports were generated on an ad hoc basis and are classified under the relevant <i>ORCS</i> or <i>ARCS</i> secondary.			
	NOTE: Because these records are created on File Maker Pro, an information system overview has not been created.			
-20	Heritage language grant award files (arrange by fiscal year, then organization)	SO	2y	DE
	SO = when grant is paid out and upon satisfactory completion of project			
	2y = The two-year retention period satisfies auditing requirements.			
	NOTE: There were approximately two standard boxes per year.			

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A            SA            FD

70260      FUNDING - IMMIGRANT SETTLEMENT

Records relating to funding available to BC registered non-profit societies and public and private English language training institutions to assist newcomers to settle and integrate in British Columbia as quickly as possible. The *Agreement for Canada/BC Cooperation on Immigration* signed May 1998 transfers responsibility and money to the Province to design, administer and deliver immigrant settlement and integration services in British Columbia.

There are four funding streams: Stream 1, Information and Support Services; Stream 2, Community Bridging Initiatives; Stream 3, English Language Services for Adults (ELSA); and Stream 4, Sectoral Support, Service Co-ordination, Delivery Assistance.

Applications are evaluated by an assessment panel consisting of representatives from the ministry and other provincial ministries and levels of government. Funding is awarded according to established eligibility criteria (documented in the application forms classified under secondary -00), priorities, and available funds for terms of one-year, or less for Service Co-ordination and Delivery Assistance contracts.

Approved applicants are required to sign contribution agreements that specify the amounts and terms of their funding, their obligations, reporting requirements, and payment schedules. They may also be subject to audits.

Applicants who are not funded are notified in writing, and because very few (one or two per year) are not funded, those files are interfiled with the funded files. There are approximately 175 funded immigrant settlement files per year.

This primary also covers special one-time funding provided under unique circumstances involving situations of emergency and requiring compassionate aid (e.g., Kosovar refugees to BC). Funding is awarded to existing funded organizations. Their contribution agreements are amended accordingly and the records are classified in the appropriate organization file under secondaries - 21 to -24.

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OPR = Office of Primary Responsibility		VR = Vital Records

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70260	<u>FUNDING - IMMIGRANT SETTLEMENT</u> (continued)			
	Record types include correspondence, applications and supporting documentation, proposals, copies of signed contribution agreements, copies of payment requisitions, interim and final reports, and audit notes and reports.			
	For the <i>Agreement for Canada/BC Cooperation on Immigration</i> and related information on federal transfer amounts, see secondaries 70400-19 and -20.			
	For original contribution agreements, see <i>ARCS</i> secondary 1150-20 which is maintained by the Financial Services Branch.			
	For the Student Tracking and Reporting System (STARS) ISO, see the ISO section.			
	Unless otherwise specified below, the ministry OPR (Settlement and Multiculturalism Branch) will retain these records for:	CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures (includes blank application forms)			
	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
PIB	-01 General			
	-02 ELSA student tracking data (electronic records)	FY+6y	nil	DE
	7y = The seven-year retention period provides sufficient time to verify whether or not an immigrant has taken the English language course. Most immigrants have taken the course within five years of arrival. The seven years also ensures the availability of sufficient data for review and analysis.			
	NOTE: These records, which date back to 2000, are currently on STARS, which is described in the ISO section.			
	-03 ELSA student tracking reports	SO	nil	DE
	NOTE: These reports are generated from the data classified under secondary -02.			

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	<u>A</u>	<u>SA</u>	<u>FD</u>	
70260	<u>FUNDING - IMMIGRANT SETTLEMENT</u> (continued)			
-04	Immigrant settlement funding data (electronic records)	FY+6y	nil	DE

7y = The seven-year retention period for the electronic immigrant settlement funding data is based on the retention period for the paper files classified under secondaries -21 to -24. It also ensures the availability of sufficient data for review and analysis.

NOTE: Data originate from information keyed from the files classified under secondaries -21 to -24 and staff comments entered directly to the database. Staff use the data to track the payments and status of the approved immigrant settlement funding files. Reports are generated on an ad hoc basis and are classified under the relevant *ORCS* or *ARCS* secondary.

NOTE: Because these records are created on a simple database (currently File Maker Pro), an information system overview has not been created.

