**ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS**

This register lists all changes made to the *Office of Protocol ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments), in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Government Records Services (GRS), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.

- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., Administrative AMendment number thirty-eight is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy 2-08 entitled “Administrative Amendment of Approved Records Schedules”, RIM 02.08 Procedures entitled Administrative Amendment Documentation and Procedures, and *Standard ORCS Kit* chapter 3, section 3.3.

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

<table>
<thead>
<tr>
<th>Unique identifier (ADAM # or Schedule #)</th>
<th>Date Approved</th>
<th>Section/Primary/Secondary</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>190150</td>
<td>2014/04/10</td>
<td>Entire ORCS</td>
<td>ORCS updated to reflect current practices and requirements. See Appendix E for a detailed listing of changes.</td>
</tr>
</tbody>
</table>

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the ORCS may also have an appendix that provides a more detailed summary of changes.
This is a recommendation to amend a records schedule.

Title: Office of Protocol Operational Records Classification System

Office of the Premier and Cabinet Office
Intergovernmental Relations Secretariat
Office of Protocol

Description and Purpose:
This is a general amendment of the Office of Protocol ORCS. The purpose of this amendment is to update the classification scheme so that it is based on the creating office's existing functions and activities and that the retention periods meet their needs. The amendment also uses a more up to date classification scheme methodology.

This amendment results in a more streamlined classification scheme. It includes changes to primary and secondary titles, scope notes, cross-references, secondary qualifiers and notes, as well as modified retention periods and final dispositions.

This amendment does not apply to Office of Protocol records that, as of the date of approval, have been authorized for disposition (ARS 130 signed off) by the central records services agency.

For a complete list of the changes, see the Summary of Changes.

Start Date: 1871

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer signature
Print Name: Dea Narey
Date: May 26, 2013

ADM or Executive Director signature
Print Name: Marc-André Oullette
Date: March 12, 2014

Deputy Minister or Corporate Executive signature
Print Name: ÊRÊTTÊ MARANDA
Date: June 1, 2014

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

Chair, PDC signature
Print Name: Dean Mitchell
Date: April 10, 2014

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Chair, PDC signature
Print Name: Dean Mitchell
Date: April 10, 2014

Chair, PDC signature
Print Name: Dean Mitchell
Date: April 10, 2014

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Date: May 26, 2013

Print Name: Marc-André Oullette
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Print Name: Dea Narey
Date: May 26, 2013

Print Name: Marc-André Oulet
RECORDS MANAGEMENT APPRAISAL:
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the Provincial Symbols and Honours Act (RSBC 1996, c. 380) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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

Records Analyst signature
Print Name: Mahia Frost
Date: August 15, 2013

Senior Archivist
Print Name: Mary McIntosh
Date: September 6, 2013

ARCHIVAL APPRAISAL:
This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary. Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

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

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

Archivist signature
Print Name: Joni Mitchell
Date: August 15, 2013

The undersigned endorses the appraisal recommendations:

Manager, Policy, Appraisal and Storage signature
Print Name: Glen Isaac
Date: September 17, 2013
OFFICE OF PROTOCOL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This Operational Records Classification System (ORCS) amendment updates the classification system and retention and disposition schedule for the operational records created by the Office of Protocol.

These records document the planning and execution of official visits to the province, the administration of provincial conferences, ceremonies and commemorative events, provision of diplomatic services and liaison with the Consular Corps and foreign representatives, the management of the province’s symbols, honours and awards program, including the Order of British Columbia, under the Provincial Symbols and Honours Act (RSBC 1996, c. 380), and related protocol functions.

The amendment provides a streamlined approach to the classification of the records, to better reflect current procedures and processes. Amendments to primaries and secondaries have been made throughout the ORCS to include wording changes in scope notes, secondary titles and secondary notes. The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and historical values are preserved.

The following summary describes the changes that affect retention periods and final dispositions. Secondaries with a final disposition of destruction and a retention period of less than seven years are only described if the final dispositions were selective or full retention in the previous version of the ORCS. In this summary, record types are linked to the ORCS by primary and secondary numbers. For a detailed description of all changes, please consult Appendix E: Summary of Changes to the Office of Protocol ORCS.

(continued on next page)
1) **Heads of state/government visits**  
(secondary 51600-20)  
These records document the planning and coordination of official visits to the province by the Sovereign, members of the British Royal Family, foreign heads of state and government.  

7y: The retention ensures the records are available for fiscal accountability.  

FR: The government archives will fully retain Heads of state/government visit records. They provide information about how the standards and conventions regarding the visits of high ranking state and government officials evolve over time. The records also provide evidence about the planning and administration of these visits.

2) **Provincial symbols**  
(secondary 51300-25 British Columbia symbol development files)  
These records document the development and the management of provincial symbols, which are covered by the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380).  

FR: British Columbia symbol development files will be fully retained. They provide evidence of how British Columbia’s official symbols and emblems are established.  

DE: British Columbia symbols records will be destroyed. They document routine inquiries about the symbols and have insufficient value to warrant archival retention. Provincial symbols are covered by the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380), and records relating to the amendment of that act by adding or changing a provincial symbol are covered in ARCS primary 140. Records documenting communication projects regarding new or changed provincial symbols, including the issuing of news releases, are fully retained in the *Government Communications ORCS* (schedule 881035).

3) **Visits calendar**  
(secondary 51600-10)  
These records summarize the planning and coordination of official visits.  

FR: The government archives will fully retain the Visits calendar because it provides a concise summary of all visits to British Columbia of all national and international dignitaries and delegations. The Office of Protocol will print each monthly calendar and box it with other FR records for transfer and disposition.

(continued on next page)
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A   SA   FD

4) Chiefs of Protocol meeting records
   (secondary 50000-06)

   These records document the involvement of the province’s Chief of Protocol in annual meetings of provincial Chiefs of Protocol.

   FR: Chiefs of Protocol meeting records will be fully retained. They provide evidence of the cooperation and liaison between Canada’s senior protocol officers.

5) Records from programs transferred out of the Office of Protocol
   (secondary 50000-50)

   This secondary covers residual records which are still in the custody of the Office of Protocol, but the programs, and their active records, were transferred to other ministries/bodies. These programs include: functions held at the legislative precinct, the provincial carillon, tour guides (of the legislative precinct) and the Queen Elizabeth II Scholarship.

   SR: The government archives will selectively retain Records from programs transferred out of the Office of Protocol. Selection will be as follows:

   • Queen Elizabeth II Scholarships case files (formerly 50860-20) will be destroyed in accordance with the approved final disposition of Queen Elizabeth II British Columbia Centennial scholarships in the Student Services ORCS (schedule 117457).

   • Legislative precinct functions case files and Carillon programs case files will be fully retained. Legislative precinct functions case files provide information about the public use of the Parliament Buildings and grounds during the time that the Office of Protocol was responsible for granting permission for that use. Carillon programs case files provide evidence of the role of the Provincial Carillonneur and information about the Netherlands Centennial Carillon music programs during the time that the Office of Protocol included the Provincial Carillonneur.

   • All other records will be destroyed. This is consistent with the final dispositions approved for the former primaries 50860, 50900, 51000, and 51400.

6) Intergovernmental events, conferences and meetings
   (secondary 51200-25)

   These records document the planning and administration of events, meetings and conferences held on behalf of the Government of British Columbia, or in which the province is represented, and which involve observance of social or diplomatic conventions.

   (continued on next page)
11y: The retention period ensures the records are available for fiscal accountability, and provides enough time for reference in subsequent program planning.

DE: Intergovernmental events, conferences and meetings will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, equipment and facilities for intergovernmental conferences and meetings held in British Columbia and have insufficient value to warrant archival retention. Records of the Intergovernmental Relations Secretariat that document the participation of the Government of British Columbia in intergovernmental conferences, committee meetings, symposia, and seminars are fully retained in accordance with the Office of the Premier and Executive Council ORCS (schedule 881099), secondaries 12120-20, 12140-20, and 12160-20.

7) Missions (secondary 51600-25) CY+3y 5y DE

These records document the planning, protocol and coordination functions relating to missions (trips by government officials outside of British Columbia).

9y: The retention period ensures the records are available for the current plus following political term.

DE Missions records will be destroyed because they are routine and procedural. They document the management of meeting rooms in accordance with protocol guidelines, the gift inventory, and the collection and cataloguing of official gifts received by the premier. Records documenting the participation of the Government of British Columbia in international trade missions are fully retained in accordance with the Office of the Premier and Executive Council ORCS (schedule 881099), secondary 12140-20. Records documenting the involvement of the participating ministries are selectively retained in accordance with the special schedule 102906 (Executive Records). Records documenting issues management, media relations, communications research, and the coordination of cross-government projects are fully retained in accordance with the Government Communications ORCS (schedule 881035), secondaries 23100-30 and 23300-07.

8) Order of British Columbia administration records (secondary 50000-06) CY+1y 6y DE

These records document the administration of the Order of British Columbia (OBC) program, established under the Provincial Symbols and Honours Act (RSBC 1996, c. 380).

8y = The retention period ensures the records are available for fiscal accountability.

(continued on next page)
9) **Anniversary programs**  
(secondary 50100-20)  

These records document the research, design and coordination of the province’s participation in commemorative programs, such as Canada Day, the Queen’s Jubilee, or British Columbian anniversaries.

**7y:** The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.

**DE:** Anniversary programs will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Records documenting the purpose and objectives of anniversary programs are found in special schedules 102906 (Executive Records), 112911 (Government House Records), and 112912 (Lieutenant-Governor Records), all of which are scheduled for selective retention. Policies, procedures, guidelines, and standards for anniversary programs are covered by secondary 50000-00, which is scheduled for full retention.

10) **Ceremony files**  
(secondary 50200-20)  

These records document the planning and administration of ceremonial functions. Ceremonial functions are formal events conducted in the British Columbia Legislature, and state ceremonies.

**5y:** The retention period ensures the records are retained for the duration of a political tenure and provides an adequate reference period for subsequent program planning.

**DE:** Ceremony files will be destroyed because they are routine and procedural. The ceremonial rules upon which they are based are fully retained in secondary 50000-00. State ceremonies involving the Lieutenant Governor are selectively retained in accordance with special schedules 112911 (Government House Records) and 112912 (Lieutenant-Governor Records).

11) **Use of the name “British Columbia” case files**  
(secondary 51300-35)  

These records document the examination of the use of the name "British Columbia" or the initials "B.C." by companies, societies and associations, to ensure that such usage does not imply that an organization is related to the provincial government.

(continued on next page)
DE: Use of the name “British Columbia” case files will be destroyed. BC Registry Services, which is responsible for the approval of corporate and business names, retains a record of the BC Government’s consent or rejection of names.

12) Honours and awards  
(secondary 50800-25)  

These records document honours and awards presented by ministries and administered by the Office of Protocol, who designs, develops and may conduct the presentations of the honours or awards.

DE: Provincial honours and awards records will be destroyed. Policy, procedures, and guidelines relating to the presentation of the awards are fully retained in secondary 50000-00. Eligibility guidelines and selection criteria of the Long Service Awards are fully retained under secondary 57830-00 in the Public Service Personnel Management Services ORCS (schedule 181080).

