

**SCIENCE,
TECHNOLOGY AND
TELECOMMUNICATIONS

OPERATIONAL
RECORDS

CLASSIFICATION

SYSTEM**

2002 Edition



**Province of
British Columbia**

**British Columbia
Archives**

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SCIENCE, TECHNOLOGY AND TELECOMMUNICATIONS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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

The following links provide additional resources for managing your information:

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

Schedule No. 106107

RECORDS RETENTION AND DISPOSITION AUTHORITY

Amendment No. 143285

This is a recommendation to amend the above-noted records schedule.

Title: Science, Technology and Telecommunications Operational Records Classification System

Information, Science and Technology Agency (amendment 1)
Science, Technology and Telecommunications Division

Description and Purpose:

The purpose of this amendment is to make changes to the Science, Technology and Telecommunications Operational Records Classification System to account for the division's new responsibilities and to make adjustments to classifications and retention periods for many of the division's records. This amendment also makes changes to many notes to better describe records and to account for changed procedures within the division. For further descriptive information about these records, please refer to the attached schedule.

Date range: 1976 /01/01 ongoing

Physical format of records: see attached schedule

Annual accumulation: 0.83 cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer: E. Barber, 2001/06/07
Executive Director/ADM: [Signature], 2001/06/07
Deputy Minister/Corporate Executive: _____, _____

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

2002/02/21
Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC: [Signature], 2001/11/15
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Date

OTHER STATUTORY APPROVALS:

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

CONTACT: Lorraine Longtin, Executive Secretary, (250) 387-3684

RECORDS MANAGEMENT APPRAISAL:

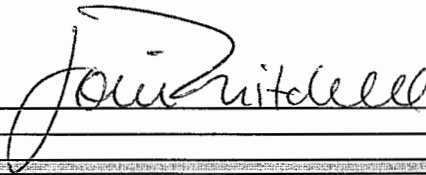
This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Science and Technology Fund Act* (RSBC 1996, c. 414) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached Operational Records Classification System amendment 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.

Records Analyst



2001-06-07
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

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

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

Archivist

June 7, 2001
Date

The undersigned endorses the appraisal recommendations:

Manager, Government Records Services, BC Archives

June 7, 2001
Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

Science, Technology and Telecommunications

Operational Records Classification System

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* amends the classification system and retention and disposition schedule for the operational records created by the Science, Technology and Telecommunications Division of the Information, Science and Technology Agency. The telecommunications policy program began in 1976 under the authority of the *Ministry of International Trade, Science and Investment Act* (RSBC 1976 c. 305), and the science and technology program began in 1978 within the Ministry of Education, Science and Technology. After many name changes this became the Science, Technology and Telecommunications Division of the Information, Science and Technology Agency (ISTA).

These records document the provincial government's involvement in the development of science and technology under the *Science and Technology Fund Act* (RSBC 1996, c. 414), as well as the government's participation in the regulation and development of BC's telecommunications sector. This includes records relating to: policy development, science and technology partnerships, science and technology funding, Enquiry BC, access to telecommunications services and the Premier's Advisory Council on Science and Technology.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. BC Archives has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved.

This *ORCS* covers records created and received since 1976. Previous records relating to the functions documented in this *ORCS* have been appraised and scheduled under ongoing records schedule(s), and transferred to the government archives or destroyed as appropriate.

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

(continued on next page)

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

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- | | <u>A</u> | <u>SA</u> | <u>FD</u> |
|--|----------|-----------|-----------|
| 1) <u>Policy and Procedures</u>
(secondary -00 throughout <i>ORCS</i>) | SO | 5y | FR |

Throughout this *ORCS*, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient value to merit preservation may be purged and discarded.

- | | | | |
|--|----|----|----|
| 2) <u>BC Guide to Programs and Services of the Provincial Government - Annual Printout</u>
(secondary 51000-03) | NA | NA | FR |
|--|----|----|----|

These records document the organization of the British Columbia government and describe the programs and services of the government ministries and agencies.

NA = The annual printout of the *BC Guide* will be boxed and transferred to archival custody after printing, or can be boxed with other FR records covered by this schedule for transfer to offsite storage.

FR = The government archives will fully retain the annual printout of the *BC Guide* for its significant evidential and informational value. It documents the organization of the British Columbia government and describes the programs and services of the government ministries and agencies. Draft and duplicate materials that hold no evidential value may be purged and discarded.

- | | | | |
|--|-------|-----|----|
| 3) <u>Enquiry BC Call Centre Customer Survey - Final</u>
(secondary 51000-05) | CY+2y | nil | FR |
|--|-------|-----|----|

These records document the public's assessment of the service provided by Enquiry BC.

FR = The government archives will fully retain the final call centre customer surveys because they document assessment by the public of the service performed by Enquiry BC. Draft and duplicate materials that hold no evidential value may be purged and discarded.

(continued on next page)

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- | | | | | |
|----|---|--------------------|---------------------|---------------------|
| 4) | <u>Science And Technology Policy Development Case Files</u>
(secondary 52200-20) | <u>A</u>

SO | <u>SA</u>

5y | <u>FD</u>

FR |
|----|---|--------------------|---------------------|---------------------|

These records document the development of policy with regard to provincial priorities and involvement in science and technology.