-05	Settlement services summary reports	SO	nil	DE
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NOTE: This secondary covers settlement services summary reports received from 10 agencies selected as pilots to use the Settlement Services Information System (SSIS) from June 1999 to December 2000. Under the agreement, the 10 agencies were given the SSIS database to use independently in order to collect data on their clients and services. The data belongs to the pilot agencies, and the government cannot access it.

However during the pilot period, the 10 agencies were required to submit summary reports on client characteristics (e.g., demographics, immigration, education and employment), and the types of services provided and used. Those reports are classified under this secondary. Program staff are currently reviewing SSIS and redefining their reporting requirements. Since the data on SSIS does not belong

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70260	<u>FUNDING - IMMIGRANT SETTLEMENT</u> (continued)			
	to the provincial government, the data is not scheduled and an information system overview has not been created.			
-21	Stream 1 Information and Support Services files (arrange by fiscal year, then organization)	SO	6y	DE
	SO = when the contribution agreement expires or is terminated, and if applicable, upon completion of audit			
	6y = The six-year semi-active 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: Stream 1 funds non-profit organizations to provide information and support services for newly arrived immigrants (e.g., orientation to services in their communities and to Canadian institutions and values, appointment accompaniment, and referrals).			
-22	Stream 2 Community Bridging Initiatives files (arrange by fiscal year, then organization)	SO	6y	DE
	SO = when the contribution agreement expires or is terminated, and if applicable, upon completion of audit			
	6y = The six-year semi-active 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: Stream 2 funds non-profit organizations to match immigrant families and individuals with volunteer host families and individuals.			
-23	Stream 3 ELSA files (arrange by fiscal year, then organization)	SO	6y	DE

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A            SA            FD

70260      FUNDING - IMMIGRANT SETTLEMENT (continued)

SO = when the contribution agreement expires or is terminated, and if applicable, upon completion of audit

6y = The six-year semi-active retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

NOTE: Stream 3, English Language Service for Adults (ELSA) funds language assessment centres to assess newcomer immigrant language abilities and to refer appropriately. It also funds public and private English language training institutions to provide basic settlement-focused language training to adults, and in some instances, on-site childminding for children of the adult learners.

NOTE: This secondary also covers funding for agencies to provide blended Stream 1 and Stream 3 services for multi-barriered newcomer immigrants (e.g., immigrants with little formal education facing learning challenges and in need of additional support in order to access and participate in their local communities).

-24	Stream 4 Sectoral Support (etc.) files (arrange by fiscal year, then organization)	SO	6y	DE
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SO = when the contribution agreement expires or is terminated, and if applicable, upon completion of audit

6y = The six-year semi-active retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

NOTE: Stream 4, Sectoral Support, Service Co-ordination, Delivery Assistance funds individuals and organizations for services and support that assist with the delivery of streams 1, 2, and 3 (e.g., professional development of settlement workers and curriculum development).

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A            SA            FD

70400    IMMIGRATION POLICY DEVELOPMENT

Records relating to developing the provincial government's immigration policy and representing its interests with the federal government.

This involves formulating recommendations on existing and proposed federal immigration policies, as well as preparing policy alternatives and recommendations. Participating in federal/provincial committees, forums, and working groups, and related boards and conferences shape these policies.

This function also involves the negotiation and implementation of the *Agreement for Canada/BC Cooperation on Immigration*, which was signed on May 1998. The *Agreement* transfers responsibility and money to the Province to design, administer and deliver immigrant settlement and integration services in British Columbia.

Record types include correspondence, copies of briefing notes, issue, discussion and research papers, research data, and agreements.

For committees, boards, forums, and working groups, see *ARCS* secondary 200-20.

For conferences, see *ARCS* secondary 220-20.

For executive briefing notes, see *ARCS* secondary 280-20.

For immigrant settlement funding provided under the *Agreement for Canada/BC Cooperation on Immigration*, see primary 70260.

For minister's letters, see *ARCS* secondary 280-30.