13) Visits files  
(secondary 51600-30)  

These records document the coordination of official visits by dignitaries, delegations, ambassadors, Consuls Generals and other officials.

DE: Visit files will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Policies, procedures, and standards that guide the management of visits are fully retained under 50000-00. Records documenting the purpose and objectives of the visits are selectively retained in executive and operational records of ministries and agencies participating in the visit.

14) Systems  

The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.

Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.

(continued on next page)
15) **All Other Records**

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS, such as summary reports, policy records, executive briefing notes (ARCS secondary 280-20), and annual service plan reports (ARCS secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

**END OF EXECUTIVE SUMMARY**
Ministry of Government Services
Community Programs and Services
Protocol and Events Branch

Classification System.

The Protocol and Events Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by the Protocol and Events Branch. These records document the planning and execution of official visits to the province, the administration of provincial conferences and ceremonies, and the management of functions at the Legislative Buildings, including the procedures, precedents or etiquette appropriate to the conduct of these activities.

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

Ministry: Ministry of Government Services
Division: Community Programs and Services
Branch: Protocol and Events Branch

Description and Purpose: □ Administrative □ Operational □ Both

The Protocol and Events Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by the Protocol and Events Branch. These records document the planning and execution of official visits to the province, the administration of provincial conferences and ceremonies, and the management of functions at the Legislative Buildings, including the procedures, precedents or etiquette appropriate to the conduct of these activities.

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

Dates: 1871 ongoing
Physical Format of Records: see attached schedule
Extent: 0.60 m³/year Cubic Metres
No. of Pieces n/a

Have documents been microfilmed? □ Yes □ No
Is the information in this record series recorded in any other form besides microfilm? □ Yes (See Records Management Appraisal) □ No

Recommended Retention: □ Dispose immediately □ Dispose on ______ day of ______
□ Dispose in accord with attached disposal instructions.
□ Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition: □ Destruction □ Full Retention by Archives □ Selective Retention by Archives
□ Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Deputy Minister/Corporate Executive

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

Minister

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

OTHER STATUTORY APPROVALS:

Signature Date Title

Signature Date Title

Signature Date Title

Signature Date Title

ARS 008 (Rev. 6/89)

BCARS ORCS: 12830-03 ARCS: 430-02
These records are created and received under the authority of the Ministry of Provincial Secretary and Government Services Act (RSBC 1979, c. 279), the Provincial Symbols and Honours Act (SBC 1989, c. 10), the Ministry of Transportation and Highways Act (RSBC 1979, c. 280, s. 59, "Regulations governing use of public buildings"), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

The retention and final disposition guidelines have been established in consultation with the Ministry Records Officer and Branch staff and managers.

The final disposition recommendations protect records considered to have archival values.

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

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. 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 unnecessary duplicates, transitory materials, and ephemera may be discarded.
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

A SA FD

Protocol and Events
Operational Records Classification System

EXECUTIVE SUMMARY

This Operational Records Classification System (ORCS) establishes a classification system and retention and disposition schedule for the operational records created by Protocol and Events Branch.

These records document the planning and execution of official visits to the province, the administration of provincial conferences, ceremonies and commemorative events, the management of the province's symbols, honours and awards program, including the Order of British Columbia, and other protocol functions.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The British Columbia Archives and Records Service has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

The authority for the Protocol and Events Branch is established by the Ministry of Provincial Secretary and Government Services Act (RSBC 1979, c. 279), the Provincial Symbols and Honours Act (SBC 1989, c. 10), the Ministry of Transportation and Highways Act (RSBC 1979, c. 280, s. 59, "Regulations governing use of public buildings"), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The summary which follows describes the basic types of records and identifies their retention periods and final disposition. Please consult the ORCS manual for further information.

A = Active CY = Calendar Year DE = Destruction
SA = Semi-active FY = Fiscal Year SR = Selective Retention by BCARS
FD = Final Disposition NA = Not Applicable FR = Full Retention by BCARS
OPR = Office of Primary Responsibility w = week
PIB = Personal Information Bank m = month
BCARS = B.C. Archives and Records Service y = year
SCARS = B.C. Archives and Records Service
PUR = Public Use Record
DE = Destruction
SR = Selective Retention by BCARS
FR = Full Retention by BCARS
w = week m = month y = year
PUR = Public Use Record
SO = Superseded or Obsolete
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

This Operational Records Classification System consists of one section covering the following main topics:

1. Records documenting special events such as British Columbia's pavilions at international expositions, "open-houses" at the legislature and events relating to special holidays will be retained for six years after the calendar year of their creation for legal, fiscal and audit controls, then transferred to BCARS for full retention for their anticipated historical and cultural research interest.

A = Active  CY = Calendar Year  DE = Destruction
SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCARS
FD = Final Disposition  NA = Not Applicable  FR = Full Retention by BCARS
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

GS07: PROTORCS: 94/07/07  Schedule 881036  ORCS/ PROT  EXEC SUMMARY - 4
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95) It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

A = Active
SA = Semi-active
FD = Final Disposition
OPR = Office of Primary Responsibility
PIB = Personal Information Bank
BCARS = B.C. Archives and Records Service

A   SA   FD

2. Case files documenting ceremonies of the British Columbia legislature are retained for four years after the calendar year of their creation to meet the creating agency’s information and referral requirements for the maximum duration of a term of office. All records relating to the Order of British Columbia and Queen Elizabeth II Scholarships are also retained for the same time. BCARS will fully retain these types of records for their anticipated research interest and their contribution to the historical and cultural continuity of the province.

CY+1y  3y  FR

3. Order of the Dogwood case files will be retained for one year after the calendar year of their creation and then transferred to BCARS for full retention for their anticipated research, historical and cultural value.

CY+1y  nil  FR

4. Records documenting flag protocols and the definition, display and use of symbols of British Columbia are fully retained by BCARS for their anticipated research and historical value.

SO  nil  FR

5. Records documenting commemorative anniversary programs in recognition of historically important occasions and records relating to the planning and administration of international, national and provincial conferences are retained for six years after the calendar year of their creation. The records are then transferred to BCARS for selective retention for their historical and research interest.

CY+2y  4y  SR

6. Records documenting use of facilities in the legislative precinct and use of the name "British Columbia" are retained for four years after the calendar year of their creation for information and referral requirements and to protect the government’s legal rights and liabilities and then transferred to BCARS for selective retention for their residual historical and research value.

CY+2y  2y  SR

A = Active
CY = Calendar Year
DE = Destruction
SA = Semi-active
FY = Fiscal Year
SR = Selective Retention by BCARS
FD = Final Disposition
NA = Not Applicable
FR = Full Retention by BCARS
OPR = Office of Primary Responsibility
w = week
m = month
y = year
PIB = Personal Information Bank
PUR = Public Use Record
BCARS = B.C. Archives and Records Service
SO = Superseded or Obsolete

GS07: PROTORCS: 94/07/07 Schedule 881036 ORCS/PROT EXEC SUMMARY - 5
The records schedule is approved in accordance with the Document Disposal Act (RSBC 1979, c. 95). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by the British Columbia Archives and Records Service. For assistance in implementing ORCS, contact your records officer.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY+1y</td>
<td>nil</td>
<td>SR</td>
</tr>
</tbody>
</table>

7. Records documenting Canadian state ceremonies, the provincial Long Service Awards program and visits by national and international dignitaries and delegations do not require a long semi-active retention period. They are retained for one year after the calendar year of their creation and then sent directly to SCARS for retention of a sample which documents these functions.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO+1y</td>
<td>nil</td>
<td>SR</td>
</tr>
</tbody>
</table>

8. Records documenting the programs of the Netherlands Centennial Carillon are retained for one year after a program has been changed or discontinued and then sent directly to BCARS for selective retention of those records which best document this function.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY+2y</td>
<td>2y</td>
<td>DE</td>
</tr>
</tbody>
</table>

9. Consular corps correspondence is retained for four years following the calendar year of its creation or receipt to meet the creating agency’s information and referral requirements and to address tenure of consular postings considerations. These records are then destroyed as they have no further primary or residual value for administrative or operational functions.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

10. All records not otherwise assigned a specific retention schedule are destroyed one year after their creation or receipt.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

11. Records relating to Consular corps biographies, motor vehicles and privileges and immunities are retained for one year after any vehicle changes, amendments to existing privileges and immunities or new consular corps appointments. Records documenting training packages for legislative precinct tour guides are retained for one year after a training package is revised. These types of records are then destroyed.

A = Active  CY = Calendar Year  DE = Destruction
SA = Semi-active  FY = Fiscal Year  SR = Selective Retention by BCARS
FD = Final Disposition  NA = Not Applicable  FR = Full Retention by BCARS
OPR = Office of Primary Responsibility  w = week  m = month  y = year
PIB = Personal Information Bank  PUR = Public Use Record
BCARS = B.C. Archives and Records Service  SO = Superseded or Obsolete

GS07: PROTORCS: 94/07/07  Schedule 881036  ORCS/PROT  EXEC SUMMARY - 6
12. General records relating to ceremonial procedures and protocols and specialized reference and research material for the planning and administration of conferences and events are obsolete when their purpose is redundant, or they have been superseded by more current records.

Records documenting symbols and logos of provinces, excluding British Columbia, countries and corporations have no further value when they have been replaced with amended rules or symbols.

Accepted forms of address and lists governing the established order of precedence within the diplomatic and consular corps, the Executive Council, the Judiciary, the Clergy, etc., are a necessity for any protocol function but have no further primary or residual value after they have been updated.

The limited distribution of giftware to provincial representatives for presentation to special visitors to British Columbia or for travelling on official government business is administered by this branch. Giftware inventories and catalogues are transitory in nature and, when updated, have no further value.

No semi-active storage is required for these types of records and their final disposition is destruction.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

OFFICE OF PROTOCOL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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ORCS REGISTER OF AMENDMENTS

EXECUTIVE SUMMARY

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SECTION 1  50000 - 51900  OFFICE OF PROTOCOL

SYSTEMS SECTION

APPENDIX A  CLOSED

APPENDIX B  CLOSED

APPENDIX C  CLOSED

APPENDIX D  CLOSED

APPENDIX E  SUMMARY OF CHANGES

APPENDIX G  CLOSED

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Key to ARCS/ORCS Codes and Acronyms

2014/04/10  Schedule 881036  PROT ORCS  TOC - 1
INTRODUCTION TO THE

OFFICE OF PROTOCOL ORCS

For further information, contact your Records Officer.
1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Office of Protocol Operational Records Classification System (PROT ORCS)*.

For general information about the purpose, organization, and elements of ORCS in general, and of the *Administrative Records Classification System (ARCS)*, see the *ARCS and ORCS User Guide* available on BC Government’s Records Management web site at [http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf](http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf). It is designed to help you understand, interpret and use ARCS and ORCS.

For special schedules that cover records that are not covered by ARCS and ORCS, see [http://www.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html](http://www.gov.bc.ca/citz/iao/records_mgmt/special_schedules/index.html).


For tips, guides, and FAQs on related topics, see [http://www.gov.bc.ca/citz/iao/records_mgmt/guides/](http://www.gov.bc.ca/citz/iao/records_mgmt/guides/).

