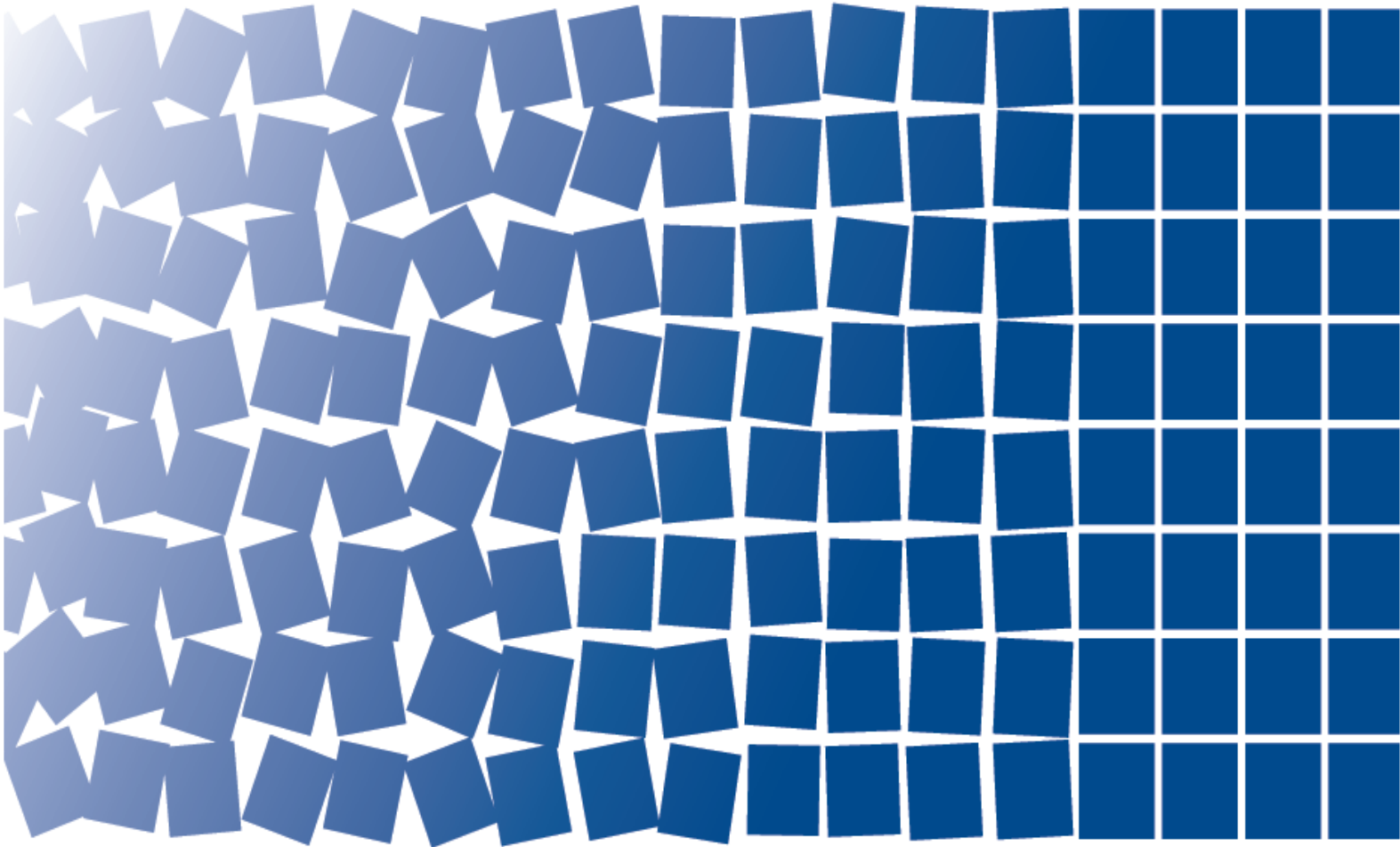


SOCIETY AND COOPERATIVE REGISTRATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



INFORMATION SCHEDULE APPROVAL

Title: *Society and Cooperative Registration Operational Records Classification System (ORCS)*

Ministry of Citizens' Services
Service BC
Registries and Online Services

Scope of Schedule:

The schedule covers records relating to the registration of all societies/cooperatives, the maintenance of amendments to the register, and the dissolution and removal of extinct entities from the register.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1872

The government body endorses this schedule and its implementation.

<u>Endorsement on file</u>	<u>2015-12-11</u>
Executive Director, BC Registries and Online Services	Date
Name: Carol Prest	

The Information Management Advisory Committee recommends this schedule for approval.

	<u>2017/10/16</u>
Susan Laidlaw, Chair	Date

APPROVED BY THE CHIEF RECORDS OFFICER:

	<u>2018/01/22</u>
David Curtis	Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Archivist: Maxwell Otte

Endorsed by Senior Director, Government Records Service.

<u>Endorsement on file</u>
Name: Alexander Wright
Date: 2015-10-19

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Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year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.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

60000 SOCIETY AND COOPERATIVE REGISTRATION

Records relating to the registration of societies and cooperative associations, the maintenance of amendments to the register, and the dissolution and removal of extinct entities from the register.

Societies and Cooperatives are governed by the [Societies Act \(SBC 2015, c. 18\)](#) and [Cooperative Association Act \(SBC 1999, c. 28\)](#). Incorporation under the act(s) provides legal status separate from the membership. An incorporated society/cooperative is a legal entity and can enter into contracts or incur debts in its own name.

Record types include: annual reports; financial statements for societies, prior to November 2004; notice of change of address; notice of change of director, including notice of change of director other than at an annual general meeting; and amendments to registration documents.

The ministry OPR is the Societies and Cooperatives Unit of BC Registries.

60000 SOCIETY AND COOPERATIVE REGISTRATION	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-30 Society/Cooperative case files (arrange by assigned number)	SO	10y	FR
SO:	when the society/cooperative is struck from the register		
10y:	Allows for restoration of struck entities, as per the Societies Act (SBC 2015, c. 18) .		
FR:	The government archives will fully retain society/cooperative case files because they provide evidence of a diverse range of community activity at a local, regional and provincial level. In many cases the papers gathered by BC Registries are the only surviving record of a particular entity providing documentary evidence of its legal status and activities.		

END OF PRIMARY

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