Unless otherwise specified below, the ministry OPR (Immigration Policy and Intergovernmental Relations Branch) will retain these records for:

CY+2y    nil    DE

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

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70400	<u>IMMIGRATION POLICY DEVELOPMENT</u> (continued)			
-02	Census data (electronic records)	SO	nil	DE
	SO = when no longer required for reference purposes			
	NOTE: This secondary covers census data (currently on CD-ROM) from 1986 to the present. The sharing of census data is covered by a federal/provincial agreement, classified under <i>ARCS</i> secondary 146-45.			
-03	Immigration research data (electronic records)	SO	nil	DE
	SO = when replaced by new data			
	NOTE: This secondary covers immigration-related data (except census and provincial nominee data) received electronically from the federal government (currently by file transfer protocol [FTP]) or was compiled in-house or on contract. This includes data on entrepreneurs who received permanent resident status. Secondary 70540-02 covers provincial nominee data received from the federal government. The sharing of federal data is covered by a federal/provincial agreement, classified under <i>ARCS</i> secondary 146-45.			
-04	Multicultural profiles (electronic records) (includes electronic workbooks and templates)	SO	nil	DE
	SO = upon the expiry of a minimum of 10 years, and when no longer required for analysis			
	NOTE: The profiles provide a snapshot of the BC immigrant population by community and regional district since 1986, as well as the ethnic origins and language of the total population by community and regional district since 1986. There are 182 two-page immigration population profiles and 182 two-page total population profiles. Copies of the profiles are also posted to the branch web site.			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70400	<u>IMMIGRATION POLICY DEVELOPMENT</u> (continued)			
	NOTE: These records are created from census data classified under secondary -02.			
	NOTE: Because these records are created on a Microsoft Excel spreadsheet, an information system overview has not been created.			
-05	Multicultural profiles - paper	SO	nil	FR
	SO = when printed from the multicultural profile electronic records classified under secondary -04			
	FR = The government archives will retain multicultural profiles because they document the use of census data to provide detailed information to the public about the immigrant population and ethno-cultural composition of British Columbia communities.			
	The ministry will produce a paper copy of multicultural profiles each time they are updated and will box them with other records designated for full retention.			
-20	<i>Agreement on Immigration</i> management files (arrange by topic)	SO	5y	FR
	SO = upon expiry of current overriding <i>Agreement for Canada/BC Cooperation on Immigration</i> , and the related annexes			
	5y = The five-year retention period is based on the five-year term of the agreement. It ensures that the files relating to the previous agreement are available for consultation while negotiating the current agreement.			
	FR = The government archives will retain <i>Agreement on Immigration</i> management files because they document the transfer of responsibility and money for immigrant settlement and integration services from the federal government to the Province of BC.			

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A            SA            FD

70400    IMMIGRATION POLICY DEVELOPMENT (continued)

The ministry office will box *Agreement on Immigration* management files for off-site storage along with other records designated for full retention.

NOTE: These files document the negotiation and implementation of the agreement and corresponding annexes.

-30    Immigration policy development and research files                      CY+4y    5y    SR  
        (arrange by topic)

10y = The 10-year retention period allows for immigration policy and research to be completed, abandoned or cancelled. It also allows for consultation and potential reactivation of the abandoned and cancelled files.

SR = The government archives will selectively retain immigration policy development and research files because they provide evidence of the development, intended scope, application, and implementation of the Province's immigration policy.

The program area will select files that document research for and preparation of advice provided to ministry executive regarding provincial immigration policy, and box them with other records designated for full retention. All other records in this secondary will be boxed separately for destruction upon authorization of the records officer.

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A            SA            FD

70500    IMMIGRATION PROGRAMS - GENERAL

Records relating to immigration programs not shown elsewhere in this primary block. Immigration programs support the British Columbia economy through the increased utilization of skilled, internationally-trained workers.

Record types include correspondence, studies, and reports.

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

CY+2y    nil    DE

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

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	BC labour market research studies		SO	nil	DE

NOTE: This secondary covers published reports and studies printed from the Internet, and to a lesser extent reports and studies created by the program area, that identify high priority economic sectors that have skill shortages in BC. Copies of relevant pages from these reports and are also filed in the appropriate provincial nominee file classified under primary 70540.

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A            SA            FD

70520      IMMIGRATION PROGRAMS - INTERNATIONAL QUALIFICATIONS

Records relating to the development and implementation of the International Qualifications (IQ) Program. The IQ Program is a strategic initiative that is aimed at mitigating barriers faced by foreign-trained, skilled workers in the recognition of their foreign credentials.