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

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

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

This ORCS has the following parts:

- ORCS Register of Amendments
- Executive Summary:
  - a copy of the signed records retention and disposal authority (ARS 008) form
  - a high-level overview of the ORCS
- Table of Contents
- Introduction (this section)\(^1\)
- Section 1 with classifications and schedules for the records covered by this ORCS; see part 3 below for further information
- Systems Section: contains a comprehensive listing of electronic systems relevant to this ORCS, with detailed descriptions where warranted, and brief descriptions where not.
- Index
- Appendices: may be added to provide a summary of changes (if the ORCS has been amended), file codes, filing procedures, and/or other classification or records

\(^1\) Pre-2011 ORCS have “How to Use” sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the *ARCS/ORCS User Guide* available on the Records Management web site.
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

**ORCS KEY: the Key to your ORCS Codes and Acronyms**

The following codes and acronyms are used throughout this ORCS:

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

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

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

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

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

For further explanation of terms, see the *ARCS and ORCS User Guide*. 

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*Key to ARCS/ORCS Codes and Acronyms*
3. **The Functions and Activities Covered by this ORCS**

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Primary Numbers</th>
<th>Section Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>50000-51900</td>
<td>OFFICE OF PROTOCOL</td>
</tr>
</tbody>
</table>

Covers records relating to providing protocol and events management services on behalf of the government of British Columbia, including planning and executing visits to the province by members of the Royal Family, heads of state, ambassadors and other distinguished people; administering provincial conferences, events and ceremonies; and liaison with the Consular Corps. This includes records relating to: the organization of official ceremonies and functions; provision of logistical support for provincial-sponsored events and conferences; organization of province-wide commemorative events; management of the province's symbols, honours and awards programs, such as the Order of British Columbia and Long Service Awards; and administering the province's congratulatory messages program.

4. **Legal Authority of this ORCS**

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this ORCS has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, this ORCS has statutory authority governing the retention and disposition of the records that it covers.
SECTION 1

OFFICE OF PROTOCOL

PRIMARY NUMBERS

50000 – 51999

This section covers records relating to the Office of Protocol function, which provides protocol and event coordination services for the Government of British Columbia. This includes planning and executing official visits to the province; administering intergovernmental events, conferences and ceremonies; and providing diplomatic services and liaison with the Consular Corps and foreign representatives. This also includes the organization of official ceremonies and functions; provision of logistical support for provincial-sponsored events and conferences; organization of province-wide commemorative events; management of the province’s symbols, honours and awards programs, such as the Order of British Columbia and Long Service Awards; and administering the province’s congratulatory messages program.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

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OFFICE OF PROTOCOL

50000 - 51999

50000 OFFICE OF PROTOCOL - GENERAL
50100 ANNIVERSARY PROGRAMS
50200 CEREMONIAL FUNCTIONS
50220 (superseded by 50200 CEREMONIAL FUNCTIONS)
50240 (superseded by 50200 CEREMONIAL FUNCTIONS)
50300 (superseded by 51200 INTERGOVERNMENTAL EVENTS)
50320 (superseded by 51200 INTERGOVERNMENTAL EVENTS)
50340 (superseded by 51200 INTERGOVERNMENTAL EVENTS)
50360 (superseded by 51200 INTERGOVERNMENTAL EVENTS)
50400 (superseded by 50000-08 Congratulatory message program records)
50500 DIPLOMATIC AND CONSULAR SERVICES
50600 (superseded by 50000 OFFICE OF PROTOCOL – see Appendix E for details)
50700 (superseded by 50000 OFFICE OF PROTOCOL – see Appendix E for details)

HONOURS AND AWARDS

50800 - GENERAL
50820 - (superseded by 50800-25 Honours and awards)
50840 - ORDER OF BRITISH COLUMBIA
50860 - (superseded by 50000-50 Records from functions transferred out of the Office of Protocol)
50900 (superseded by 50000-50 Records from functions transferred out of the Office of Protocol)
51000 (superseded by 50000-50 Records from functions transferred out of the Office of Protocol)
51100 (superseded by 50000 OFFICE OF PROTOCOL – GENERAL)
51120 (superseded by 50000-10, Logistical planning reference files)
51140 (superseded by 50000-10, Logistical planning reference files)

(continued on next page)
SECTION 1 TABLE OF CONTENTS, continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>51200</td>
<td>INTERGOVERNMENTAL EVENTS</td>
</tr>
<tr>
<td>51300</td>
<td>USE OF PROVINCIAL SYMBOLS</td>
</tr>
<tr>
<td>51400</td>
<td>(superseded by 50000-50 Records from functions transferred out of the Office of Protocol)</td>
</tr>
<tr>
<td>51500</td>
<td>(superseded by 51300-35 Use of name “British Columbia” case files - see Appendix E for details)</td>
</tr>
<tr>
<td>51600</td>
<td>VISITS AND MISSIONS</td>
</tr>
</tbody>
</table>
50000  OFFICE OF PROTOCOL – GENERAL

Records not shown elsewhere in the Office of Protocol section which relate generally to the provision of protocol and intergovernmental event coordination services on behalf of the Government of British Columbia.

This includes several functions of the Office of Protocol, including:

- The administration and coordination of the Congratulatory Message Program. Upon request, residents of British Columbia are eligible to receive official congratulatory messages when they celebrate a 75th and higher birthday and/or a 25th and higher wedding anniversary.

- Etiquette and protocol used by the Government of British Columbia in communications with the federal government, other provincial or territorial governments, municipal governments and representatives of foreign governments.

- The coordination of special passports issued to cabinet ministers and spouses traveling internationally on government business.

- The management of databases which staff create for the administration of events and ceremonial occasions. These are created on an ad-hoc basis and contain administrative information such as invitations, contact information, RSVP’s, dietary considerations and gifts.

NOTE: For consistent classification throughout this ORCS, files arranged by country will use the three-digit country codes established in the International Standard (ISO) 3166, Codes for the Representation of Names of Countries.

For contact and member lists, such as for delegates or members of a group, see ARCS secondary 100-05.

For development of special items, see ARCS secondary 847-20.

For financial records relating to gifts, see ARCS primary 925.

For gift inventory lists, see ARCS 100-05.

For the Office of Protocol web pages, see ARCS secondary 340-30.

For photographs not directly associated with an event, visit, meeting or ceremony, see ARCS secondary 306-20.

For satisfaction surveys, see ARCS primary 338.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

Key to ARCS/ORCS Codes and Acronyms
### 50000 OFFICE OF PROTOCOL – GENERAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-00</td>
<td>Policy and procedures</td>
<td>(supersedes -00 Policy and procedures from all original primaries in this section, 50600-20 Forms of address, 50600-30 Precedence lists, and 51300-02 Flag protocol) (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to functions represented by this ORCS, such as flag protocol, forms of address, tables of precedence, the Consular Corps Book, or the Order of British Columbia master binder) 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. NOTE: Secondary -00 covers policies and procedures pertaining to the mandate and operations of the Office of Protocol identified throughout this ORCS.</td>
</tr>
<tr>
<td>-01</td>
<td>General</td>
<td>CY+1y nil DE NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.</td>
</tr>
<tr>
<td>-06</td>
<td>Chiefs of Protocol meeting records</td>
<td>SO nil FR FR: Chiefs of Protocol meeting records will be fully retained. They provide evidence of the cooperation and liaison between Canada’s senior protocol officers.</td>
</tr>
<tr>
<td>-08</td>
<td>Congratulatory message program records</td>
<td>CY+1y nil DE (supersedes 50400-20 Birthday anniversary messages and 50400-30 Wedding anniversary messages) (includes correspondence, memoranda, application forms, data on the congratulatory database and, for some occasions, copies of birth or marriage certificates) (covers birthday and wedding anniversary messages) NOTE: See the simple system listing for a description of the congratulatory database.</td>
</tr>
</tbody>
</table>

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**Key to ARCS/ORCS Codes and Acronyms**
50000  OFFICE OF PROTOCOL – GENERAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>-10</td>
<td>Logistical planning reference files</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td></td>
<td>(supersedes 51120-20 Conference and event services case files, 51140-20 Hotel facilities case files, and 50700-03 Suppliers’ catalogues, price lists)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(includes general information regarding giftware, catering, floor plan and site details, commemorative products, and other information to assist in the organization of conferences and events)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-12</td>
<td>Office of Protocol newsletters</td>
<td>CY+3y</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td></td>
<td>(covers monthly newsletters issued by the branch regarding matters of protocol, such as etiquette tips, provincial symbols and activities of the branch)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-14</td>
<td>Office of Protocol research and reference files</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

**NOTE:**  This secondary covers a collection of materials relating to a variety of topics and collected for reference purpose only; it does not cover original records created by the Office of Protocol.

PIB -30  Special passports

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(arrange by passport holder's name)</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td></td>
<td>(includes correspondence, copies of passports and the data on the database for special passports)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when the passport has been deactivated/expired</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PIB -45  Protocol program planning and tracking data

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(covers data on databases created for the administration and planning of protocol activities, including events, ceremonies, the Use of BC and visits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when the approved retention schedule for the case file to which the data relates has elapsed (for databases created for individual projects), and when operational reference value for planning future events has expired</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**  This secondary is not for filing; its purpose is to identify the retention period for the data in the databases. The databases will usually be filed in the same electronic folder as the project it relates to.  

*Key to ARCS/ORCS Codes and Acronyms*
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

50000 OFFICE OF PROTOCOL – GENERAL

-45 Protocol program planning and tracking data (continued)

NOTE: See the simple system listing for a description of the databases this data resides in, as well as the project files and retentions they relate to.

-50 Records from programs transferred out of the Office of Protocol

(supersedes primaries 50860 Queen Elizabeth Scholarship, 50900 Legislative Precinct, 51000 Provincial Carillon, and 51400 Tour Guides)

(arrange by original ORCS number)

(covers records relating to four programs transferred to other ministries/bodies: functions held at the legislative precinct, the provincial carillon program, tour guides (of the legislative precinct) and the Queen Elizabeth II Scholarship)

SO: the date the program was transferred out of the Office of Protocol

SR: The government archives will selectively retain records from programs transferred out of the Office of Protocol. Selection will be as follows:

- Queen Elizabeth II Scholarships case files (formerly 50680-20) will be destroyed in accordance with the approved final disposition of Queen Elizabeth II British Columbia Centennial scholarships in the Student Services ORCS (schedule 117457).

- Legislative precinct functions case files and Carillon programs case files will be fully retained. Legislative precinct functions case files provide information about the public use of the Parliament Buildings and grounds during the time that that the Office of Protocol was responsible for granting permission for that use. Carillon programs case files provide evidence of the role of the Provincial Carillonneur and information about the Netherlands Centennial Carillon music programs during the time that the Office of Protocol included the Provincial Carillonneur.

(cont)
50000    OFFICE OF PROTOCOL – GENERAL

-50  Records from programs transferred out of the Office of Protocol (continued)

  • All other records will be destroyed. This is consistent with the final dispositions approved for the former primaries 50860, 50900, 51000, and 51400.

NOTE: This classification is included in the ORCS to assist in scheduling records stored off-site and residual records that may be found in the Office of Protocol.

END OF PRIMARY
50100 ANNIVERSARY PROGRAMS

Records relating to the participation of the Province of British Columbia in commemorative programs. These programs, usually of a long duration and involving several jurisdictions, recognize the anniversaries of historically important occasions such as Canada Day or the Queen’s Jubilee. They may also relate to provincial anniversaries, such as significant British Columbian anniversaries or war memorials.

