

STANDARD ORCS KIT CHAPTER TWO

ORCS BASICS

INTRODUCTION

This chapter contains the following sections:

- **Standards** for ORCS basics organized into the following sections:
 1. General
 - 1.1 General Overview
 - 1.2 Records Services Application Form (ARS 118)
 - 1.3 General Style Standards
 - 1.4 General Formatting Standards
 2. Binder, Cover Artwork, Section Dividers, and Title Page
 3. Records Retention and Disposition Authority Form (ARS 008)
 4. Executive Summary
 5. ORCS Table of Contents
 6. "How to Use ORCS" Section
 7. Primary Sections
 - 7.1 General Standards
 - 7.2 Section Title Page
 - 7.3 Section Table of Contents
 - 7.4 Section 1
 - 7.5 Additional Primary Sections (2 onwards)
 8. Information System Overview (ISO) Section
 9. Appendices
 10. Index

- **Formats** for the following basic parts of an ORCS:
 - Draft header and ten-line footer
 - Draft header and one-line footer
 - ORCS table of contents
 - Section title page
 - Section table of contents
 - Appendices table of contents
 - Index

How to Use this Chapter

When you are ready to draft your ORCS, follow the standards for each part as indicated in this chapter, using the relevant formats. Records Officers may obtain electronic formats from their Corporate Information Management Branch contacts. For further guidance see examples, clearly marked in example boxes and on example pages.

ORCS BASICS STANDARDS

1. GENERAL

1.1 GENERAL OVERVIEW

The purpose of this chapter is to provide general style and formatting standards covering the entire *ORCS*, and general information about when and how specific parts of the *ORCS* are obtained, completed, developed, or compiled. This chapter also provides guidelines for beginning the *ORCS* development process by completion of the Records Services Application form, the ARS 118.

Every *ORCS* consists of several parts, some of which are similar to those of any manual or published work (e.g., title page, glossary, and index), while others are unique to *ORCS* (e.g., primary sections and information system overview). Some of these parts are relatively straightforward to prepare (e.g., table of contents). The parts that take the most time and attention for the *ORCS* developer have their own chapters in this manual (e.g., Chapter 3, “Primary Basics”, covers the standards for most *ORCS* development work). Chapter 2 focuses mainly on the parts that do not warrant their own chapters.

The table on the next page outlines all parts of an *ORCS* in the order they will appear in a completed *ORCS* manual. The table indicates who is responsible for each part (CIMB, or the ministry/agency developing the *ORCS*) and which chapter of the *Standard ORCS Kit* provides guidance on developing or acquiring that part. Step numbers are provided to help determine when each part will be developed; these numbers correspond to the “*ORCS* Development Steps Table” in Chapter 1, section 3.

Please note that the glossary, which was previously part of every published *ORCS* as well as in *ARCS*, is no longer included. Please refer instead to the *RIM* Glossary of Terms available on the CIMB web site, which is an enhanced and updated version of the old glossary.

THE PARTS OF AN ORCS			
PART	RESPONSIBILITY	ORCS KIT REFERENCE	STEP
Artwork	CIMB	Chap. 2 <i>ORCS</i> Basics	3
Binder	ministry/agency	Chap. 2 <i>ORCS</i> Basics	2
Divider tabs	CIMB	Chap. 2 <i>ORCS</i> Basics	3
Title page	CIMB	Chap. 2 <i>ORCS</i> Basics	3
ARS 008	CIMB, ministry/agency	Chap. 2 <i>ORCS</i> Basics	9
Executive summary	ministry/agency	Chap. 6 Executive Summary	6, 7
Table of contents	ministry/agency	Chap. 2 <i>ORCS</i> Basics	4, 5
How to use <i>ORCS</i>	CIMB, ministry/agency	Chap. 5 How to Use <i>ORCS</i>	6, 7
Primary sections	ministry/agency	Chap. 2 <i>ORCS</i> Basics Chap. 3 Primary Structure and Content	4, 5
ISO section	ministry/agency	Chap. 4 Electronic Records and the ISO	4, 5
Appendices	ministry/agency	Chap. 2 <i>ORCS</i> Structure	6, 7
Index	ministry/agency	Chap. 2 <i>ORCS</i> Basics	6, 7

1.2 RECORDS SERVICES APPLICATION FORM (ARS 118)

The Records Officer, or delegate, must apply for an *ORCS* schedule number by completing a Records Services Application form (ARS 118) and submitting this form to CIMB. The application number in the top right corner of the ARS 118 becomes the schedule number for the *ORCS*.