The IQ program involves the tendering of contracts to regulatory bodies and professional associations, community-based organizations (including ad hoc committees, coalitions, umbrella organizations, associations or centres), public institutions, private enterprises, and individuals for activities that provide leadership, information, and capacity building initiatives on behalf of the ministry. Records relating to the RFP process and contracts are classified under *ARCS* secondary 1070-20

Record types include correspondence, copies of briefing notes, promotional material, and reports.

For committees, see *ARCS* secondary 200-20.  
For the RFP process and contracts, see *ARCS* secondary 1070-20.

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

CY+2y      nil      DE

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

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	IQ Program evaluation		SO	nil	DE

SO = when no longer required for program evaluation

-03      IQ Program promotion and marketing  
          (includes speaking notes, copies of presentation slides, and itineraries)

NOTE: This secondary covers presentations made to regulatory bodies, employers' groups, and immigrant services groups.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70520	<u>IMMIGRATION PROGRAMS - INTERNATIONAL QUALIFICATIONS</u> (continued)			
-20	IQ Program project files (arrange by project)	SO	6y	DE

SO = when the project is concluded, abandoned or cancelled, and when no longer required for reference purposes

6y = The six-year retention period ensures that interim and final reports and related contract monitoring records are retained for the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

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A            SA            FD

70540      IMMIGRATION PROGRAMS - PROVINCIAL NOMINEE

Records relating to the administration of the Provincial Nominee Program (PNP), a special component of the Canadian immigration program that allows the Province of British Columbia to choose a limited number of immigrants to meet provincial economic needs.

PNP is employer-driven. An employer, who has a permanent, full-time vacancy in a field where there is a shortage of qualified workers, recruits a qualified person, and then applies to the Province for nomination of that person.

The Province is responsible for the establishment of its own selection criteria, and the assessment and recommendation of nominees to the federal government. The federal government is responsible for final approval of immigration, including medical and security screening and issuing visas. Individuals applying to the PNP program must proceed through three stages: initial application and assessment resulting in provincial approval or rejection; provincial nomination resulting in federal approval or rejection; and landed immigrant (i.e., permanent resident) status and government tracking.

Record types include correspondence, applications, business plans, transition plans, academic or trade credentials, bank statements, company profiles, copies of agreements, job descriptions, proof of incorporation, extracts from labour market reports and studies, provincial selection assessments, letters of approval or rejection, nomination certificates, interview notes, and other types of records as indicated under relevant secondaries.

For agreements and memoranda of understanding, see *ARCS* secondary 146-45.

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

For communication activities, see *ARCS* primaries 295 to 338.

For database management records, see *ARCS* secondary 6820-50.

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

CY+2y      nil      DE

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

SO            nil            DE

-00      Policy and procedures

- OPR            SO            5y            FR  
- non-OPR      SO            nil            DE

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			<u>A</u>	<u>SA</u>	<u>FD</u>
70540	<u>IMMIGRATION PROGRAMS - PROVINCIAL NOMINEE</u> (continued)				
	-01	General			
PIB	-02	Federal government nominee/permanent resident data (electronic records)	SO	nil	DE
		SO = when added to the provincial nominee/permanent resident data classified under secondary -03			
		NOTE: This secondary covers quarterly updates received electronically from the federal government on the status of provincial nominees in the immigration approval process, as well as data on provincial nominees who have received permanent resident status. The sharing of this data is covered by a federal/provincial agreement, classified under <i>ARCS</i> secondary 146-45.			
PIB	-03	Provincial nominee/permanent resident data (electronic records)	SO	nil	DE
		SO = when no longer required for analysis or program evaluation, not to exceed 10 years			
		NOTE: The records date back to 2001. The information is keyed from the PNP files classified under secondaries -20, -25, and -30, and obtained from the federal data classified under secondary -02.			
		Reports documenting the number of applicants and the economic sectors to which they are recruited are generated weekly and classified under secondary -06. Other reports are generated on an ad hoc basis and are classified under the relevant <i>ORCS</i> or <i>ARCS</i> secondary.			
		NOTE: Because these records are created on a Microsoft Access database, an information system overview has not been created.			
	-04	Provincial Nominee Program evaluation (includes issue and discussion papers, copies of briefing notes, and reports generated from the data classified under secondary -03)	SO	nil	DE