The role of the Office of Protocol is to research, design, develop and administer the events and ceremonies of the anniversary programs.

For anniversary program data on databases, see secondary 50000-45.
For the planning and administration of special events other than anniversary programs, see primary 51200.
For policy and procedures, see secondary 50000-00.
For reference material/topical files, see secondary 50000-14.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
</tr>
<tr>
<td>-20 Anniversary programs</td>
<td>CY+2y</td>
<td>4y</td>
</tr>
</tbody>
</table>

(arrange first by year, then by anniversary name)
(includes correspondence, memoranda, event schedules, research, planning and administration documentation)

7y: The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.

DE: Anniversary programs will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Records documenting the purpose and objectives of anniversary programs are found in special schedules 102906 (Executive Records), 112911 (Government House Records), and 112912 (Lieutenant-Governor Records), all of which are scheduled for selective retention. Policies, procedures, guidelines, and standards for anniversary programs are covered by secondary 50000-00, which is scheduled for full retention.

END OF PRIMARY
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

50200 CEREMONIAL FUNCTIONS

Records relating to the planning and administration of ceremonial functions. Ceremonial functions are formal events conducted for notable occasions in the British Columbia Legislature, such as the Throne Speech, Opening of the Session, Royal Assent, swearing in of the Premier and Executive Council, the installation of the Lieutenant Governor and other legislature ceremonies as declared by the Executive Council or the Legislative Assembly. Ceremonial functions also include observation of state ceremonies declared by the Governor General and the Parliament of Canada, such as state funerals and royal births, weddings and deaths.

For ceremonies granting honour or award, see primary 50800.
For ceremonial data on databases, see secondary 50000-45.
For flag protocols, see primary 51300.
For logistical reference files, see secondary 50000-10.
For policy and procedures, see secondary 50000-00.
For reference material/topical files, see secondary 50000-14.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>-20 Ceremony files</td>
<td>CY+1y</td>
<td>3y</td>
<td>DE</td>
</tr>
</tbody>
</table>

(supersedes 50220-20 British Columbia legislature ceremonies, and 20240-20 Canadian state ceremonies)
(arrange by ceremony name)
(includes planning material such as seating plans, invitations/RSVPs, logistical planning, catering information, correspondence, lists of participants, speeches, photographs, ceremonial programs and timetables)

5y: The retention period ensures the records are retained for the duration of a political tenure and provides an adequate reference period for subsequent program planning.

DE: Ceremony files will be destroyed because they are routine and procedural. The ceremonial rules upon which they are based are fully retained in secondary 50000-00. State ceremonies involving the Lieutenant Governor are selectively retained in accordance with special schedules 112911 (Government House Records) and 112912 (Lieutenant-Governor Records).

END OF PRIMARY

Key to ARCS/ORCS Codes and Acronyms
50500  DIPLOMATIC AND CONSULAR SERVICES

Records relating to liaison with the Consular Corps and foreign representatives located in British Columbia, and support for the privileges and immunities as established by the Geneva Convention and the benefits established by the Government of British Columbia.

The Consular Corps is the official body of all Consular Officers resident in the Province of British Columbia. Consular Officers perform the following functions:

- Represent their country and promote their country's trade;
- Assist and protect nationals of the country they represent;
- Explain their country's policies and achievements in fields such as culture and tourist attractions;
- Protect their country's shipping interests, legalize ship's papers, assist their country's seamen in distress and adjudicate on shipping matters; and
- Administer oaths, legalize foreign documents and issue passports, visas and certificates.

The Office of Protocol supports the Consular Corps by communicating with members of the Corps to clarify privileges, immunities and benefits, provides information regarding programs and policies in British Columbia, and administers the application and maintenance of motor vehicle licence plates for the Corps.

For ambassador visits, see primary 51600.
For Consular Corps briefings, see primary 51200.
For events such as the Lieutenant Governor's Excellence in Wine Awards, see primary 51200.
For executive correspondence, see ARCS primary 280.
For policy and procedures, including the Consular Corps Book and information notes, see secondary 50000-00.
For reference material/topical files, see secondary 50000-14.
For routine reports of temporary usefulness, see special schedule 102901 (Transitory Records).

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>-02 Consular Corps and diplomatic motor vehicle licencing (includes lists, correspondence and ICBC reports) (covers records relating to the issuance and administration of license plates and drivers' licenses for Consular Corps and diplomatic members residing in British Columbia)</td>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>
## 50500 DIPLOMATIC AND CONSULAR SERVICES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>-03</td>
<td>Privileges, immunities and benefits</td>
<td>SO+1y 5y DE</td>
</tr>
<tr>
<td></td>
<td>(covers interpretation of privileges, immunities and benefits for the consular corps, such as licence plates, drivers licences, tax exemptions or medical services)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when privileges, immunities or benefits are amended and reference value has expired</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DE: Privileges, immunities and benefits records will be destroyed. They document the clarification and interpretation of consular corps privileges, immunities and benefits, which are fully retained in secondary 50000-00.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Information notes and policy documentation of privileges, immunities and benefits will be classified under 50000-00, usually as part of the Consular Corps Book.</td>
<td></td>
</tr>
<tr>
<td>-04</td>
<td>Government of Canada correspondence</td>
<td>SO+1y nil DE</td>
</tr>
<tr>
<td></td>
<td>(arrange by topic)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(covers communications from federal departments, including information notes, on topics such as dates of recognition for declaration of new consulars, weekly reports, diplomatic updates as well as general correspondence)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when superseded by new information, or when operational value has expired</td>
<td></td>
</tr>
<tr>
<td>-05</td>
<td>Disaster and emergency response planning</td>
<td>SO+1y 5y DE</td>
</tr>
<tr>
<td></td>
<td>(covers business continuity and communication plans with other countries)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when new plan is finalized</td>
<td></td>
</tr>
<tr>
<td>-20</td>
<td>Consular Corps biographies</td>
<td>SO+1y nil DE</td>
</tr>
<tr>
<td></td>
<td>(arrange by country)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO: when new consul or Consul-General is appointed; retain the current and one previous biography for that country</td>
<td></td>
</tr>
</tbody>
</table>

Key to ARCS/ORCS Codes and Acronyms

2014/04/10 Schedule 881036 PROT ORCS SECTION 1 - 12
# Operational Records Classification System

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

## 50500 Diplomatic and Consular Services

### -30 Consular Corps and diplomatic correspondence

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY+2y</td>
<td>2y</td>
<td>DE</td>
</tr>
</tbody>
</table>

(arrange by country)

(covers official correspondence on topics such as National Days, letters of congratulations or farewell, information notes and memoranda regarding privileges, immunities and benefits as well as other general correspondence)

**SO:** The retention period ensures the records are available for more than one consular posting tenure.

**DE:** Consular Corps and diplomatic correspondence will be destroyed. Consular Corps correspondence initiates or is supported by consular corps policy, procedures, guidelines, and standards, which are fully retained in secondary 50000-00.

**NOTE:** Correspondence drafted for signature by the minister or deputy minister will be classified under *ARCS 280*.

### -40 Consular Corps and diplomatic issue management

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

(arrange by issue)

**SO:** when issue is resolved and is no longer required for reference purposes

**DE:** Consular Corps and diplomatic issues management records will be destroyed. Consular Corps and diplomatic issues initiate or are supported by policy, procedures, and guidelines, which are fully retained in secondary 50000-00.

**NOTE:** This secondary covers a wide range of topics, from personal issues relating to a consular corps member or regarding a citizen of their country, to broader issues such as foreign voting in B.C., taxation, reciprocity, coordinating provincial response and assistance from the province for events in other countries or general topical files.

**NOTE:** For motor vehicle licencing issues and ICBC reports see -02.

END OF PRIMARY

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**Key to ARCS/ORCS Codes and Acronyms**

2014/04/10 Schedule 881036 *PROT ORCS* SECTION 1 - 13
**50800** **HONOURS AND AWARDS - GENERAL**

Records relating to the eligibility criteria and presentation of the honours and awards of British Columbia not shown elsewhere in this primary block. This primary covers honour and awards presented by ministries and administered by the branch, such as the provincial Long Service Awards program, which recognizes employees who have been with the provincial government for 25 or more years.

The Office of Protocol designs, develops and conducts the presentations of the honours and awards.

For honours and awards data on databases, see secondary 50000-45.
For logistical reference material/topical files, see secondary 50000-14.
For operational policy and procedures, see secondary 50000-00.
For Order of British Columbia records, see primary 50840.
For state and legislature ceremonies, see primary 50200.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
<tr>
<td>CY+1y</td>
<td>nil</td>
<td>FR</td>
</tr>
</tbody>
</table>

All non-OPR offices will retain these records for:

- **-01 General**
- **-02 Eligibility criteria**
- **-20 Order of the Dogwood case files**
  (secondary closed – program has been superseded by the Order of British Columbia)
- **-25 Honours and awards**
  (supersedes 50820-20 Long Service Awards case files)
  (arrange by year of award, then by award)
  (covers honours and awards such as the Police Honours, the Public Service Agency oath ceremonies, the BC Community Achievement Awards, and the Long Service Awards)

**NOTE:** Records relating to the British Columbia Medal of Good Citizenship, as defined in the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380), will not be classified under this secondary. When the medal is enacted this ORCS will require amendment to cover the records.

**NOTE:** See primary 50840 for Order of British Columbia records.

(cont)
<table>
<thead>
<tr>
<th>50800</th>
<th>HONOURS AND AWARDS - GENERAL</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>-25</td>
<td>Honours and awards (continued)</td>
<td>CY+1y</td>
<td>nil</td>
<td>DE</td>
</tr>
</tbody>
</table>

DE: Provincial honours and awards records will be destroyed. Policy, procedures, and guidelines relating to the presentation of the awards are fully retained in secondary 50000-00. Eligibility guidelines and selection criteria of the Long Service Awards are fully retained under secondary 57830-00 in the Public Service Personnel Management Services ORCS (schedule 181080).
**HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA**

Records relating to the administration of the Order of British Columbia (OBC) program, which was established under the *Provincial Symbols and Honours Act* (RSBC 1996, c. 380) to recognize British Columbians who have demonstrated outstanding achievement, excellence or distinction. Those invested to the Order are selected by an advisory council, the composition of which is stipulated in the *Act*.

The Honours and Awards Secretariat, as a branch of the Office of Protocol, administers the OBC at ‘arms length’ from Government. Its function is to maintain the records of the advisory council and of the Order; conduct the investiture ceremony, and perform other duties that the advisory council may require.

For development of special items, such as the Collar of Office, see ARCS secondary 847-20.

For logistical reference files, see secondary 50000-10.

For nomination form development files, see ARCS primary 285.

For OBC data on databases, see secondary 50000-45

For the OBC master binder, commonly referred to as “the bible” or the step-by-step guide, see secondary 50000-00

For the OBC website see ARCS primary 195.

For symbols see secondary 50000-04.