SO = when the policy is superseded or obsolete

FR = The government archives will fully retain policy development files for their significant evidential and informational value. These files document the development of government policy and priorities for science and technology in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

- | | | | | |
|----|---|----|----|----|
| 5) | <u>Science And Technology Sector Issue Case Files</u>
(secondary 52200-30) | SO | 5y | FR |
|----|---|----|----|----|

These records document issues and reference material with regard to science and technology sectors of interest to the province.

SO = when the issue is superseded or obsolete

FR = The government archives will fully retain science and technology sector issues for their significant evidential and informational value. Draft and duplicate materials that hold no evidential value may be purged and discarded.

- | | | | | |
|----|---|----------------|----------|----------|
| 6) | <u>Premier's Advisory Council on Science and Technology</u>
<u>(PACST) Files</u>
(secondary 52300-02)
(secondaries 52300-03 and -20) | FY+1y
SO+1y | 5y
5y | FR
FR |
|----|---|----------------|----------|----------|

These records document the meetings, board appointments, and projects of the Premier's Advisory Council on Science and Technology.

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
FR = The government archives will fully retain PACST files for their significant evidential and informational value. These records document the makeup, proceedings, recommendations, decisions and policy decisions of a council that reports directly to the Premier on matters of significant public interest. Draft and duplicate materials that hold no evidential value may be purged and discarded.			
7) <u>Science and Technology Funded Initiative Files</u>			
(secondaries 53100-02 and -03, 53200-02, 53300-20, 53500-02, -03,04, and -05)	SO+2y	5y	FR
(secondaries 53000-20, 53100-20, 53200-20, 53400-20 and -30, 53500-30 and -40, 53700-20, -30, -40, -50, and -60)	SO+2y	5y	SR
(secondaries 53100-04, 53500-06, -20, and -60, 53600-02, -03, -04, and -20)	SO+2y	5y	DE

These records document initiatives funded through the Science and Technology Fund. Initiatives are events, programs and projects that may be based in the areas of human resource development, research and development, science awareness and education, and technology transfer.

SO = when the contract expires or is terminated and upon completion of any litigation; or in the case of reports, upon publication of the report.

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will fully retain Advanced Systems Institute (ASI) and Science World board agendas, meeting minutes and members lists, all science and technology program evaluation files, and one copy of each science awareness and education final and summary report. These records document the evaluation of the effectiveness of government in promoting science and technology in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

(continued on next page)

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A SA FD

SR = The government archives will selectively retain science and technology funded files by retaining files that document significant science and technology initiatives funded through the *Science and Technology Act*. Significant initiatives are ones with the greatest economic and societal impact, or involve significant issues or technological developments.

- 8) Science and Technology Partnerships
 (secondaries 52100-20, -30, -35, -40, -50, -60, -70, -80, and -90) FY+1y 5y SR

These records document partnerships within the British Columbia government and between the provincial government and various other organizations, corporations, institutions and governments.

SR = The government archives will selectively retain files -20 to -90 by retaining files that document significant partnerships between the Science, Technology and Telecommunications Division and other jurisdictions. Significant partnerships are ones with the greatest economic and societal impact, or involve significant issues or technological developments. At the time of transfer to semi-active storage, the staff of the Science, Technology and Telecommunications Division will identify and box files for retention separately from those for destruction.

- 9) Telecommunications Access and Infrastructure Project
Case Files
 (secondary 54100-40) SO+2y 5y FR
 (secondaries 54100-20 and 54100-30) SO+2y 5y SR

These records document projects that improve access to telecommunications services for British Columbians and which foster the development of British Columbia's telecommunications infrastructure.

SO = when the contract expires or is terminated and upon completion of any litigation; or when the project is completed or terminated

(continued on next page)

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A SA FD

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will fully retain all telecommunications access and infrastructure evaluation case files for their significant evidential and informational value. These records document the evaluation of effectiveness of government in promoting the development of telecommunications infrastructure in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

SR = The government archives will selectively retain telecommunications access and infrastructure project case files by retaining files that document significant infrastructure projects. Significant projects are those with the greatest economic or commercial affect or those involving the most important technological development.

10) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-20) and Information, Science and Technology Agency annual reports (*ARCS* secondary 442-20). These records have no enduring value to government at the end of their scheduled retention periods.

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

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

SO = Superseded or Obsolete
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A SA FD

SECTION 1

SCIENCE, TECHNOLOGY AND TELECOMMUNICATIONS

PRIMARY NUMBERS

50000 - 54999

Section 1 covers records relating to the provincial government's involvement in the development of science and technology under the *Science and Technology Fund Act* (RSBC 1996, c. 414), as well as the government's participation in the regulation and development of BC's telecommunications sector. This includes records relating to: policy development, science and technology partnerships, science and technology funding, Enquiry BC, access to telecommunications services and the Premier's Advisory Council on Science and Technology.