Complete and submit the ARS 118 form at the beginning of the *ORCS* planning stage. After CIMB staff has processed the schedule number and *ORCS* title, you may request copies of cover artwork, tabs, and a title page as you need them (see section 2 of this chapter).

See the example of a completed ARS 118 form on the next page. Unlike other types of schedules, it is not necessary to complete most fields of the form when applying for an *ORCS* schedule number. The two main pieces of information to be conveyed are the fact that this is an application for an *ORCS*, and the proposed title of the *ORCS*.

If you have any questions about the ARS 118 form, ask your CIMB contact.

EXAMPLE: Records Services Application form (ARS 118)



BRITISH COLUMBIA

B.C. INFORMATION MANAGEMENT SERVICES

RECORDS SERVICES APPLICATION DEC 03 1998

Instructions for Use

- Contact your Records Officer to obtain or verify your accession number and to obtain supplies of forms, boxes and labels.
- If you cannot determine who your Records Officer is, call the Information Management Services (BCIMS) at (250) 387-1321.
- 1. Complete "Action Requested" and Schedule Required", and complete whatever subsequent portions of the form are required. Attach separate sheet if necessary to provide additional information.
- 2. If you are requesting storage of records complete and attach an ARS 011a/011b.
- 3. Retain Copy 2 and send the forms package to the Records Officer, who reviews, signs, retains Copy 1 and forwards the forms package to BCIMS.

APPLICATION NUMBER: 134320
 ACCESSION NUMBER: 93-4693

1. SERVICES REQUIRED

Library Services ORCS

ACTION REQUESTED	TRANSFER TO RECORDS STORAGE FACILITY <input type="checkbox"/>	RECORDS DESTRUCTION <input type="checkbox"/>	TRANSFER TO ARCHIVES <input type="checkbox"/>
SCHEDULE REQUIRED	Do you have an approved or pending schedule for these records? YES <input type="checkbox"/> If YES, Indicate approved or pending schedule number at right and complete parts 1,2,3, & 7 of this form. NO <input checked="" type="checkbox"/> If NO, Complete all parts of this form and a new schedule will be developed.	Schedule Number	Do you require an amendment to your schedule? YES <input type="checkbox"/> NO <input type="checkbox"/> <small>If YES, complete parts affected by amendment and attach proposed schedule.</small>

2. CLIENT INFORMATION

Ministry/Agency Name <i>MINISTRY OF MUNICIPAL AFFAIRS</i>	Division/Region <i>LOCAL GOVERNMENT</i>	
Branch/District <i>LIBRARY SERVICES</i>	Section/Office	
Contact name re information about records	Contact title	Contact telephone
Contact address <i>3rd FL 800 JOHNSON STREET</i>	Current location at which records are stored (building and address) <i>VICTORIA BC</i>	Location telephone

3. BASIC IDENTIFICATION OF RECORDS

Descriptive title of records (Commonly used title or ARCS & ORCS primary and secondary numbers & titles, if known)
Library Services

Are file lists, box lists, indexes available? Y Some Attached? N
 Date Range from YR/MO to YR/MO

Type of Records: Administrative (Common to all ministries) Operational (Unique to specific ministry program) Combination of admin. & oper.