The ministry OPR is the Honours and Awards Secretariat unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>CY+1y</td>
<td>nil</td>
</tr>
</tbody>
</table>

**Order of British Columbia Advisory Council records**

(includes the records of the council, such as selection meetings, briefing records, selection procedures and OIC appointment process for new members, rotational schedule for University appointments, Advisory Council requests, and correspondence)

FR: The government archives will fully retain Order of British Columbia Advisory Council records because they document appointments to and activities of the organization that has the statutory responsibility to select the recipients of the highest honour bestowed on individuals in British Columbia. The records have evidential and informational value.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investiture ceremony records</td>
<td>CY+1y</td>
<td>3y</td>
</tr>
</tbody>
</table>

(includes commemorative programs, menus, invitations, speaking notes, photographs, video, presentation order, and medal allocation)

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

50840 HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA

-03 Investiture ceremony records (continued)

NOTE: for the administration and logistical records regarding the investiture ceremonies see -04, Order of British Columbia administration records.

NOTE: The OPR will store Investiture ceremony files under ongoing RCS accession number 92-2319.

FR: The government archives will fully retain Investiture ceremony records because they provide a concise summary of the programme, attendees, menu and other formal details of the annual ceremony to recognize outstanding British Columbia citizens and residents. The records have evidential and informational value.

-04 Order of British Columbia administration records

(includes working files, currently binders, of logistical arrangements for the investiture ceremony)

(covers the administration of the annual OBC process, such as calls for nominations, budget and financial records, and planning the investiture ceremony)

8y = The retention period ensures the records are available for fiscal accountability.

NOTE: If the office chooses, for convenience purposes, to file the OBC Advisory Council records in the working binder for the year, they should be removed at the end of the year and classified under 50840-02 Order of British Columbia Advisory Council.

Key to ARCS/ORCS Codes and Acronyms
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

50840 HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA

<table>
<thead>
<tr>
<th>PIB</th>
<th>-20</th>
<th>Order of British Columbia recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(arrange by name of recipient)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(includes nomination form and summary, supporting material, official photographs, citations for public release, consent agreement for release of photographs and other information, personal contact information and forms pertaining to their induction into the Order)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(covers the records of recipients, including those who have declined the award, and those for whom the appointment to the Order has been terminated)</td>
</tr>
<tr>
<td></td>
<td>SO</td>
<td>nil</td>
</tr>
<tr>
<td></td>
<td>FR</td>
<td></td>
</tr>
</tbody>
</table>

SO: when the recipient has deceased

FR: The government archives will fully retain Order of British Columbia recipients records because they provide evidence of the nomination process and biographical information about those selected for the highest honour bestowed on individuals in British Columbia.

<table>
<thead>
<tr>
<th>PIB</th>
<th>-30</th>
<th>Order of British Columbia nomination files</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(arrange by case file number, which is assigned sequentially, starting with #1 each year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(includes nomination form, summary, and supporting material)</td>
</tr>
<tr>
<td></td>
<td>DE</td>
<td></td>
</tr>
</tbody>
</table>

DE: Order of British Columbia nomination files will be destroyed. The nomination process is adequately documented in Order of British Columbia Advisory Council records, which are fully retained under secondary 50840-02. Order of British Columbia recipients and investiture ceremony records are fully retained under secondaries 50840-03 and 50840-20.

NOTE: When a nominee becomes a recipient the nomination file will be reclassified to -20, Order of British Columbia recipients.

END OF PRIMARY

Key to ARCS/ORCS Codes and Acronyms
51200 INTERGOVERNMENTAL EVENTS

Records relating to the planning and administration of events and activities of the Government of British Columbia which involve observance of social or diplomatic conventions. This includes conferences held on behalf of the Government of British Columbia, or in which the Government of British Columbia is represented, or events such as premiers’ meetings or the Lieutenant Governor’s Excellence in Wine awards for the Consular Corp.

This primary also includes records relating to “special events”, which include British Columbia’s pavilions at international expositions, Olympic Games, and events commemorating special holidays and other occasions.

For anniversary programs, see primary 50100.
For ceremonies not granting honour or award, see primary 50200.
For conferences attended but not managed by branch staff, see ARCS primary 220.
For events relating to a visit, see primary 51600.
For financial records relating to gifts, see ARCS primary 925.
For gift inventory lists, see ARCS primary 100-05.
For honours and awards ceremonies, see primary 50800.
For intergovernmental events data on databases, see secondary 50000-45
For logistical reference files, see secondary 50000-10.
For operational policy and procedures, see secondary 50000-00.
For planning and development of anniversary programs, see primary 50100.
For visits, see primary 51600.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
</tr>
<tr>
<td>-20 Special event files</td>
<td>CY+2y</td>
<td>4y</td>
</tr>
</tbody>
</table>

(arrange first by year, then by event name)
(covers special events such as Olympic Games or international expositions)

7y: The retention period meets fiscal and audit requirements, and provides enough time for reference in subsequent program planning.

FR: The government archives will fully retain Special event files because they provide information about significant diplomatic or social events involving the Government of British Columbia and how the related standards and conventions regarding these events evolve over time. The records also provide evidence of the planning and administration of these events.

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

### 51200 INTERGOVERNMENTAL EVENTS (continued)

<table>
<thead>
<tr>
<th>-25</th>
<th>Intergovernmental events, conferences and meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(supersedes 50320-20 International conferences case files, 50340-20, National conferences case files, 50360-20 Premier’s Summits case files, and 50360-30 Provincial conferences case files)</td>
</tr>
<tr>
<td></td>
<td>(includes planning material such as invitations/RSVPs, logistical planning, catering information, correspondence, lists of participants and biographies, gift lists, and timetables)</td>
</tr>
<tr>
<td></td>
<td>(arrange first by year, then by event, conference or meeting name)</td>
</tr>
<tr>
<td></td>
<td>(covers intergovernmental events, conferences, forums and meetings such as the First Minister’s meetings, Council of Federations, Western Premiers’ Conference, Pacific Coast Collaborative, the Union of BC Municipalities, Consular Corps briefings, receptions and tours, the Lieutenant Governor’s Wine Awards or the BC/Washington Joint Cabinet meetings)</td>
</tr>
</tbody>
</table>

11y: The retention period ensures the records are available for fiscal accountability, and provides enough time for reference in subsequent program planning.

DE: Intergovernmental events, conferences and meetings will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, equipment and facilities for intergovernmental conferences and meetings held in British Columbia and have insufficient value to warrant archival retention. Records of the Intergovernmental Relations Secretariat that document the participation of the Government of British Columbia in intergovernmental conferences, committee meetings, symposia, and seminars are fully retained in accordance with the Office of the Premier and Executive Council ORCS (schedule 881099), secondaries 12120-20, 12140-20, and 12160-20.

NOTE: For internal meetings (between BC provincial government offices and Office of Protocol staff) use relevant project file, or ARCS 102-20 Staff meetings.

END OF PRIMARY

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Key to ARCS/ORCS Codes and Acronyms
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51300 USE OF PROVINCIAL SYMBOLS

Records relating to the development, management and usage of provincial symbols, and of the name British Columbia, in accordance with the Provincial Symbols and Honours Act (RSBC 1996, c. 380).

The Office of Protocol is responsible for examining the use of the name "British Columbia" or the initials "B.C." by companies, societies and associations, to ensure that such usage does not imply that an organization is related to the provincial government. By agreement with the B.C. Registrar of Companies and relevant ministries, clients are referred to the Office of Protocol to research and authorize the appropriate use of the name "British Columbia".

This primary also includes records relating to the definitions, display and use of official symbols of British Columbia. This includes the development material for new official symbols of British Columbia, as well as clarification and general information about the rules governing the use of the provincial symbols.

For operational policy and procedures, see secondary 50000-00. For reference files relating to names and symbols from other jurisdictions, see secondary 50000-14. For the Use of the name British Columbia approval and rejection log, see ARCS 100-05. For Use of the name British Columbia case file data on databases, see secondary 50000-45.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
</tr>
<tr>
<td>-02 (superseded by 50000-00 Policy and procedures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-20 British Columbia symbols</td>
<td>SO</td>
<td>nil</td>
</tr>
</tbody>
</table>

(arrange by provincial symbol name)  
(covers records relating to inquiries and use of provincial symbols or emblems)

SO: when rules are amended, or symbols, names or logos have changed, or when operational reference value has expired

DE: British Columbia symbols records will be destroyed. They document routine inquiries about the symbols and have insufficient value to warrant archival retention. Provincial symbols are covered by the Provincial Symbols and Honours Act (RSBC 1996, c. 380), and records relating to the amendment of that act (cont)

Key to ARCS/ORCS Codes and Acronyms
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

51300  USE OF PROVINCIAL SYMBOLS (continued)

|-20 British Columbia symbols (continued)

by adding or changing a provincial symbol are covered in ARCS primary 140. Records documenting communication projects regarding new or changed provincial symbols, including the issuing of news releases, are fully retained in the Government Communications ORCS (schedule 881035).

NOTE: Symbol development files are classified under -25.

|-25 British Columbia symbol development files

(arrange by provincial symbol name)
 INCLUDES correspondence, memoranda, and images
 (covers records relating to the research and establishment of provincial symbols or emblems)

SO: when rules are amended or symbols, names or logos are fully established, and when reference value has expired

FR: British Columbia symbol development files will be fully retained. They provide evidence of how British Columbia’s official symbols and emblems are established.

NOTE: Records of routine inquiries and general information regarding British Columbian symbols are classified in -20.

|-30 (superseded by 50000-14 Office of Protocol research and reference files)

|-35 Use of the name “British Columbia” case files

(arrange by applicant)
 (supersedes secondary 51500-20)

DE: Use of the name “British Columbia” case files will be destroyed. BC Registry Services, which is responsible for the approval of corporate and business names, retains a record of the BC Government’s consent or rejection of names.

Key to ARCS/ORCS Codes and Acronyms

2014/04/10 Schedule 881036 PROT ORCS SECTION 1 - 22
USE OF PROVINCIAL SYMBOLS (continued)

-40  (superseded by 50000-14 Office of Protocol research and reference files)

-50  (superseded by 50000-14 Office of Protocol research and reference files)

END OF PRIMARY
51600 VISITS AND MISSIONS

Records relating to visits to British Columbia by national and international dignitaries and delegations. This includes visits by the Sovereign, members of the British Royal Family, foreign heads of state and government, government officials, and other individuals and groups given an official reception by the Government of British Columbia.

The Office of Protocol is responsible for planning and conducting, or overseeing, these official visits to the province. When appropriate, the branch will arrange meetings with the Lieutenant-Governor, the Premier, the Speaker, cabinet ministers and others.

This primary also covers records relating to the planning, protocol and coordination functions relating to missions, such as trade missions, which are official trips by cabinet ministers and the Premier outside of British Columbia. The Office of Protocol has varying levels of involvement which can include planning, advising, coordinating and sometimes travelling with the mission.

NOTE: Events relating to a visit are classified with the visit file.

NOTE: For consistent classification of visit and mission files use the three-digit country codes established in the International Standard (ISO) 3166, Codes for the Representation of Names of Countries.

For financial records relating to gifts, see ARCS primary 925.
For gift inventory lists, see ARCS 100-05.
For logistical reference files, see secondary 50000-10.
For operational policy and procedures, see secondary 50000-00.
For visits data on databases, see secondary 50000-45.