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A SA FD

50000 - SCIENCE, TECHNOLOGY AND TELECOMMUNICATIONS - 54999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

50000 SCIENCE, TECHNOLOGY AND TELECOMMUNICATIONS - GENERAL

51000 ENQUIRY BC

52000 SCIENCE AND TECHNOLOGY - GENERAL
52100 - PARTNERSHIPS
52200 - POLICY DEVELOPMENT AND SECTOR ISSUES
52300 - PREMIER'S ADVISORY COUNCIL

53000 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - GENERAL
53100 - BRITISH COLUMBIA ADVANCED SYSTEMS INSTITUTE
53200 - HUMAN RESOURCE DEVELOPMENT
53300 - PROGRAM EVALUATION
53400 - RESEARCH AND DEVELOPMENT
53500 - SCIENCE AWARENESS AND EDUCATION
53600 - SCIENCE COUNCIL OF BRITISH COLUMBIA
53700 - TECHNOLOGY TRANSFER

54000 TELECOMMUNICATIONS - GENERAL
54100 - ACCESS AND INFRASTRUCTURE
54200 - POLICY DEVELOPMENT

A = Active
SA = Semi-active
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A SA FD

50000 SCIENCE, TECHNOLOGY AND TELECOMMUNICATIONS -
GENERAL

Records not shown elsewhere in the science, technology and telecommunications section which relate generally to the operation of and access to science, technology, and telecommunications services and activities in British Columbia.

Record types include correspondence and memoranda.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified in this primary.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00 Policy and procedures

- OPR
- non-OPR

SO 5y FR
SO nil DE

FR = The government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials that hold no evidential value may be purged and discarded.

-01 General

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

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

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
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A SA FD

51000 ENQUIRY BC

Records relating to the operation of the Enquiry BC program. Enquiry BC was created to provide equal access for all British Columbians to current provincial government information; to provide a first point of contact from which an inquiry can be correctly directed; to provide direct answers to common program enquiries; and to assist individuals in identifying the various levels of government. To accomplish this, Enquiry BC operates a call centre under a three-year contract which provides toll-free enquiry and referral service. Contract-related materials are classified under ARCS primary 1070.

Enquiry BC also publishes the *BC Guide to Programs and Services of the Provincial Government* and has policy responsibility for the BC government directory and the Blue Pages™ provincial government listings in all public telephone directories.

An annual survey is conducted by government to monitor customer satisfaction with both the call centre's performance as well as subsequent government response to information access.

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

For Blue Pages™, see ARCS secondary 312-03.
 For briefing notes, see ARCS secondary 280-20.
 For the call centre contract/service agreement
 see ARCS primary 1070.
 For committees, see ARCS primaries 200 to 206-20.

Unless otherwise specified below, the ministry OPR (Enquiry BC) will retain these records for:

CY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR SO 5y FR

-01 General

- non-OPR SO nil DE

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
51000 <u>ENQUIRY BC</u> (continued)			
-02 <i>BC Guide to Programs and Services of the Provincial Government</i> (electronic records)	SO	nil	DE
SO = when the guide is updated			
NOTE: The <i>BC Guide</i> is published on the internet and is updated by ministry administrators.			
-03 <i>BC Guide to Programs and Services of the Provincial Government</i> - annual printout	NA	NA	FR
NA = The annual printout of the <i>BC Guide</i> will be boxed and transferred to archival custody after printing, or can be boxed with other FR records covered by this schedule for transfer to offsite storage. The guide will be printed out at the end of each calendar year.			
FR = The government archives will fully retain the annual printout of the <i>BC Guide</i> for its significant evidential and informational value. It documents the organization of the British Columbia government and describes the programs and services of the government ministries and agencies. Draft and duplicate materials that hold no evidential value may be purged and discarded.			
-04 Enquiry BC call centre customer survey - draft (paper and electronic records) (includes questionnaires and draft report) (covers customer responses and analysis)	SO	nil	DE
SO = when final report is produced			
-05 Enquiry BC call centre customer survey – final report (final report)	CY+2y	nil	FR
FR = The government archives will fully retain the final call centre customer surveys because they document assessment by the public of the service performed by Enquiry BC. Draft and duplicate materials that hold no evidential value may be purged and discarded.			

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
51000	<u>ENQUIRY BC</u> (continued)			
-06	Enquiry BC call centre email inquiries (electronic records)	SO	nil	DE
-20	Enquiry BC special project case files (paper and electronic records) (arrange by project)	SO+2y	nil	DE

SO = when the project is completed or abandoned

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A SA FD

52000 SCIENCE AND TECHNOLOGY - GENERAL

Records relating to the overall development, implementation and evaluation of science and technology activities in British Columbia under the *Science and Technology Fund Act* (RSBC 1996, c. 414) not shown elsewhere in this primary block.

Record types include correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

52100 SCIENCE AND TECHNOLOGY - PARTNERSHIPS

Records relating to science and technology partnerships within the British Columbia government and between the provincial government and various other organizations, corporations, institutions and governments. Leadership, resources, and cooperative activities are provided through these partnerships in order to further scientific and technological development within the province. This primary does not cover organizations that are funded through the Science and Technology Fund.

Science and technology information is also collected from these organizations for reference purposes.