Media: Check as many as apply
 Paper Files Printouts Estimate number of items for alternate media
 Microfilm (eg. ref. film) # _____ Computer (eg. diskette) # _____ Photocopy # _____ Map/Picture # _____ Ledger Books # _____ Sound Recordings # _____

4. FUNCTION OF OFFICE THAT CREATED OR ORIGINATED THE RECORDS

Describe your office program or operation (consult annual report if necessary)

Legislation under which the program operates

Name of office which created or originally received these records

Does the office have primary responsibility for these records in the ministry (O.P.R.)
(e.g. Central Personal Serv. are often OPR for Employee Files) Y N Some Not known

5. DETAILED DESCRIPTION OF RECORDS

List all major forms & form numbers, reports, & document types included in these records

Describe how these records are used in support of the above program or operations (Use additional sheets if necessary)

Type of file classification system: Government standard ARCS/ORCS Numeric Alphabetic Alpha-Numeric Chronological Other Arrangement

Duplication: Have records been microfilmed? Y N Some Is the information contained in these records duplicated elsewhere? Y N Some

If yes or some, indicate project titles & roll numbers

If yes or some, indicate where

6. MINISTRY/AGENCY RECOMMENDATION

Are records to be considered confidential? Y N Is access to be restricted? Y N If restrictions apply, how long? _____ Years

Cite policy or authority if known

ACTIVE: Number of years to retain records in ministry? _____ SEMI-ACTIVE: Number of years to retain records in records storage facility? _____ FINAL DISPOSITION: Destruction Selective retention by Archives Full retention by Archives

RATIONALE? (e.g. Retain for legal purposes, fiscal requirements, audit; research; reference; planned program review, federal-provincial agreement)

Schedule Type: ONGOING ONE-TIME

7. CLIENT SIGNATURES (I agree with this application which will be processed in accordance with the Document Disposal Act)

Office Authorization	Date	Branch Director	Date	Records Officer	Date
				<i>S. Clark</i>	<i>98/12/02</i>

1.3 GENERAL STYLE STANDARDS

The standards for general style requirements are presented in dictionary form for ease of reference and use.

Acronyms	Do not include periods in acronyms (for example, use “BC” and “ORCS” rather than “B.C.” and “O.R.C.S.”). Provide the full name or phrase for the first usage of each acronym in a primary, ISO, or other section.
Alphabetical order	Secondaries, primaries, cross-references, and sections should be arranged in alphabetical order, as is standard reference practice. If there is a logical reason to depart from this order, discuss it with your CIMB contact.
Bold	Do not use bolding, except where indicated in the formats.
Capitalization	Use ALL CAPS only for acronyms and as indicated in the standards. Use Initial Caps only for proper names and as indicated in the standards. Do not use initial caps when referring to “the minister”, “the branch”, etc.
Italics	Use italics when referring to <i>ORCS</i> , <i>ARCS</i> , legislation, and other published materials. Do not underline these references.
Legislation citation	Legislation should be cited in the following format: <i>Title in italics</i> (RSBC YYYY, c. ##). Example: <i>Document Disposal Act</i> (RSBC 1996, c. 99). Regulations can be cited as “BC Reg. 15/99” or referred to in generic terms: “[legislation citation] and relevant regulations.”
Plain language	Use familiar words with fewer syllables in preference to complex words. Where specialized terms (often known as jargon) must be used, define them. If one word can replace two or more, use it.
Reference tools	<i>Chicago Manual of Style</i> and <i>Gage Canadian Dictionary</i> .
Singulars & plurals	Use the singular in preference to the plural to modify words in titles (for example, “client case files” not “clients case files”), and elsewhere as appropriate.
Underlining	Do not underline, except to schedule “ <u>non-OPR</u> ” records or as indicated in the formats.

1.4 GENERAL FORMATTING STANDARDS

OVERVIEW

The following format standards are uniform throughout all or most parts of *ORCS*:

- page format
- font and pitch
- header
- footer
- pagination

Electronic formats for most parts of the *ORCS* are available from your CIMB contact. These formats contain the standard headers, footers, margins, line lengths, etc. Examples of formats are located in section 10 of this chapter.

1.4.1 Page Format

- a) Use letter size paper and “portrait” orientation. Print on white paper, double-sided.
- b) Unless otherwise noted, set margins as they appear in the formats, approximately as follows:

Top: ca. 3cm./ 1”
Bottom: ca.1.5 cm/ 0.5”
Left: ca. 2 cm/ 0.75”
Right: ca. 2 cm / 0.75”

Text on the pages appears in short or long format lines, unless otherwise indicated for certain parts of the *ORCS*.