The ministry OPR is the Office of Protocol unless otherwise noted below. See specific secondaries for OPR retention schedules.

<table>
<thead>
<tr>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-OPR offices will retain these records for:</td>
<td>SO</td>
<td>nil</td>
</tr>
<tr>
<td>-01 General</td>
<td>CY+1y</td>
<td>nil</td>
</tr>
<tr>
<td>-10 Visits calendar</td>
<td>SO</td>
<td>nil</td>
</tr>
</tbody>
</table>

SO: when calendar is updated, which is currently on a monthly basis, and when operational reference value has expired

FR: The government archives will fully retain the Visits calendar because it provides a concise summary of all visits to British Columbia of all national and international dignitaries and delegations. The Office of Protocol will retain each monthly calendar for disposition with other FR records.

Key to ARCS/ORCS Codes and Acronyms
### 51600 VISITS AND MISSIONS (continued)

<table>
<thead>
<tr>
<th>20</th>
<th>Heads of state/government visits</th>
<th>A</th>
<th>SA</th>
<th>FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>7y</td>
<td>FR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-20 Heads of state/government visits
(supersedes -40 Royal Family visits case files)
(arrange by date of visit, then by visitor)
(includes photos, budget and administrative records)
(covers visits by the Sovereign, members of the British Royal Family, and foreign heads of state and government)

SO: when operational reference value for subsequent visit planning has extinguished

7y: The retention period ensures the records are available for fiscal accountability.

FR: The government archives will fully retain Heads of state/government visit records. They provide information about how the standards and conventions regarding the visits of high ranking state and government officials evolve over time. The records also provide evidence about the planning and administration of these visits.

<table>
<thead>
<tr>
<th>25</th>
<th>Missions</th>
<th>CY+3y</th>
<th>5y</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY+3y</td>
<td>5y</td>
<td>DE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-25 Missions
(arrange by year, then by country)
(includes gift lists, advisory material, programs, itineraries, travel arrangements, photographs, security details and hospitality records)

9y: The retention period ensures the records are available for the current plus following political term.

DE Missions records will be destroyed because they are routine and procedural. They document the management of meeting rooms in accordance with protocol guidelines, the gift inventory, and the collection and cataloguing of official gifts received by the Premier. Records documenting the participation of the Government of British Columbia in international trade missions are fully retained in accordance with the Office of the Premier and Executive Council ORCS, (schedule 881099), secondary 12140-20. Records documenting the involvement of the participating ministries are selectively retained in accordance with special schedule 102906 (Executive Records). Records documenting issues management, media relations, communications research, and the

(cont)
coordination of cross-government projects are fully retained in accordance with the Government Communications ORCS (schedule 881035), secondaries 23100-30 and 23300-07.

Visit files

(arrange by country, date of visit, then by visitor)
(includes budget and administrative records)
(covers visits by dignitaries, delegations, ambassadors, Consuls Generals and other officials)

DE: Visit files will be destroyed because they are routine and procedural. They document the arrangement and coordination of itineraries, food service, transportation, and equipment and facilities and have insufficient value to warrant archival retention. Policies, procedures, and standards that guide the management of visits are fully retained under 50000-00. Records documenting the purpose and objectives of the visits are selectively retained in executive and operational records of ministries and agencies participating in the visit.

(superseded by -20 Heads of state/government visits)
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

**OFFICE OF PROTOCOL**

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)**

**SYSTEMS SECTION TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>SECTION AND TITLE</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMON SYSTEM NOTES</td>
<td>2</td>
</tr>
<tr>
<td>CONGRATULATORY MESSAGES DATABASE</td>
<td>3</td>
</tr>
<tr>
<td>PROTOCOL PLANNING AND TRACKING DATABASES</td>
<td>3</td>
</tr>
<tr>
<td>SPECIAL PASSPORT DATABASE</td>
<td>4</td>
</tr>
</tbody>
</table>
SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems are classified under appropriate secondaries in the ORCS and in Administrative Records Classification System (ARCS), as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active SO: The system becomes superseded and obsolete when all data have been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.

Semi-Active nil: There is no semi-active retention period assigned to systems.

Final Disposition DE: Each system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. For more information, see DE appraisal notes under the secondaries that cover the data.
This records schedule is approved in accordance with the Document Disposal Act (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under ARCS secondary 340-30 and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

<table>
<thead>
<tr>
<th>System Title</th>
<th>System Overview</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Congratulatory messages database</strong></td>
<td>This database is used to track the status of the requests for birthday or wedding anniversary messages in the congratulatory message program. The data contains names, addresses, and records of supporting documentation received.</td>
<td>CY+1y nil DE</td>
</tr>
<tr>
<td><strong>Protocol program planning and tracking databases</strong></td>
<td>These databases (currently on Microsoft Access) are created to facilitate the administration and planning of events, ceremonies, visits and the Use of BC program files. Often created specifically for individual projects, they are used to manage invitations, RSVP’s, contact information and other administrative details.</td>
<td>SO nil DE</td>
</tr>
<tr>
<td>Inputs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50100-20 Anniversary programs</td>
<td>CY+2y 4y DE</td>
<td></td>
</tr>
<tr>
<td>50200-20 Ceremony files</td>
<td>CY+1y 3y DE</td>
<td></td>
</tr>
<tr>
<td>50800-25 Honours and awards</td>
<td>CY+1y nil DE</td>
<td></td>
</tr>
<tr>
<td>50840-20 Order of British Columbia recipients</td>
<td>SO nil FR</td>
<td></td>
</tr>
<tr>
<td>51200-20 Special event files</td>
<td>CY+2y 4y FR</td>
<td></td>
</tr>
<tr>
<td>51200-25 Intergovernmental events, conferences and meetings</td>
<td>CY+2y 4y DE</td>
<td></td>
</tr>
<tr>
<td>51300-35 Use of the name “British Columbia” case files</td>
<td>CY+2y 2y DE</td>
<td></td>
</tr>
</tbody>
</table>
### SIMPLE SYSTEMS LIST (continued)

<table>
<thead>
<tr>
<th>System Title</th>
<th>System Overview</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Protocol program planning and tracking databases</strong> (continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51600-20</td>
<td>Heads of state/government visits</td>
<td>SO</td>
</tr>
<tr>
<td>51600-30</td>
<td>Visit files</td>
<td>CY+1y</td>
</tr>
<tr>
<td>Data:</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td><strong>Special passport database</strong></td>
<td></td>
<td>DE</td>
</tr>
<tr>
<td>This database is used to track the status and details regarding special passports issued to cabinet ministers and spouses traveling internationally on government business.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000-30</td>
<td>Special Passports</td>
<td>SO</td>
</tr>
</tbody>
</table>

**END OF SIMPLE SYSTEMS LIST**
APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A/SA/FD</td>
</tr>
</tbody>
</table>

This concordance table is intended as a general guide for transition between the old and new versions of this ORCS. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage that have not already been authorized for disposition. When converting old files to the new ORCS, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PROTOCOL AND EVENTS</th>
<th>Title of ORCS changed to OFFICE OF PROTOCOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Primaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scope notes and cross-references updated as required.</td>
</tr>
<tr>
<td>-01 General</td>
<td></td>
<td>Retention changed to be consistent throughout the ORCS.</td>
</tr>
</tbody>
</table>

50000-00 Policy and Procedures

This secondary is now the policy and procedures secondary for the entire ORCS.

Supersedes:
- -00 from all original primaries
- 50600-20 Forms of address (was DE)
- 50600-30 Precedence lists (was DE)
- 51300-02 Flag protocol

50000-06 Chiefs of Protocol meetings

NEW

SO/nil/FR
### APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000-08</td>
<td>Congratulatory message program records</td>
<td>NEW</td>
<td>CY+1y/nil/DE</td>
</tr>
<tr>
<td></td>
<td>Supersedes:</td>
<td></td>
<td>(unchanged)</td>
</tr>
<tr>
<td></td>
<td>• 50400-20 Birthday anniversary messages and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 50400-30 Wedding anniversary messages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000-10</td>
<td>Logistical planning reference files</td>
<td>NEW</td>
<td>SO/nil/DE</td>
</tr>
<tr>
<td></td>
<td>Supersedes former secondaries:</td>
<td></td>
<td>(unchanged)</td>
</tr>
<tr>
<td></td>
<td>• 51120-20 Conference and event services case files,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 51140-20 Hotel facilities case files, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 50700-03 Suppliers' catalogues, price lists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000-12</td>
<td>Office of Protocol newsletters</td>
<td>NEW</td>
<td>CY+3y/nil/DE</td>
</tr>
<tr>
<td>50000-14</td>
<td>Office of Protocol research and reference files</td>
<td>NEW</td>
<td>SO/nil/DE</td>
</tr>
<tr>
<td>50000-30</td>
<td>Special passports</td>
<td>NEW</td>
<td>SO/nil/DE</td>
</tr>
<tr>
<td></td>
<td>This secondary also covers the data on the database for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>special passports, which is deleted from the system once a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>passport has been deactivated/expired.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000-45</td>
<td>Protocol program planning and tracking data</td>
<td>NEW</td>
<td>SO/nil/DE</td>
</tr>
<tr>
<td></td>
<td>(covers data on databases created for the administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and planning of protocol activities, including events,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ceremonies, Use of BC and visits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to ARCS/ORCS Codes and Acronyms**

2014/04/10 
Schedule 881036 
PROT ORCS 
APPENDIX E - 2
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

### APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
</table>
| 50000-50          | Records from programs transferred out of the Office of Protocol        | NEW Covers records relating to four functions transferred to other ministries/bodies:  
|                   |                                                                        | - functions held at the legislative precinct, (50900)  
|                   |                                                                        | - the provincial carillon, (51000)  
|                   |                                                                        | - tour guides (of the legislative precinct) (51400) and  
|                   |                                                                        | - the Queen Elizabeth II Scholarship (50860)  
|                   |                                                                        | Supersedes primaries 50860, 50900, 51000, and 51400                             | SO/nil/SR     |
| 50100-20          | Anniversary programs                                                   | Final disposition changed from SR to DE.                                        | CY+2y/4y/DE   |
| 50200             | CEREMONIES                                                             | Title changed to CEREMONIAL FUNCTIONS  
|                   |                                                                        | Supersedes:  
|                   |                                                                        | - 50220 – CEREMONIES – BRITISH COLUMBIA LEGISLATURE and  
|                   |                                                                        | - 50240 – CEREMONIES – CANADA                                                    |               |
| 50200-20          | General ceremonies                                                     | Title changed to Ceremony files. Retention changed from SO/nil/DE  
|                   |                                                                        | Supersedes:  
|                   |                                                                        | - 50220-20 British Columbia legislature ceremonies (CY+1y/3y/FR)  
|                   |                                                                        | - 20240-20 Ceremonies – Canada (CY+1y/nil/SR)                                 | CY+1y/3y/DE   |