Record types include correspondence, memoranda, notices and reports.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Association and society case files (arrange by organization)		FY+1y	5y	SR
-30	British Columbia Crown corporation case files (arrange by Crown corporation)		FY+1y	5y	SR
-35	British Columbia government case files (arrange by ministry)		FY+1y	5y	SR
-40	Corporation and company case files (arrange by organization)		FY+1y	5y	SR
-50	Federal government case files (arrange by ministry)		FY+1y	5y	SR

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52100	<u>SCIENCE AND TECHNOLOGY - PARTNERSHIPS</u> (continued)			
-60	International government and corporation case files (arrange by organization)	FY+1y	5y	SR
-70	Local government case files (arrange by government body)	FY+1y	5y	SR
-80	Provincial government case files (arrange by province and/or ministry)	FY+1y	5y	SR
-90	Universities, colleges and school case files (arrange by institution)	FY+1y	5y	SR

SR = The government archives will selectively retain files -20 to -90 by retaining files that document significant partnerships between the Science, Technology and Telecommunications Division and other organizations. Significant partnerships are ones with the greatest economic and societal impact, or involve significant issues or technological developments. At the time of transfer to semi-active storage, the staff of the Science, Technology and Telecommunications Division will identify and box files for retention separately from those for destruction.

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

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

SO = Superseded or Obsolete
 DE = Destruction
 SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

52200 SCIENCE AND TECHNOLOGY - POLICY DEVELOPMENT AND SECTOR ISSUES

Records relating to science and technology policy development and the tracking of issues related to science and technology sectors.

Policies include establishing provincial priorities for funding research and development, technology transfer, science awareness and education, and skills development and job training development to support specific industry sectors and government initiatives.

Sectors include areas of industry related to science and technology, such as aquatic resources, biotechnology, computers, electronics, health technology and environmental technology.

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

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

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

-01 General

-20	Science and technology policy development case files (arrange by policy)		<u>SO</u>	5y	FR
-----	---	--	-----------	----	----

SO = when the policy is superseded or obsolete

FR = The government archives will fully retain policy development files for their significant evidential and informational value. These files document the development of government policy and priorities for science and technology in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

52200 SCIENCE AND TECHNOLOGY - POLICY DEVELOPMENT AND
SECTOR ISSUES (continued)

-30 Science and technology sector issue case files SO 5y FR
(includes statistics, scientific documentation and other
reference material)
(arrange by sector and/or issue)

SO = when the issue is superseded or obsolete

FR = The government archives will fully retain science and technology sector issues for their significant evidential and informational value. Draft and duplicate materials that hold no evidential value may be purged and discarded.

NOTE: Sector issue case files that become background material for policy development are reclassified under secondary -20. Sector issue case files that become a PACST project case files are reclassified under secondary 52300-20.

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

52300 SCIENCE AND TECHNOLOGY - PREMIER'S ADVISORY COUNCIL

Records relating to the Premier's Advisory Council on Science and Technology (PACST).

PACST was established in 1987 to provide the Premier with confidential advice on all matters relating to science and technology. PACST provides executive level policy advice on specific issues and coordinates development of the science and technology strategy for the Province. PACST advises the Premier and plays a leading role as the advisory body for the implementation of the provincial Science and Technology Strategic Plan. It receives its operating budget from the Science and Technology Fund.

Record types include correspondence, memoranda, agenda, minutes, financial information and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- non-OPR	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Premier's Advisory Council on Science and Technology (PACST) agenda and meeting minutes		FY+1y	5y	FR

FR = The government archives will fully retain PACST agendas and meeting minutes for their significant evidential and informational value. These records document the proceedings, recommendations, decisions and policy of a council that reports directly to the Premier on matters of significant public interest. Draft and duplicate materials that hold no evidential value may be purged and discarded.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
52300	<u>SCIENCE AND TECHNOLOGY - PREMIER'S ADVISORY COUNCIL</u> (continued)			
-03	Premier's Advisory Council on Science and Technology (PACST) board appointments	SO+1y	5y	FR
	SO = upon expiration of a member's term			
	FR = The government archives will fully retain PACST board appointments for their significant evidential and informational value. These records document the makeup of a council that reports directly to the Premier on matters of significant public interest.			
-20	Premier's Advisory Council on Science and Technology (PACST) project case files (includes videotapes and reports) (arrange by project)	SO+1y	5y	FR
	SO = when discussions relating to the project are concluded			
	FR = The government archives will fully retain PACST case files for their significant evidential and informational value. These records document the proceedings, recommendations, decisions and policy decisions of a council that reports directly to the Premier on matters of significant public interest. Draft and duplicate materials that hold no evidential value may be purged and discarded.			

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53000 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - GENERAL

Records relating to the initiatives and organizations supported in whole or in part by funding from the Science and Technology Fund, as provided under the *Science and Technology Fund Act* (RSBC 1996, c. 414), not shown elsewhere in this primary block

The Fund provides monies for science and technology initiatives in British Columbia. These initiatives include programs in the areas of skills development and job training, technology transfer, research and development, science awareness and education. Initiatives may be delivered directly by the government office administering the Fund or other government offices or may be delivered on behalf of the government by agencies, foundations, councils, boards, or commissions. Programs funded by the Science and Technology Fund are evaluated.

The Fund also provides funding for the operation and administration of various agencies, foundations, councils, boards, commissions and societies that undertake or participate in the delivery of more than one science and technology program and/or service (e.g., the British Columbia Advanced Systems Institute and the Science Council of British Columbia).

Other organizations that receive operation and administration funding include Science World (classified under primary 53500) and organizations that provide technology transfer services (classified under primary 53700).