- c) The **short format line** has the following margins:
Left margin: ca. 4 cm / 1.75” from edge of page
Right margin: ca. 6 cm / 2.5”
- d) The **long format line** has the following margins:
Left margin: ca. 4 cm / 1.75” from edge of page
Right margin: ca. 2 cm / 0.75”

1.4.2 Font and Pitch

- a) Use one font for all parts of the *ORCS*.
- b) CIMB recommends Arial, but Times New Roman or any similar clean print style may also be used.
- c) CIMB recommends 11 or 12-type pitch. Use a smaller type pitch for headers and footers, preferably 10 or 11 type pitch. This allows more room on the page for text.

1.4.3 Headers

- a) There are two standard headers; one for drafts, one for an approved *ORCS*. See the format for the draft header at the end of this chapter. See Chapter 7 for the approved header. Instructions for use are included in the formats.

1.4.4 Footers

- a) There are two standard footers for the *ORCS*, for which formats appear at the end of this chapter:
 - One-line footer (for table of contents, how to use, information system overview section, appendices, and index)
 - Ten-line footer (for executive summary and primary sections)

- b) Both footers are edited for the approved stage of the *ORCS*. See Chapter 7 for information about “approved” footers.

Instructions for use are included in the formats.

1.4.5 Pagination

- a) All sections, except for the executive summary, begin with page 1. The executive summary begins with the ARS 008 form, and the word-processing document starts on page 3.
- b) Place the page number in the far right bottom corner of the footer.

1.4.6 ORCS Title and Acronym

- a) The *ORCS* title should reflect the function of the public body, not the organization (e.g. it is not necessary to include ‘Branch’, Office, etc).
- b) Acronyms should consist of 4 letters, using the first letter of each word in the title, supplemented with letters from the last word in the title if necessary. This four character code will be used in the EDRMS (Enterprise Document Management System, to identify schedules)

2. BINDER, COVER ARTWORK, SECTION DIVIDERS, AND TITLE PAGE

The Records Officer orders binders for *ORCS* from the Office Products Centre as needed. The standard is a white, three-ring binder with clear plastic pockets on the front and spine where artwork can be inserted. The width of the binder spine should be based on the volume of the printed *ORCS*.

CIMB designs, customizes, and prints the cover, spine artwork, and title page for *ORCS*. CIMB also provides appropriately labelled section dividers. The Records Officer orders copies of the artwork, title page, and section divider tabs by calling CIMB reception desk at 387-1321 anytime after the Records Services Application (ARS 118) has been submitted. Upon request, CIMB provides up to 20 sets of artwork and dividers per year to ministries and agencies without cost.

When the *Legislative Assembly approves the ORCS*, CIMB obtains Canadian Cataloguing in Publication (CIP) data. CIMB prints this data on the reverse of the title page, and forwards a copy of the revised title page to the Records Officer. This becomes the official title page.

3. RECORDS RETENTION AND DISPOSITION AUTHORITY FORM (ARS 008)

The ARS 008 form documents the authorization of the review and approval of records retention and disposition schedules, including *ORCS*. It also provides summaries of the records management and archival appraisal reviews, in addition to the following information about the *ORCS*:

- the functions that the records document;
- the offices responsible for the records covered;

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- the date to which it will be retroactive;
- the volume of records estimated to be transferred off-site annually; and
- whether any records will be microfilmed.

The form has signature blocks for:

- CIMB staff conducting the records review and the archival appraisal for the *ORCS*;
- CIMB Director
- Ministry/agency Records Officer;
- the responsible program director;
- the responsible deputy minister; and
- the Public Documents Committee (PDC) Chair.

Date blocks on the form indicate approval by the Public Accounts Committee and the Legislative Assembly.

The ARS 008 is formally part of the executive summary section, although it is created separately. CIMB staff prepare the ARS 008 and ministry/agency staff complete appropriate signature blocks on it.

CIMB staff initiate the ARS 008 form when they receive a draft of the *ORCS* that meets the standards for PDC review. CIMB staff use the executive summary as an information source, and ask the Records Officer for additional information as needed (such as the *ORCS* retroactive date and volume of records).