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OPR = Office of Primary Responsibility		VR = Vital Records

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		<u>A</u>	<u>SA</u>	<u>FD</u>
70540	<u>IMMIGRATION PROGRAMS - PROVINCIAL NOMINEE</u> (continued)			
	SO = when no longer required for program evaluation			
-05	Provincial Nominee Program promotion (includes speaking notes, copies of presentation slides, and itineraries)			
	NOTE: This secondary covers presentations made at employers' international recruitment sessions.			
-06	Weekly provincial nominee reports	SO	nil	SR
	SR = The government archives will retain the final weekly provincial nominee report for each fiscal year because it provides a concise annual summary of the number of provincial nominee applications and the economic sectors to which they are recruited.			
	The ministry will box the final weekly provincial nominee report with other records designated for full retention. All other reports in this secondary will be destroyed upon authorization of the records officer.			
	NOTE: These reports are generated from the electronic data classified under secondary -03.			
PIB	-20 PNP applicant files (arrange by applicant)	SO	NA	NA
	SO = upon provincial approval or rejection			
	NA = Reclassify files of successful applicants under secondary -25, and unsuccessful applicants under secondary -30.			
PIB	-25 PNP nominee/permanent resident files (arrange by nominee or permanent resident)	SO+5y	5y	DE
	SO = upon federal approval or rejection of the nominee for permanent resident status			

(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





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A            SA            FD

70700    SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT

Records relating to immigrant settlement, multiculturalism, and anti-racism policy and program development, analysis, evaluation, and research. This includes developing the eligibility criteria for the various funding programs, as well as formal and informal consultations with anti-racism, multiculturalism and immigrant settlement umbrella organizations, service-providing organizations, and other stakeholders in order to obtain feedback on proposed policy and program changes, program monitoring and evaluative initiatives.

Record types include correspondence, draft applications, reports, and issue, discussion and research papers.

For the Advisory Council on Multiculturalism, see *ARCS* secondary 200-20.

For approved eligibility criteria, see the applications classified under secondary -00 in primaries 70220 to 70260.

For the BC Provincial Hate Crime Team, see *ARCS* secondary 200-20.

For executive briefing notes, see *ARCS* secondary 280-20.

Unless otherwise specified below, the ministry OPR (Settlement and Multiculturalism Branch) will retain these records for:

CY+2y    nil    DE

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

SO            nil            DE

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

-01    General

-20	Settlement (etc.) policy development files (arrange by topic)		CY+4y	5y	SR
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10y = The 10-year retention period allows sufficient time for anti-racism, multiculturalism and immigrant settlement policy and program development to be completed, abandoned or cancelled. It also provides sufficient time for research, consultation and potential reactivation of the abandoned and cancelled policy and program development files.

(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
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

70700    SETTLEMENT AND MULTICULTURALISM POLICY DEVELOPMENT  
(continued)

SR = The government archives will selectively retain settlement policy development files because they document the scope and application of anti-racism, multiculturalism and immigrant settlement policies in BC.

The ministry will select files that document the development of funding program eligibility criteria and box them with other records designated for full retention. All other files covered by this secondary will be boxed separately for destruction upon authorization of the records officer

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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  
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**INFORMATION SYSTEM OVERVIEW SECTION**

**TABLE OF CONTENTS**

**ISO TITLE**

Student Tracking and Reporting System

STARS

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Community, Aboriginal and Women's Services  
Settlement and Multiculturalism Branch

#### **System Title**

Student Tracking and Reporting System (STARS)

#### **Purpose**

The purpose of STARS is to provide a central database of English Language Services for Adults (ELSA) for language assessment centres, language training organisations, and the Settlement and Multiculturalism Branch in order to assess, register, monitor, and track ELSA students, and analyse ELSA delivery data and ELSA delivery performance.

#### **Information Content**

STARS contains ELSA student profile data (e.g., student's name, address, phone number, date of birth, marital status, sex, and nationality), childminding data (e.g., child's name, date of birth, parent/guardian phone numbers, parent/guardian comments, emergency contact information, and family doctor's name and phone number), assessment and placement data (e.g., type of assessment test taken, test date, and test results), class scheduling data (e.g., class offerings and times), and class management data (e.g., class attendance, class progress and class completion).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

STARS inputs consist of data entered by language assessment centres and language training organisations, which have been assigned security profiles (e.g., identification numbers and passwords) to access STARS through the Internet.