Funding requests are submitted, reviewed and approved on a fiscal year basis. Submissions for funding may come from projects, programs or organizations. Requests are evaluated and funds awarded based on guidelines established by the Science and Technology Fund, as well as the government's science and technology priorities.

Once the decision is made to fund an organization, a formal contract is drawn up specifying the amount of the award and outlining the organizations obligations and reporting requirements. Organizations use the money to fund projects and programs and to cover operating expenses. The official contract is held by the Ministry of Finance (classified under ARCS primary 1080), and, as of April 1, 2001, a copy is also held in the appropriate case file. Organizations may be monitored through reports, project lists, program evaluations and through meetings.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53000 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - GENERAL
(continued)

Record types include correspondence, memoranda, notices, copies of funding agreement contracts, statistics, reports and funding submissions, which include proposed work plans, budgets, financial statements, and business plans.

For human resource development programs, see 53200-20.
For research and development programs and projects, see 53400.
For science awareness and education programs and projects, see 53500.
For technology transfer programs and projects, see 53700.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Science and Technology Fund initiative case files (arrange by initiative)		SO+2y	5y	SR

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53000 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - GENERAL
(continued)

SR = The government archives will selectively retain Science and Technology Fund case files by retaining files that document significant science and technology initiatives funded through the *Science and Technology Act*. Significant initiatives are ones with the greatest economic and societal impact, or involve significant issues or technological developments. At the time of transfer to semi-active storage, the staff of the Science, Technology and Telecommunications Division will box files for retention separately from those for destruction.

NOTE: This secondary is for projects and programs that do not fall into one of the four areas of funding defined by the *Science and Technology Fund Act*. Initiative proposals not funded are reclassified under -30.

-30 Science and Technology Fund proposals not funded
(arrange by proposal)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53100 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - BRITISH COLUMBIA ADVANCED SYSTEMS INSTITUTE

Records relating to the provision of funds to the British Columbia Advanced Systems Institute (ASI) and its programs through the Science and Technology Fund. ASI assists British Columbian companies in finding advanced technology solutions, which are developed, commercialized and used to aid in the growth of BC's economy.

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

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Advanced Systems Institute (ASI) board agenda and meeting minutes (includes annual reports, minutes and agendas)		SO+2y	5y	FR

FR = The government archives will fully retain ASI board agendas and meeting minutes for their evidential and informational value. These records document the proceedings of an institute funded by the government of British Columbia, which plays an important role in advanced technology transfer in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

(continued on next page)

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
53100	<u>SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - BRITISH COLUMBIA ADVANCED SYSTEMS INSTITUTE</u> (continued)			
-03	Advanced Systems Institute (ASI) board members list (includes biographies)	SO+2y	5y	FR
	FR = The government archives will fully retain the ASI board members list for its evidential and informational value. This record documents the proceedings of an institute funded by the government of British Columbia, which plays an important role in advanced technology transfer in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.			
-04	ASI financial information (includes copies of contracts, financial reports and payment requests, business plans and budgets)	SO+2y	5y	DE
-20	Advanced Systems Institute (ASI) program case files (e.g., Industrial Partnership Program, Industrial Fellowship Program, and Strategic Research Program) (includes progress reports and reference material) (arrange by program)	SO+2y	5y	SR
	SR = The government archives will selectively retain ASI programs by retaining files that document significant cases. Significant cases are those that document the most important technological developments or those with the greatest economic or commercial effect. At the time of transfer to semi-active storage, ministry staff will identify and box files for retention separately from those for destruction.			
	SO = when the contract expires or is terminated and upon completion of any litigation			
	7y = The retention used throughout this primary, unless otherwise noted, is based on the six-year limitation period under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).			

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53200 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - HUMAN RESOURCE DEVELOPMENT

Records relating to human resource development initiatives in the science and technology fields funded, in whole or in part, from the Science and Technology Fund. Funds are provided to individuals or organizations by various means (e.g., scholarships, bursaries, and programs), in order to further science and technology skills and knowledge through education and training.

Record types include correspondence, memoranda, reports, copies of contract agreements and claim forms, business plans, budgets, and announcements.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

- | | | | | | |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | First Job in Science and Technology annual report | | SO+2y | 5y | FR |

SO = upon publication of the report

7y = consistent with related program case file series

FR = The government archives will fully retain one copy of each First Job in Science and Technology annual report for its significant evidential and informational value. These reports summarize the program and its achievements in each reporting period.

- | | | | | | |
|-----|--|--|-------|----|----|
| -20 | Human resource development program case files (e.g., First Job in Science and Technology) (arrange by program) | | SO+2y | 5y | SR |
|-----|--|--|-------|----|----|

SO = when the contract expires or is terminated and upon completion of any litigation

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|--|-----------------------|--------------------------------------|
| A = Active | CY = Calendar Year | SO = Superseded or Obsolete |
| SA = Semi-active | FY = Fiscal Year | DE = Destruction |
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A SA FD

53200 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - HUMAN RESOURCE DEVELOPMENT (continued)

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

SR = The government archives will selectively retain human resource development case files by retaining one box of files each year. The box will be selected by rotation, beginning with the first box in one year, the second the next year and so on.

NOTE: Program proposals not funded are reclassified under -30.