When the *ORCS* is ready for PDC and the ministry or agency signatures are required on the ARS 008 form, CIMB forwards the form and a cover letter to the Records Officer. The Records Officer is responsible for obtaining these signatures and returning the original, signed form to CIMB. CIMB will place the *ORCS* on the PDC agenda only after receiving the signed form.

The Records Officer is responsible for ensuring that the signatures obtained on the ARS 008 comply with ministry policy. Records Officers should ensure that program management understands and endorses the scheduling and final disposition requirements in the *ORCS*. CIMB strongly recommends that the Records Officer brief ministry or agency signatories well before the receipt of the ARS 008.

Placement of the ARS 008 in the *ORCS* binder: The ARS 008 form is placed immediately behind the title page.

See the example of a completed ARS 008 form on the next page.



See Chapter 7 for further information about PDC and the *ORCS* approval process.

EXAMPLE: Records Retention and Disposition Authority form (ARS 008), page 1



Schedule No. 1 3 4 3 2 0

RECORDS RETENTION AND DISPOSITION AUTHORITY

Accession No. see ORCS "Introduction" part 2.9.1 (c)

This is a recommendation to authorize an operational records classification and scheduling system.	
Title: <i>Library Services Operational Records Classification System</i>	
Ministry of Municipal Affairs Local Government Department Library Services Branch	
Description and Purpose: The <i>Library Services Operational Records Classification System (ORCS)</i> covers all operational records created, received, and maintained by the Victoria and Lower Mainland offices of Library Services Branch. These records document consultation and cooperation with library-related organizations; leadership, support and the provision of consulting services to public libraries; the funding of library services; and the development and delivery of programs and services to public libraries, as well as individual members of the public. For further descriptive information about these records, please refer to the attached executive summary.	
Date range: 1926 ongoing	Physical format of records: see attached schedule
Annual accumulation: .48 cubic meters	
Recommended retention and disposition: scheduled in accord with attached ORCS.	

<p>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</p> <p><i>[Signature]</i> June 8, 1999 Records Officer Date</p> <p><i>[Signature]</i> June 8, 1999 Executive Director/ADM Date</p> <p><i>[Signature]</i> June 8/99 Deputy Minister/Corporate Executive Date</p> <p>THE PUBLIC DOCUMENTS COMMITTEE CONCURS: <i>[Signature]</i> 06/24 Chair, PDC Date</p>	<p>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: JUL 13 1999 Date</p> <p>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY: JUL 15 1999 Date</p>
OTHER STATUTORY APPROVALS:	
Signature _____ Date _____	Signature _____ Date _____
Title: _____	Title: _____

EXAMPLE: Records Retention and Disposition Authority form (ARS 008), page 2

CONTACT: Lynda Clark, Ministry Records Officer, (250) 287-9174

Schedule No. 134320

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 *Library Act* (RSBC 1996, c. 265) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

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

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



1999 June 7
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

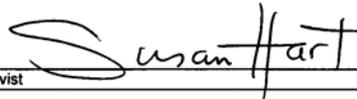
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary.

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



1999/06/07
Date

The undersigned endorses the appraisal recommendations:

Director, Information and Data Management Branch



June 7 1999
Date

4. EXECUTIVE SUMMARY

The executive summary provides a concise, yet comprehensive, overview of the major record series, retention periods and final disposition recommendations within an *ORCS*. CIMB management, ministry or agency executive and the Public Documents Committee members use the executive summary when they review and approve the *ORCS*. The Records Officer or delegate is responsible for developing the executive summary for the *ORCS*.

The executive summary is comprised of two parts: the ARS 008 form, explained above, and the executive summary word-processing document, explained here.

Prepare the executive summary word-processing document after CIMB staff have completed their review. Your CIMB contact will notify you when it is time.

Placement of the executive summary in the *ORCS* binder: Insert the executive summary immediately behind the ARS 008 form and before the divider tab for the table of contents. The ARS 008 form comprises pages 1 and 2 of the executive summary document. The executive summary word-processing document begins with page 3.



See Chapter 6 for standards and format to use for developing the Executive Summary.