##### **Processes**

Assessment centres enter key profile data about ELSA candidates, their assessment test results, and their class preferences. STARS matches the class preference data to the class information data previously entered by the language training organizations, and notifies the language training organisations that candidates have been referred. Once the referrals have been approved by the language training organisations, STARS notifies the assessment centres and generates confirmations of registration for candidates. Language training organizations add student attendance, progress, and class completion information to the basic candidate data already entered, and generate attendance warning letters and diplomas.

##### **Outputs**

STARS outputs consist of confirmation of registration letters, attendance warning letters, and diplomas (all of which are given to students), 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, as prescribed in GMOP 8.1.4 and in special schedule 112910 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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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
70260-02	ELSA student tracking data

#### Outputs

Secondary No.	Secondary Title
70260-03	ELSA student tracking reports

#### Other Related Records

- For transitory electronic data processing (EDP) records, see schedule number 102902 in the *ARCS* manual.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- 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 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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### MULTICULTURALISM AND IMMIGRATION

#### 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)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### AGREEMENT(S)

- anti-racism funding 70220
- for Canada/BC Cooperation on Immigration, negotiation of 70400
- immigrant settlement funding 70260
- multiculturalism funding 70220

### ANTI-RACISM

- funding 70220
- policy and program development 70700

### APPLICANTS(S)

- anti-racism funding 70220
- heritage language funding 70240
- immigrant settlement funding 70260
- multiculturalism funding 70220
- organizational support funding 70200
- provincial nominee 70540

### AUDITS

- funded organizations 70200

- B -

### BARRIERS

- to foreign credentials 70520

BCAMP (See BRITISH COLUMBIA ANTI-RACISM AND MULTICULTURALISM PROGRAM)

BCHLP (See BRITISH COLUMBIA HERITAGE LANGUAGE PROGRAM)

### BRITISH COLUMBIA

- Anti-Racism and Multiculturalism Program 70220
- Canada Agreement for Cooperation on Immigration, negotiation of 70400
- Heritage Language Program 70240
- immigrant profiles 70400
- labour market research studies 70500
- Organizational Support Program 70200
- population profiles 70400
- Provincial Hate Crime Team ARCS 200

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### CANADA

- BC Cooperation on Immigration Agreement, negotiation of 70400

### CENSUS

- data 70400



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### COMMUNITY

- bridging funding 70260
- consultation for settlement and multiculturalism 70700

### CONTRIBUTION(S)

(See also GRANTS)

- anti-racism 70220
- immigrant settlement 70260
- integration and settlement 70260
- multiculturalism 70220
- settlement and integration 70260

### COOPERATION

- on Immigration Agreement, negotiation of 70400

### CREDENTIALS

- foreign, barriers to 70520

### CRITERIA

- anti-racism funding 70220
- development of funding 70700
- heritage language funding 70240
- immigrant settlement funding 70260
- multiculturalism funding 70220
- organizational support funding 70200
- provincial nominee selection 70540

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### DATA (See ELECTRONIC DATA)

### DELIVERY ASSISTANCE

- immigrant settlement funding 70260

- E -

### EDUCATION

- English language 70260
- heritage language 70240

### ELECTRONIC DATA

- anti-racism funding 70220
- census 70400
- English Language Services for Adults funding 70260
- heritage language funding 70240
- immigrant 70400
- immigrant settlement funding 70260
- immigration research 70400

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- multiculturalism funding 70220
- permanent resident 70400 and 70540
- provincial nominee 70540

### ELIGIBILITY CRITERIA, FUNDING

- approved 70220, 20240, and 70260
- development 70700

### ELSA (See ENGLISH LANGUAGE SERVICES FOR ADULTS)

#### ENGLISH LANGUAGE

- Services for Adults funding 70260
- student tracking 70260

#### ENTREPRENEURS

- permanent resident data on 70400

#### ETHNIC ORIGINS

- British Columbia population 70400

#### EVALUATION, PROGRAM

- International Qualifications 70520
- Provincial Nominee 70540

- F -

### FINANCIAL ASSISTANCE (See FUNDING)

#### FOREIGN CREDENTIALS

- barriers to 70520

#### FUNDING

- anti-racism 70220
- eligibility criteria development 70700
- heritage language 70240
- immigrant settlement 70260
- multiculturalism 70220
- organizational support 70200
- summary reports 70200