-30 Human resource development proposals not funded (e.g., First Job in Science and Technology) (arrange by proposal)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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A SA FD

53300 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - PROGRAM EVALUATION

Records relating to the evaluation and review of science and technology programs funded, in whole or in part by the Science and Technology Fund. Evaluations and reviews are performed by the office administering the Science and Technology Fund on an ad hoc basis.

Record types include correspondence, memoranda, evaluation reports and statistics.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Science and technology program evaluation case files (covers the evaluation and review of programs)		SO+2y	5y	FR

SO = when the contract expires or is terminated and upon completion of any litigation.

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will fully retain all science and technology program evaluation files for their evidential and informational value. These records document the evaluation of the effectiveness of government in promoting science and technology in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53400 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - RESEARCH AND DEVELOPMENT

Records relating to the application and approval of funding of research and development programs and projects, in whole or in part, under the Science and Technology Fund. Funding is provided for ongoing government and private sector research and development programs, and for individual research and development projects.

Record types include correspondence, memoranda, reports, copies of contract agreements, business plans, budgets, and notices.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

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

-20	Research and development program case files (e.g., Technology Assistance Program, Market Assessment of Research and Technology, and Fisheries Development and Diversification) (arrange by program)		SO+2y	5y	SR
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SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53400 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - RESEARCH AND DEVELOPMENT (continued)

SR = The government archives will selectively retain research and development program files by retaining files that document significant research and development programs. Significant programs are those with the greatest economic and societal effect, or involve significant issues or technological developments. At the time of transfer to semi-active storage, the staff of the Science, Technology and Telecommunications Division will identify and box files for retention separately from those for destruction.

NOTE: Program proposals not funded are reclassified under -40.

NOTE: Programs are defined as provincial or joint provincial/federal programs funded by the Science and Technology Fund, but delivered by a service provider or a government department. The records describe the programs, cover the applications by potential providers, document the decision to offer the programs through a specific provider and track the progress of the program.

-30 Research and development project case files (e.g., Radarsat, MPR Teltech, fuel cells) (arrange by project) SO+2y 5y SR

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

SR = The government archives will selectively retain research and development projects by retaining files that document significant research and development projects. Significant projects are those with the greatest economic or commercial effect or the most important technological developments. At the time of transfer to semi-active storage, ministry staff will identify and box files for retention separately from those for destruction.

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- | | | |
|--|---------------------|--------------------------------------|
| A = Active | CY = Calendar Year | SO = Superseded or Obsolete |
| SA = Semi-active | FY = Fiscal Year | DE = Destruction |
| FD = Final Disposition | NA = Not Applicable | SR = Selective Retention |
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53400 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - RESEARCH AND DEVELOPMENT (continued)

NOTE: Project proposals not funded are reclassified under -40.

-40 Research and development proposals not funded
(arrange by proposal)

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

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

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53500 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE AWARENESS AND EDUCATION

Records relating to science awareness and education programs and events, supported, in whole or in part, from the Science and Technology Fund. The fund is used to encourage government, education, industry and labour to communicate the benefits of science and education to the public.

Record types include correspondence, memoranda, reports, copies of contract agreements, business plans, budgets, notices and other types of records as indicated under relevant secondaries.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

FY+1y 5y DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Science awareness and education events final report		SO+2y	5y	FR

SO = upon publication of the report

7y = consistent with related case file series

FR = The government archives will fully retain one copy of each science awareness and education final report for their evidential and informational value. These reports summarize all events sponsored by the Science, Technology and Telecommunications Division. Draft and duplicate materials that hold no evidential value may be purged and discarded.

-03	Science awareness and education funding summary report		SO+2y	5y	FR
-----	--	--	-------	----	----

SO = upon publication of the report

7y = consistent with related case file series

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53500 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE AWARENESS AND EDUCATION (continued)

FR = The government archives will fully retain one copy of each annual science awareness and education summary report for its evidential and informational value. These reports summarize the projects sponsored by this program. Draft and duplicate materials that hold no evidential value may be purged and discarded.

-04 Science World board agenda and meeting minutes (includes annual reports, minutes and agendas) SO+2y 5y FR

FR = The government archives will fully retain Science World board agendas and meeting minutes for their evidential and informational value. These records document the proceedings of an institute funded by the government of British Columbia that plays an important role in science awareness and education in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

-05 Science World board members list (includes biographies) SO+2y 5y FR

FR = The government archives will fully retain these records as the government of British Columbia partially funds Science World and appoints one member to the board of governors. These records document the participation of the government in the governance of Science World.

-06 Science World financial reports (includes financial statements and payment requests) SO+2y 5y DE

-20 Science awareness and education event case files (e.g., Festival of Science and Technology) (arrange by event) SO+2y 5y DE

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53500 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE AWARENESS AND EDUCATION (continued)

DE = Science awareness and education event case files can be destroyed, with the approval of the records officer, at the end of their semi-active retention as they have little evidential or informational value. Files contain only routine correspondence and lists of student projects entered in events.

-30 Science awareness and education program case files SO+2y 5y SR
 (arrange by program)

SR = The government archives will selectively retain science awareness and education programs by retaining one box of these files each year. The sample will be selected in such a manner that over time all regions of the province will be represented.