5. ORCS TABLE OF CONTENTS

The table of contents identifies all sections in the *ORCS*, including the appendices, for the purpose of guiding *ORCS* users to the appropriate section. The Records Officer or designate is responsible for developing the table of contents for the *ORCS*. It is a required part of the first draft of the *ORCS* presented to CIMB for review.

Develop the table of contents after determining the titles of primary sections, ISOs, and appendices.

For further guidance in developing the table of contents, see the standards below, the example on the following page, and the format at the end of the chapter.

Placement of the table of contents in the *ORCS* binder: Insert the table of contents behind the “table of contents” divider tab.

STANDARDS

5.1 General Standards

Use the electronic format available from your CIMB contact. See also the example in section 10 of this chapter.

5.2 Content Standards

- a) Begin the table of contents with the title of the *ORCS*, and “table of contents”.
- b) List all components or sections of the *ORCS*, in sequential order.
- c) For each section listed, provide the section number, the primary number range (i.e., first and last potential primary numbers), and the section title.
- d) For each appendix listed, provide the appendix letter code and title.
- e) For each ISO listed, provide the acronym and title. The ISO listing should include all the ISOs but not the ISOSs.

5.3 Formatting Standards

- a) CAPITALIZE all words in the table of contents.
- b) Centre the *ORCS* title information and the words “table of contents” at the top of the page. Place the title in *italics*.
- c) Use the draft header embedded in the electronic format.
- d) Use the one-line footer embedded in the electronic format, replacing “?????” with “CONTENTS”.

EXAMPLE: ORCS Table of Contents

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 Corporate Information Management Branch. For information regarding this ORCS, contact your Records Officer.

OFFICE OF THE COMPTROLLER GENERAL
OPERATIONAL RECORDS CLASSIFICATION SYSTEM
TABLE OF CONTENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

HOW TO USE ORCS

SECTION 1	21000 – 21999	ACCOUNTS ADMINISTRATION
SECTION 2	22000 – 22999	INTERNAL AUDIT SERVICES
SECTION 3	23000 – 23999	FINANCIAL OPERATIONS
SECTION 4	24000 – 24999	FINANCIAL MANAGEMENT
SECTION 5	25000 – 25999	CORPORATE FINANCIAL REPORTING
ISO SECTION	IAAMS	INTERNAL AUDIT ASSIGNMENT MANAGEMENT SYSTEM
	SCDB	SUPPLIER CODE DATA BASE

GLOSSARY

INDEX

APPENDICES	APPENDIX A	SCHEDULE OF REVISIONS
	APPENDIX B	STATUTORY REFERENCES

OCG:SECT3.DOC:2000/04/19 Amendment 141530 to Schedule 8809867 ORCS/OCG CONTENTS – 1

[based on OCG ORCS]

6. “HOW TO USE ORCS” SECTION

This section is a training tool and reference manual, which explains the nature, purpose, and usage of *ORCS* to those who will use it. CIMB designs and updates the “How to Use *ORCS*” section for all *ORCS*, and the Records Officer or designate customizes it as required for the particular *ORCS*.

Customize the “How to Use *ORCS*” section after the CIMB contact has completed the main review of the *ORCS* assigned to the *ORCS*. Your CIMB contact will inform you when it is time to submit this section.

Placement of the “How to Use *ORCS*” section in the *ORCS* binder: Insert the “How to Use *ORCS*” after the table of contents, behind the “How to Use” tab.



See Chapter 5 for standards and format for the “How to Use *ORCS*” section.

7. PRIMARY SECTIONS

Primary sections are the essence of the *ORCS*, as they are used to classify and schedule all records covered by an *ORCS*. The Records Officer or designate is responsible for developing primary sections. Sections consist of broad groupings of primaries corresponding to major operational functions or sets of related program activities. An *ORCS* may have one or several primary sections, each organized on a functional basis.

Sections are assigned blocks of five-digit primary numbers unique within the *ORCS*. Each section consists of three parts:

- a section title page,
- a section table of contents; and
- individual primaries (including the section default primary, and in many cases sets of primaries organized in primary blocks).



See Chapter 3 for guidance in developing primaries, section default primaries, and primary blocks, and for relevant formats.