**Key to ARCS/ORCS Codes and Acronyms**
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### APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>50220-20</td>
<td>CEREMONIES – BC LEGISLATURE</td>
<td>PRIMARY CLOSED Superseded by 50200-20 Ceremony files Retention changed from FR to DE.</td>
<td>CY+1y/3y/DE</td>
</tr>
<tr>
<td>50240</td>
<td>CEREMONIES – CANADA</td>
<td>PRIMARY CLOSED Superseded by 50200-20 Ceremony files Retention changed from SR to DE.</td>
<td>CY+1y/3y/DE</td>
</tr>
<tr>
<td>50300</td>
<td>CONFERENCE MANAGEMENT – GENERAL</td>
<td>PRIMARY CLOSED Superseded by 51200-01 Intergovernmental events - General</td>
<td>CY+1y/nil/DE</td>
</tr>
<tr>
<td>50320</td>
<td>CONFERENCE MANAGEMENT - INTERNATIONAL</td>
<td>PRIMARY CLOSED Superseded by 51200-30 Intergovernmental events, conferences and meetings Final disposition changed from SR to DE</td>
<td>CY+2y/4y/DE</td>
</tr>
<tr>
<td>50340</td>
<td>CONFERENCE MANAGEMENT - NATIONAL</td>
<td>PRIMARY CLOSED Superseded by 51200-30 Intergovernmental events, conferences and meetings Final disposition changed from SR to DE</td>
<td>CY+2y/4y/DE</td>
</tr>
</tbody>
</table>

**Key to ARCS/ORCS Codes and Acronyms**

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2014/04/10 Schedule 881036 PROT ORCS APPENDIX E - 4
This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

**APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS**

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A/SA/FD</td>
</tr>
<tr>
<td>50360</td>
<td>CONFERENCE MANAGEMENT - PROVINCIAL</td>
<td>PRIMARY CLOSED</td>
<td>CY+2y/4y/DE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Superseded by 51200-30 Intergovernmental events, conferences and meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final disposition changed from SR to DE</td>
<td></td>
</tr>
<tr>
<td>50400</td>
<td>CONGRATULATORY MESSAGES</td>
<td>PRIMARY CLOSED</td>
<td>UNCHANGED: CY+1y/nil/DE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Superseded by 50000-08 Congratulatory messages program records</td>
<td></td>
</tr>
<tr>
<td>50500</td>
<td>CONSULAR CORPS</td>
<td>Title changed to DIPLOMATIC AND CONSULAR SERVICES</td>
<td></td>
</tr>
<tr>
<td>50500-02</td>
<td>Motor vehicle licencing</td>
<td>Title changed to Consular Corp and Diplomatic motor vehicle licencing</td>
<td>CY+1y/nil/DE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention changed from SO+1y/nil/DE</td>
<td></td>
</tr>
<tr>
<td>50500-03</td>
<td>Privileges and immunities</td>
<td>Title changed to Privileges, immunities and benefits.</td>
<td>SO+1y/5y/DE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention changed from SO+1y/nil/DE</td>
<td></td>
</tr>
<tr>
<td>50500-04</td>
<td>Government of Canada correspondence</td>
<td>NEW</td>
<td>SO+1y/nil/DE</td>
</tr>
<tr>
<td>50500-05</td>
<td>Disaster and emergency response planning</td>
<td>NEW</td>
<td>SO+1y/5y/DE</td>
</tr>
<tr>
<td>50500-20</td>
<td>Consular corps biographies</td>
<td>SO trigger changed</td>
<td>UNCHANGED: SO+1y/nil/DE</td>
</tr>
</tbody>
</table>

**Key to ARCS/ORCS Codes and Acronyms**

2014/04/10 Schedule 881036  PROT ORCS  APPENDIX E - 5
## APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/ Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>50500-30</td>
<td>Consular corps correspondence</td>
<td>Title changed to Consular corps and diplomatic correspondence</td>
<td>UNCHANGED: CY+2y/2y/DE</td>
</tr>
<tr>
<td>50500-40</td>
<td>Consular corps and diplomatic issue management</td>
<td>NEW</td>
<td>SO+1y/nil/DE</td>
</tr>
<tr>
<td>50600</td>
<td>ETIQUETTE AND PRECEDENCE</td>
<td>PRIMARY CLOSED – secondaries superseded as listed below</td>
<td></td>
</tr>
<tr>
<td>50600-02</td>
<td>Bereavement notices and acknowledgements</td>
<td>Secondary closed – superseded by ARCS 280-30</td>
<td>CY+1Y/9y/SR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These are now done as one-off’s for the Office of the Premier or office executive.</td>
<td></td>
</tr>
<tr>
<td>50600-03</td>
<td>External Affairs (Canada)</td>
<td>Secondary closed as there is no evidence of use</td>
<td></td>
</tr>
<tr>
<td>50600-04</td>
<td>Secretary of State (Canada)</td>
<td>Secondary closed as there is no evidence of use</td>
<td></td>
</tr>
<tr>
<td>50600-20</td>
<td>Forms of address</td>
<td>Superseded by 50000-00 (one document, not a case files series)</td>
<td>SO/nil/FR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final disposition changed from DE to FR.</td>
<td></td>
</tr>
<tr>
<td>50600-30</td>
<td>Precedence lists</td>
<td>Superseded by 50000-00 (one document, not a case files series)</td>
<td>SO/nil/FR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final disposition changed from DE to FR.</td>
<td></td>
</tr>
</tbody>
</table>

### Key to ARCS/ORCS Codes and Acronyms

ARCS
- A: Active
- S: Seven years
- F: Final disposition to DE

ORCS
- C: Confidential
- Y: One year
- S: Seven years
- R: Referenced

- JD: Joint Draft
- DE: Disposal to Electron
- SR: Service Records
- SR: Service Records
- FD: Final Disposal
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### APPENDIX E: Summary of Changes to the *OFFICE OF PROTOCOL ORCS*

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td>GIFTWARE</td>
<td>PRIMARY CLOSED – secondaries are superseded as listed below</td>
<td>SO/nil/DE</td>
</tr>
<tr>
<td>50700-02</td>
<td>Giftware inventory</td>
<td>Superseded by <em>ARCS</em> 100-05.</td>
<td>UNCHANGED: SO/nil/DE</td>
</tr>
<tr>
<td>50700-03</td>
<td>Suppliers’ catalogues, price lists</td>
<td>Superseded by 50000-10 Logistical planning reference files</td>
<td>UNCHANGED: SO/nil/DE</td>
</tr>
<tr>
<td>50700-20</td>
<td>Requests and distribution</td>
<td>Closed because these records are captured in the project files they relate to, not kept as a separate list or file.</td>
<td></td>
</tr>
</tbody>
</table>

| 50800-02          | Eligibility criteria               | NEW                                                                            | SO/nil/DE     |
| 50800-20          | Order of the Dogwood               | CLOSED - The Order of the Dogwood program was closed and superseded by the Order of British Columbia.  
|                   |                                    | Secondary is closed so that records existing under it may carry out their life cycle. | CY+1y/nil/FR  |
| 50800-25          | Honours and awards                 | NEW                                                                            | CY+1y/nil/DE  |

Note added to clarify that this won’t cover the British Columbia Medal of Good Citizenship.

---

**Key to ARCS/ORCS Codes and Acronyms**

2014/04/10

Schedule 881036

*PROT ORCS*

APPENDIX E - 7
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
</table>
| 50820             | HONOURS AND AWARDS – LONG SERVICE AWARDS  | PRIMARY CLOSED
Superseded by 50800-25 Honours and awards Retention changed from SR to DE. | CY+1y/nil/DE           |
| 50840             | HONOURS AND AWARDS – ORDER OF BRITISH COLUMBIA |                                                                               |                       |
| 50840-03          | Presentation Ceremonies                    | Title changed to Investiture ceremony records                               | Unchanged: CY+1y/3y/FR |
| 50840-04          | Order of British Columbia administration records | NEW                                                                          | CY+1y/6y/DE          |
| 50840-20          | Order of British Columbia case files        | Title changed to Order of British Columbia recipients Original scope of secondary included nominations and recipients. Nominations are now under -30. Retention changed from CY+1y/3y/FR. | SO/nil/FR           |
| 50840-30          | Order of British Columbia nomination files  | NEW                                                                          | CY+1y/3y/DE          |

Key to ARCS/ORCS Codes and Acronyms
APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>50860</td>
<td>HONOURS AND AWARDS – QUEEN ELIZABETH II SCHOLARSHIP</td>
<td>PRIMARY CLOSED&lt;br&gt;Superseded by 50000-50 Records from functions transferred out of the Office of Protocol.&lt;br&gt;Final disposition changed from FR to SR.&lt;br&gt;Program transferred to Ministry of Education.</td>
<td>SO/nil/SR</td>
</tr>
<tr>
<td>50900</td>
<td>LEGISLATIVE PRECINCT</td>
<td>PRIMARY CLOSED&lt;br&gt;Superseded by 50000-50 Records from programs transferred out of the Office of Protocol&lt;br&gt;The Legislative precinct program was transferred to the Legislative Assembly</td>
<td>SO/nil/SR</td>
</tr>
<tr>
<td>51000</td>
<td>PROVINCIAL CARILLON</td>
<td>PRIMARY CLOSED&lt;br&gt;Superseded by 50000-50 Records from functions transferred out of the Office of Protocol&lt;br&gt;The Provincial Carillon program was transferred to the Royal British Columbia Museum</td>
<td>SO/nil/SR</td>
</tr>
<tr>
<td>51100</td>
<td>REFERENCE AND RESEARCH – GENERAL</td>
<td>PRIMARY CLOSED&lt;br&gt;Superseded by 50000-01, Office of Protocol - General</td>
<td>UNCHANGED</td>
</tr>
</tbody>
</table>
# APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>51120</td>
<td>REFERENCE AND RESEARCH – CONFERENCE AND EVENT SERVICE</td>
<td>PRIMARY CLOSED Superseded by 50000-10, Logistical planning reference files</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51140</td>
<td>REFERENCE AND RESEARCH – HOTEL FACILITIES</td>
<td>PRIMARY CLOSED Superseded by 50000-10, Logistical planning reference files</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51200</td>
<td>SPECIAL EVENTS</td>
<td>Primary title changed to INTERGOVERNMENTAL EVENTS Supersedes and includes all</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>records from: 50300 CONFERENCE MANAGEMENT - GENERAL, 50320 CONFERENCE MANAGEMENT -</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>INTERNATIONAL, 50340 CONFERENCE MANAGEMENT - NATIONAL, and 50360 CONFERENCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MANAGEMENT - PROVINCIAL</td>
<td></td>
</tr>
</tbody>
</table>
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

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<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>51200-25</td>
<td>Intergovernmental events, conferences and meetings</td>
<td>NEW</td>
<td>CY+2y/8y/DE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supersedes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50320-20 International conferences case files,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50340-20 National conferences case files,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50360-20 Premier's Summits case files, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50360-30 Provincial conferences case files.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final disposition changed (for all) from SR to DE.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention changed from CY+2y/4y to allow more time to research former events when planning.</td>
<td></td>
</tr>
</tbody>
</table>

| 51300             | SYMBOLS                                                 | Primary title changed to USE OF PROVINCIAL SYMBOLS |               |
| 51300-02          | Flag protocol                                           | Superseded by 50000-00                             | SO/5y/FR      |
|                   |                                                         | Retention changed from SO/nil/FR                   |               |
| 51300-20          | British Columbia symbols                                | Scope of secondary refined: Routine and general management files relating to symbols will be classified under this secondary; records relating to the development and establishment of new symbols and emblems will be classified under -25, which has a final disposition of FR. | SO/nil/DE     |
|                   |                                                         | Final disposition changed from FR to DE.           |               |
| 51300-25          | British Columbia symbol development files               | NEW                                                    | SO/nil/FR     |
|                   |                                                         | Covers records relating to the research and establishment of provincial symbols. |               |