NOTE: Program proposals not funded are reclassified under -50.

-40 Science awareness and education project case files SO+2y 5y SR
 (e.g., Partners in Science Awareness)
 (arrange by project)

SR = The government archives will selectively retain science awareness and education projects by retaining one box of these files each year. The sample will be selected in such a manner that over time all regions of the province will be represented.

NOTE: Project proposals not funded are reclassified under -50.

-50 Science awareness and education proposals not funded
 (arrange by proposal)

-60 Science World program case files SO+2y 5y DE
 (e.g., regional science fairs, Scientists and Innovators
 in the Schools)
 (arrange by program)

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53500 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE
AWARENESS AND EDUCATION (continued)

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention used throughout this primary, unless otherwise noted, is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

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

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
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y = year

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DE = Destruction
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FR = Full Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

53600 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE COUNCIL OF BRITISH COLUMBIA

Records relating to Science Council of British Columbia (SCBC) activities funded, in whole or in part, through the Science and Technology Fund. The SCBC is dedicated to promoting economic development and enhancing the quality of life in British Columbia through innovative applications of science and technology.

SCBC was established in 1978 under the *Science Council Act* (RSBC 1996, c. 416) as an initiative to broaden British Columbia's resource-based economy. Over time, the SCBC evolved into an agency giving advice on implementing science policy and administering science and technology programs. This role was clarified in amendments to the *Act* in 1989.

SCBC is charged with the administration of portions of the Science and Technology Fund. The Council also provides leadership for science programs and activities in the province through the delivery of human resource development and science and technology related programs.

Record types include correspondence, memoranda, reports, notices, announcements, appointment letters, copies of grant agreements, core budgets, applicant lists and other types of records as indicated under relevant secondaries.

For reports and publications from the Science Council of British Columbia, see ARCS primary 358.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

SO+2y 5y DE

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

SO nil DE

-00 Policy and procedures

- OPR SO 5y FR

- non-OPR SO nil DE

-01 General

FY+1y 5y DE

(continued on next page)

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

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 FY = Fiscal Year
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 SR = Selective Retention
 FR = Full Retention
 FOI = Freedom of Information/Privacy
 VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

53600 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES - SCIENCE COUNCIL OF BRITISH COLUMBIA (continued)

- 02 SCBC board agenda and meeting minutes
 (includes annual reports, minutes and agendas)
- 03 SCBC board members
 (includes biographies)
- 04 SCBC financial information
 (includes copies of budgets, payment requests,
 reports, financial statements)
- 20 SCBC project case files
 (arrange by project)

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention used throughout this primary, unless otherwise noted, is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

DE = Records in secondaries -02 to -20 can be destroyed at the end of their semi-active retention periods, with the approval of the records officer, as they are duplicated in records retained from the Science Council of British Columbia under schedule number 119366.

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

CY = Calendar Year
 FY = Fiscal Year
 NA = Not Applicable
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53700 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES -
TECHNOLOGY TRANSFER

Records relating to technology transfer activities supported, in whole or in part, from the Science and Technology Fund.

Technology transfer is the process by which businesses convert scientific and technological discoveries into marketable products. The term encompasses the transfer of knowledge, the transfer of people and ideas, as well as the transfer of tangible products for commercialization. It includes the transfer of research and development in universities and colleges to industry, directly through a broker (university-industry liaison office), regional science and technology innovation council, technology centre or from government laboratory to industry or to spin-off companies. It also involves industry-to-industry transfer of knowledge and technology, as well as the research and development undertaken by industry to improve its competitive advantage that is then modified or copied by other companies.

Record types include correspondence, memoranda, reports, copies of contract agreements, business plans, budgets, and financial statements.

Unless otherwise specified below, the ministry OPR (Science, Technology and Telecommunications Division) will retain these records for:

SO+2y 5y SR

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		FY+1y	5y	DE
-20	Agency case files (e.g., BC Biotech Alliance, Biopharmaceutical Innovation Resource Consortium, Vancouver Island Advanced Technology Centre) (arrange by agency)				
-30	National centre of excellence case files (arrange by university)				

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

53700 SCIENCE AND TECHNOLOGY FUNDED INITIATIVES -
TECHNOLOGY TRANSFER (continued)

- 40 Regional science, technology and innovation council case files
 (arrange by region)
- 50 Technology centre case files
 (arrange by university-college)
- 60 University industry-liaison office case files
 (arrange by university)

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention used throughout this primary, unless otherwise noted, is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

SR = The government archives will selectively retain records in -20 to -60 by retaining files that document significant agencies, businesses and projects funded through the Science, Technology and Telecommunications Division through the Science and Technology Fund. At the time of transfer to semi-active storage, the staff of the Science, Technology and Telecommunications Division will identify and box files for retention separately from those for destruction.

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

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

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A SA FD

54000 TELECOMMUNICATIONS - GENERAL

Records relating to the provincial participation in the regulation and development of British Columbia's telecommunications sector not shown elsewhere in this primary block. Telecommunications includes data and voice communications over a variety of media including fibre optics, cable and wireless (e.g., telephone, radio broadcasting, cable television and cellular phones).

Record types include correspondence and memoranda.

For telecommunication network services, see the *Information Technology Services ORCS*.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified in this primary.