Placement of primary sections in the *ORCS* binder: Insert the primary sections in numerical order, with Section 1 immediately following the “How to Use *ORCS*” section, behind the “Section 1” divider tab.

STANDARDS

7.1 General Standards

- a) Use the electronic formats available from your CIMB contact. See also the examples of a section title page and a section table of contents in section 10 of this chapter.
- b) Each primary section consists of a title page, a table of contents, and primaries.
- c) Each *ORCS* section is assigned a block of unique primary numbers. *ORCS* primary numbers have five digits. See Chapter 3 for standards for assigning primary numbers.

7.2 Section Title Page

- a) A section title page includes the section number, the section title, the section primary range and the section scope note. Leave a space between each letter and numeral in the section number, title and primary range (e.g., "S E C T I O N"). Leave two spaces between the words and numbers (e.g., "S E C T I O N 3").
- b) The section scope note introduces and summarizes each section.
 - i. Start the section scope note with the phrase "Section [GIVE NUMBER] covers records relating to..." and go on to describe the function(s) and activities that are documented in the records classified in this section, using full sentences. Include any general information vital to the user in understanding the section or the interrelationships to other sections.
 - ii. Cite all statutes pertinent to the section.
 - iii. Provide cross-references to other sections of the *ORCS* as necessary.

Placement of the section title page in the *ORCS* binder: Insert the section title page at the beginning of each section behind the appropriate tab, and number it page 1.

For further guidance, see the example following this section and format at the end of the chapter.

7.3 Section Table of Contents

- a) The section table of contents includes the section title, and a listing of all primary numbers and titles in the section.
- b) Use ALL CAPS for all words in the section table of contents.
- c) Begin with a title block including the following: section number and primary number range¹, section title, and table of contents. This information is centred and provided on three lines, as shown in the format and in the example following this section.
- d) Arrange the list of primaries and primary blocks in numerical and alphabetical order as they appear in the section. See Chapter 3, section 2 for further guidance.
- e) Leave a blank line between primaries in the list with the exception of primaries within a primary block; these are single-spaced.
- f) For a primary block, provide the entire primary title only for the first primary. Subsequent primaries in the primary block need only include the wording following

¹ The primary number range is the block of numbers assigned to a section. While the first number in this range corresponds to the number of the first primary in the section, the last number is usually higher than the number of the last primary, allowing for future expansion.

the dash in the title. Indent subordinate primary titles so that their dashes are aligned under the dash for the first primary. See example below.

- g) If the section table of contents exceeds one page, place the “(continued on next page)” wording, centred on the last line of each page except the last.

Placement of the section table of contents in the ORCS binder: Insert the section table of contents immediately after the section title page of each section, and number it page 2 (and subsequent numbers if it extends for more than one page).

For further guidance, see the example following this section and format at the end of the chapter.

7.4 Section 1

- a) A “Section 1” is required for every *ORCS*.
- b) Section 1 should have the same title as the *ORCS*. Section 1 often contains the following types of primaries:
- those that relate generally to all functions of the *ORCS*,
 - those that do not fall within the major functional groupings covered by the other sections, and/or
 - those that do not warrant their own sections.
- c) The first primary in section 1 is considered the *ORCS* default primary, that is, the primary that applies generally to the entire *ORCS*.
- d) The title of the *ORCS* default primary consists of the title of the *ORCS*, a dash, and “General”.

7.5 Additional Primary Sections (2 onwards)

- a) Develop an additional primary section for each broad grouping of primaries corresponding to a major operational function or set of related program activities.
- b) Arrange primary sections, other than section 1, in alphabetical order by title.

EXAMPLE: Section Title Page

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 Corporate Information Management Branch. For information regarding this ORCS, contact your Records Officer.

A SA FD

SECTION 1

PROVINCIAL EMERGENCY PROGRAM

PRIMARY NUMBERS

6 8 6 0 0 - 6 8 9 9 9

Section 1 covers records relating to emergency management programs coordinated by the Provincial Emergency Program pursuant to the *Emergency Programs Act* (RSBC 1996, c. 111). These programs have been established by provincial, municipal, and federal governments, private sector agencies, and individuals, to address natural and human-made disasters. Programs fall into the following categories: prevention programs designed to prevent or mitigate the effects of emergencies; preparedness programs designed to ensure that individuals and agencies will be ready to react effectively to emergencies; response programs designed to combat emergencies; and recovery programs designed to help restore the environment or community after an emergency or disaster.