Key to ARCS/ORCS Codes and Acronyms
APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>51300-30</td>
<td>Canada symbols</td>
<td>Superseded by 50000-14 Office of Protocol research and reference files</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51300-35</td>
<td>Use of the name “British Columbia” case files</td>
<td>NEW Supersedes secondary 51500-20 Final disposition changed from SR to DE.</td>
<td>CY+2y/2y/DE</td>
</tr>
<tr>
<td>51300-40</td>
<td>Corporation logos and names</td>
<td>Superseded by 50000-14 Office of Protocol research and reference files</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51300-50</td>
<td>International symbols</td>
<td>Superseded by 50000-14 Office of Protocol research and reference files</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51400</td>
<td>TOUR GUIDES</td>
<td>PRIMARY CLOSED Superseded by 50000-50 Records from programs transferred out of the Office of Protocol The Tour Guide program was transferred to the Legislative Assembly. Final disposition changed from DE to SR.</td>
<td>SO/nil/SR</td>
</tr>
<tr>
<td>51500</td>
<td>USE OF NAME “BRITISH COLUMBIA”</td>
<td>Primary closed – secondaries superseded as listed below</td>
<td></td>
</tr>
<tr>
<td>51500-01</td>
<td>General</td>
<td>Superseded by 51300-01 General</td>
<td>UNCHANGED</td>
</tr>
<tr>
<td>51500-02</td>
<td>Approval and rejection log</td>
<td>Superseded by ARCS 100-05</td>
<td>UNCHANGED</td>
</tr>
</tbody>
</table>

Key to ARCS/ORCS Codes and Acronyms
APPENDIX E: Summary of Changes to the OFFICE OF PROTOCOL ORCS

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Title</th>
<th>Type of Change</th>
<th>New retention A/SA/FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>51500-20</td>
<td>Use of name “British Columbia” case files</td>
<td>Superseded by 51300-35 Use of name “British Columbia” case files Final disposition changed from SR to DE.</td>
<td>CY+2y/2y/DE</td>
</tr>
<tr>
<td>51600</td>
<td>VISITS</td>
<td>Primary title changed to VISITS AND MISSIONS</td>
<td></td>
</tr>
<tr>
<td>51600-10</td>
<td>Visits calendar</td>
<td>NEW</td>
<td>SO/nil/FR</td>
</tr>
<tr>
<td>51600-20</td>
<td>Heads of state/government visits</td>
<td>Scope broadened to cover visits by the British royal family as well as other heads of state/heads of government visits. This was raised because the staff felt that the title “Royal visits” was inappropriate as they are our heads of state. Supersedes 51600-40 Royal family visits case files Final disposition changed from CY+1y/nil/SR</td>
<td>SO/7y/FR</td>
</tr>
<tr>
<td>51600-25</td>
<td>Missions</td>
<td>NEW</td>
<td>CY+3y/5y/DE</td>
</tr>
<tr>
<td>51600-30</td>
<td>Miscellaneous visits case files</td>
<td>Title changed to Visit files. Covers visits by those who are not heads of state or government. Final disposition changed from SR to DE.</td>
<td>CY+1Y/nil/DE</td>
</tr>
<tr>
<td>51600-40</td>
<td>Royal Family visits case files</td>
<td>Superseded by -20 Heads of state/government visits Final disposition changed from SR to FR.</td>
<td>SO/nil/FR</td>
</tr>
</tbody>
</table>

Key to ARCS/ORCS Codes and Acronyms
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

OFFICE OF PROTOCOL

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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

Use this index in the following ways:

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

This index contains an alphabetical listing of:

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

Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

Key to ARCS/ORCS Codes and Acronyms
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

- A -

ACCESS DATABASES (See PLANNING AND TRACKING DATABASES in the SYSTEMS SECTION)

ANNIVERSARY PROGRAMS 50100

- B -

BIOGRAPHIES – CONSULAR CORPS 50500

BIRTHDAY ANNIVERSARY MESSAGES (See CONGRATULATORY MESSAGES)

- C -

CEREMONIAL FUNCTIONS 50200

CHIEFS OF PROTOCOL MEETINGS 50000

COMMEMORATIVE PROGRAMS (See ANNIVERSARY PROGRAMS)

CONFERENCES 51200

CONGRATULATORY MESSAGES DATABASE SYSTEMS SECTION

CONGRATULATORY MESSAGES 50000

CONSULAR CORPS 50500

CONSUL-GENERALS
  - biographies 50500
  - liaison 50500
  - visits 51600

- D -

DIPLOMATIC PRIVILEGES, IMMUNITIES AND BENEFITS 50500

DIPLOMATIC SERVICES 50500

DISASTER AND EMERGENCY RESPONSE PLANNING – CONSULAR CORPS 50500

- E -

ELIGIBILITY CRITERIA - HONOURS AND AWARDS 50800

Key to ARCS/ORCS Codes and Acronyms
**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<table>
<thead>
<tr>
<th>SUBJECT HEADINGS</th>
<th>PRIMARY NUMBERS</th>
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<tbody>
<tr>
<td>EVENTS</td>
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<tr>
<td>- related to a visit</td>
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<tr>
<td>- events</td>
<td>51200</td>
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<tr>
<td></td>
<td>- F -</td>
</tr>
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<td></td>
<td>- G -</td>
</tr>
<tr>
<td>GIFT INVENTORY LISTS</td>
<td>ARCS 100</td>
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<tr>
<td>GOVERNMENT OF CANADA CORRESPONDENCE</td>
<td>50500</td>
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<tr>
<td></td>
<td>- H -</td>
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<tr>
<td>HEADS OF STATE OR GOVERNMENT VISITS</td>
<td>51600</td>
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<tr>
<td>HONOURS AND AWARDS</td>
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<tr>
<td>- data on Honours and Awards databases</td>
<td>50000</td>
</tr>
<tr>
<td>- Long Service Award</td>
<td>50800</td>
</tr>
<tr>
<td>- Order of British Columbia</td>
<td>50840</td>
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<tr>
<td>- Police Honours Award</td>
<td>50800</td>
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<tr>
<td></td>
<td>- I -</td>
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<tr>
<td>INTERGOVERNMENTAL EVENTS</td>
<td>51200</td>
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<tr>
<td>INTERNATIONAL CONFERENCES</td>
<td>51200</td>
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<tr>
<td>ISSUE FILES – CONSULAR CORPS</td>
<td>50500</td>
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<td></td>
<td>- J -</td>
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<td>- K -</td>
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<td>- L -</td>
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<tr>
<td>LEGISLATIVE PRECINCT FUNCTIONS</td>
<td>50000</td>
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<tr>
<td>LEGISLATURE CEREMONIES</td>
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<tr>
<td>LIEUTENANT GOVERNOR – INSTALLATION CEREMONY</td>
<td>50200</td>
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<tr>
<td>LOGISTICAL REFERENCE FILES</td>
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<tr>
<th>SUBJECT HEADINGS</th>
<th>PRIMARY NUMBERS</th>
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<tbody>
<tr>
<td>LONG SERVICE AWARDS</td>
<td>50800</td>
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<tr>
<td>- M -</td>
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<tr>
<td>MEETINGS - INTERGOVERNMENTAL</td>
<td>51200</td>
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<tr>
<td>MISSIONS</td>
<td>51600</td>
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<tr>
<td>MOTOR VEHICLE AND DIPLOMATIC LICENSING</td>
<td>50500</td>
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<tr>
<td>- N -</td>
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<tr>
<td>NATIONAL CONFERENCES</td>
<td>51200</td>
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<tr>
<td>- O -</td>
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<tr>
<td>OATH CEREMONIES - PUBLIC SERVICE AGENCY</td>
<td>50800</td>
</tr>
<tr>
<td>OFFICE OF PROTOCOL WEB PAGES</td>
<td><em>ARCS 340</em></td>
</tr>
<tr>
<td>ORDER OF THE DOGWOOD</td>
<td>50800</td>
</tr>
<tr>
<td>ORDER OF BRITISH COLUMBIA</td>
<td></td>
</tr>
<tr>
<td>- Advisory Council records</td>
<td>50840</td>
</tr>
<tr>
<td>- data on OBC database</td>
<td>50000</td>
</tr>
<tr>
<td>- Investiture ceremony</td>
<td>50840</td>
</tr>
<tr>
<td>- master binder (step-by-step guide)</td>
<td>50000</td>
</tr>
<tr>
<td>- nomination files</td>
<td>50840</td>
</tr>
<tr>
<td>- recipient files</td>
<td>50840</td>
</tr>
<tr>
<td>- website</td>
<td><em>ARCS 195</em></td>
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<tr>
<td>- P -</td>
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<tr>
<td>PLANNING AND TRACKING DATA</td>
<td>50000</td>
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<tr>
<td>PHOTOGRAPHS</td>
<td></td>
</tr>
<tr>
<td>- filed with the project file they relate to</td>
<td><em>ARCS 306</em></td>
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<tr>
<td>(i.e. Visits file, or ceremony file)</td>
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<tr>
<td>- not relating to a project</td>
<td></td>
</tr>
<tr>
<td>POLICE HONOURS AWARD</td>
<td>50800</td>
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<tr>
<td>POLICY AND PROCEDURES</td>
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<td>PREMIER</td>
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<td>- swearing-in</td>
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<tr>
<td>- summits</td>
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</tbody>
</table>
OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PROTOCOL PLANNING AND TRACKING DATABASES          PRIMARY NUMBERS
PROVINCIAL CARILLON                                      50000
PROVINCIAL CONFERENCES                                    51200

- Q -

QUEEN ELIZABETH II SCHOLARSHIPS                             50000

- R -

RESEARCH AND REFERENCE                                    50000
ROYAL FAMILY VISITS                                       51600

- S -

SPECIAL EVENTS                                            51200

SPECIAL PASSPORTS                                         50000
    - case files                                        50000
    - data on database                                   50000
    - special passports database                        SYSTEMS SECTION

STATE CEREMONIES                                          50200
SUMMITS – PREMIER                                         51200

SYMBOLS                                                   51300
    - development of symbols                             51300
    - inquiries regarding symbols                         51300

- T -

TOUR GUIDES (at the Legislative Precinct)                  50000

- U -

USE OF BRITISH COLUMBIA                                    50000
    - approval and rejection log                          ARCS 100
    - case files                                         51300
    - data on database                                    50000

- V -

Key to ARCS/ORCS Codes and Acronyms

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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</tr>
</thead>
<tbody>
<tr>
<td>VISITS</td>
<td>51600</td>
</tr>
<tr>
<td>VISITS CALENDAR</td>
<td>51600</td>
</tr>
<tr>
<td>VISITS DATABASE</td>
<td>50000</td>
</tr>
<tr>
<td>W</td>
<td></td>
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</tbody>
</table>

WEDDING ANNIVERSARY MESSAGES (See CONGRATULATORY MESSAGES)

- X -

- Y -

- Z -