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

FY+2y nil DE

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

SO nil DE

-00 Policy and procedures

- OPR SO 5y FR

-01 General

- non-OPR SO nil DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

54100 TELECOMMUNICATIONS - ACCESS AND INFRASTRUCTURE

Records relating to improving access to telecommunications services for British Columbians and fostering the development of British Columbia's telecommunications infrastructure. This involves strategic planning and policy development through liaison activities with the federal government, provincial government ministries, local governments, telecommunication industries and community organizations

Often the purpose of access and infrastructure projects is to gather research material required to brief the provincial government on telecommunications strategies. The goal of these projects is to standardize provincial government practices, infrastructure and access to telecommunications services, thereby making them more cost efficient. Funding may be established for specific access and telecommunications projects e.g., the Optical Regional Advanced Network (ORAN) which is a high-speed network supporting research and development in BC.

Record types include correspondence and memoranda, and copies of contracts and funding agreements.

For briefing and house notes or issue papers, see ARCS primary 280.

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

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-20	Telecommunications access and infrastructure funded project case files (paper and electronic records) (covers research and industry information) (arrange by project)		SO+2y	5y	SR

SO = when the agreement or contract expires or is terminated and upon completion of any litigation

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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A SA FD

54100 TELECOMMUNICATIONS - ACCESS AND INFRASTRUCTURE (continued)

7y = The retention is based on the six-year limitation period under the Limitation Act (RSBC 1996, c. 266, s. 3).

SR = The government archives will selectively retain telecommunications access and infrastructure funded project case files by retaining files that document significant infrastructure projects. Significant projects are those with the greatest economic or commercial affect or those involving the most important technological development. At the time of transfer to semi-active storage, division staff will identify and box files for retention separately from those for destruction.

NOTE: Projects which do not include funding agreements or contracts are classified in -30.

-30 Telecommunications access and infrastructure case files (paper and electronic records) (arrange by subject) SO+2y 5y SR

SO = when project is completed or terminated

7y = sufficient for reference purposes

SR = The government archives will selectively retain telecommunications access and infrastructure project case files by retaining files that document significant infrastructure projects. Significant projects are those with the greatest economic or commercial affect or those involving the most important technological development. At the time of transfer to semi-active storage, division staff will identify and box files for retention separately from those for destruction.

(continued on next page)

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

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	<u>A</u>	<u>SA</u>	<u>FD</u>
54100 <u>TELECOMMUNICATIONS - ACCESS AND INFRASTRUCTURE</u> (continued)			
-40 Telecommunications access and infrastructure evaluation case files (covers the evaluation and review of funded projects)	SO+2y	5y	FR

SO = when the contract expires or is terminated and upon completion of any litigation

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

FR = The government archives will fully retain all telecommunications access and infrastructure evaluation case files for their significant evidential and informational value. These records document the evaluation of effectiveness of government in promoting the development of telecommunications infrastructure in the province. Draft and duplicate materials that hold no evidential value may be purged and discarded.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

54200 TELECOMMUNICATIONS - POLICY DEVELOPMENT

Records relating to developing the provincial government's telecommunications policy and representing its interests with the federal government, regulatory bodies and other provincial governments. This function began in 1976 under the authority of the *Ministry of International Trade, Science and Investment Act* (RSBC 1976, c. 305).

Telecommunications policy development involves formulating recommendations on existing and proposed federal telecommunications policy, as well as preparing policy alternatives and recommendations.

Participating in federal/provincial telecommunications meetings, and intervening in Canadian Radio-television and Telecommunications Commission (CRTC) hearings shape these policies. The CRTC is an independent federal agency responsible for regulating Canada's broadcasting and telecommunications systems

Staff monitor each CRTC public notice and determine whether or not it is in the provincial interest to intervene in the particular hearing. If involvement is deemed valuable, the province registers as an intervener, and prepares its submission.

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

For briefing and house notes or issue papers, see ARCS primary 280. For federal/provincial meetings, see ARCS secondary 206-20.

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

FY+2y nil DE

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

SO nil DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	<u>FR</u>
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	CRTC public notices (electronic records)		<u>SO</u>	nil	<u>DE</u>

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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A SA FD

54200 TELECOMMUNICATIONS - POLICY DEVELOPMENT (continued)

- 20 CRTC hearings - informational case files
 (includes public notices, all participant submissions,
 and transcripts)
 (arrange by public notice number)

NOTE: This secondary is reserved for CRTC proceedings in which the Province is not an intervenor.

- 30 CRTC hearings - provincial involvement case files
 (includes public notices, all participant submissions, all
 provincial submissions, and transcripts)
 (arrange by public notice number)

SO+5y nil DE

SO = when hearing is concluded

5y = The five-year retention period provides sufficient data for reference purposes.

DE = These files can be destroyed, with the approval of the records officer, as they are copies of records from the CRTC that are retained in a more complete form and in proper context with the Federal Government.

NOTE: This secondary is reserved for those hearings in which the province has intervenor status.

- 40 Telecommunications project case files
 (arrange by project)

SO+2y nil DE

SO = when project is complete or obsolete

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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A SA FD

Science, Technology and Telecommunications (ST&T)

Operational Records Classification System (ORCS)

INDEX

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents that have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

Cross-references:

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

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

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