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### GRANTS

(See also CONTRIBUTIONS)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- heritage language 70240
- organizational support 70200

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HATE CRIME TEAM ARCS 200

HERITAGE LANGUAGE  
- funding 70240

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IMMIGRANTS (See IMMIGRATION)

IMMIGRATION

- agreement negotiation 70400
- barriers to foreign credentials 70520
- data 70400 and 70540
- policy development 70400
- programs 70500-70540
- provincial nominees 70540
- research 70400
- settlement and integration funding 70260
- settlement policy and program development 70700

INFORMATION AND SUPPORT SERVICES

- immigrant settlement funding 70260

INTEGRATION AND SETTLEMENT

- community consultation 70700
- funding 70260
- policy and program development 70700

INTERNATIONAL QUALIFICATIONS 70520

IQ (See INTERNATIONAL QUALIFICATIONS)

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LANDED IMMIGRANT STATUS (See PERMANENT RESIDENT STATUS)

LANGUAGE

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- funding, English	70260
- funding, heritage	70240
- of BC population	70400

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MARKET, LABOUR	
- research	70500

MARKETING	
- International Qualifications Program	70520
- Provincial Nominee Program	70540

MULTICULTURAL(ISM)	
- funding	70220
- policy and program development	70700
- profiles	70400

- N -

NOMINEE	
- Program, Provincial	70540

NON-PROFIT ORGANIZATION(S)	
- anti-racism funding	70220
- consultations	70700
- general files	70200
- heritage language funding	70240
- multiculturalism funding	70220
- organizational support funding	70200

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ORGANIZATIONAL SUPPORT PROGRAM	
- funding	70200

ORGANIZATIONS (See NON-PROFIT ORGANIZATIONS)

OSP (See ORGANIZATIONAL SUPPORT PROGRAM)

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PERMANENT RESIDENT(S)	
- data	70400 and 70540
- provincial nominee	70540
POLICY DEVELOPMENT	

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- anti-racism	70700
- immigration	70400
- multiculturalism	70700
- settlement	70700
<b>PROFILES</b>	
- multicultural	70400
<b>PROGRAM DEVELOPMENT</b>	
- anti-racism	70700
- immigration	70400
- international qualifications	70520
- multiculturalism	70700
- provincial nominee	70540
- settlement	70700
<b>PROGRAM EVALUATION</b>	
- International Qualifications	70520
- Provincial Nominee	70540
<b>PROMOTION</b>	
- International Qualifications Program	70520
- Provincial Nominee Program	70540
<b>PROVINCIAL HATE CRIME TEAM</b>	ARCS 200
<b>PROVINCIAL NOMINEE PROGRAM</b>	
- applicants	70540
- development	70540
- nominees	70540
- permanent residents	70540
- reports	70540
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<b>REJECTED NOMINEES</b>	
- Provincial Nominee Program	70540
<b>REPORT(S)</b>	
- anti-racism	70220
- English language student tracking	70260
- funding summary	70200
- heritage language	70240
- immigrant settlement	70260
- multiculturalism	70220

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- organizational support 70200
- provincial nominee 70540
- settlement services 70260

### RESEARCH

- immigration policy 70400

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### SECTORAL SUPPORT

- immigrant settlement funding 70260

### SERVICE COORDINATION

- immigrant settlement funding 70260

### SETTLEMENT AND INTEGRATION

- funding 70260
- policy and program development 70700

### STARS (See STUDENT TRACKING AND REPORTING SYSTEM)

### STREAMS, FUNDING

- anti-racism 70220
- heritage language 70240
- immigrant settlement 70260
- multiculturalism 70220

### STUDENT

- English language training 70260
- heritage language 70200
- Tracking and Reporting System ISO section and 70260

### SUMMARIES, PROJECT

- anti-racism 70220
- heritage language 70240
- immigrant settlement 70260
- multiculturalism 70220
- organizational support 70200

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- V -

- W -

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WEB SITE

- multiculturalism, anti-racism, and immigration

70000

WEEKLY

- provincial nominee reports

70540

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- Y -

- Z -