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

G:\ORCS\PEP:1999/06/10

Schedule 120776

ORCS/ BCGC SECT 1 – 1

[based on BCGC ORCS]

EXAMPLE: Section Table of Contents

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 Corporate Information Management Branch. For information regarding this ORCS, contact your Records Officer.

SECTION 1

51000 - LOCAL GOVERNMENT SERVICES - 54999

TABLE OF CONTENTS

51000	LOCAL GOVERNMENT SERVICES - GENERAL
51020	BYLAW ADVICE AND APPROVALS - GENERAL
51030	- MUNICIPALITIES
51040	- REGIONAL DISTRICTS
51050	- SPECIAL LOCAL GOVERNMENT SERVICE ARRANGEMENTS
51060	- VILLAGE BYLAW REGISTRATION
52000	IMPROVEMENT DISTRICTS
52100	LAND USE PLANNING AND MANGEMENT

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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Schedule 126379

ORCS/LG SECT 1 – 2

[based on LG ORCS]

8. INFORMATION SYSTEM OVERVIEW (ISO) SECTION

This section is used to document and schedule significant electronic systems covering records scheduled in the *ORCS*. The Records Officer or designate develops the Information System Overview, if required.

Submit the ISO section to CIMB with the initial draft of the *ORCS*.

Placement of the ISO section in the *ORCS* binder: Insert the ISO section after the last primary section, behind the “ISO” tab.

9. APPENDICES

See Chapter 4 for standards and formats for the ISO Section.

The Records Officer or designate should develop appendices for the *ORCS* when appropriate. The CIMB reviewers may suggest the addition of one or more appendices as a result of their review. Appendices often provide detailed information on standard file codes for the *ORCS*. Any combination of text and column entries may be used. Appendices are listed in the Appendices Table of Contents, and are identified by a letter code, starting with “A” and proceeding through the alphabet (e.g., “Appendix A”).

Submit appendices with the initial draft of the *ORCS*, or later if requested during the review process.

Placement of appendices in the *ORCS* binder: Insert appendices after the primary sections, behind the “Appendices” tab.

STANDARDS

- a) Develop one or more appendices as appropriate. If no appendices are needed, this part of the *ORCS* need not be created.
- b) The appendices section consists of a table of contents and one or more appendices.
- c) Use the electronic format for the appendices table of contents available from your CIMB contact.
- d) On the appendices table of contents page, enter the following information:
 - Ca. Line 5 – APPENDICES
 - Ca. Line 7 – TABLE OF CONTENTS
 - Ca. Line 10 – Enter column headers of APPENDIX LETTER and APPENDIX TITLE
 - Starting ca. Line 10 and under appropriate column headers enter APPENDIX [LETTER] and [APPENDIX TITLE] for each appendix, leaving one blank line between each appendix entered. For further guidance, see the format at the end of the chapter.
- e) In the appendices, use any format line or combination of lines appropriate.
- f) Paginate each appendix independently.

10. INDEX

The index provides an alphabetical guide to subjects covered by *ORCS* primaries, enabling users to locate primaries covering the records they are searching for. The Records Officer or designate develops the index. The index consists of a title page and the alphabetical listing pages.

Develop the index after completing the initial *ORCS* draft. Use the electronic format available from the ministry's CIMB contact. It may be necessary to update the index after CIMB review is completed.

An index should identify topics, names, primary titles, secondary titles, and other subject terms that will help users locate the records classifications where they occur. An index should not be a list of keywords identified by a computer.

For very small *ORCS* consisting of only a few primaries, an index is probably not necessary. Check with your CIMB contact.

Placement of index in the *ORCS* binder: Insert the index at the end of the *ORCS*, after the appendices (if there are any) and behind the "Index" divider tab.

See the example at the end of this section.

STANDARDS

11.1 General Standards

Use the electronic format available from your CIMB contact. See also the example in section 10 of this chapter.

11.2 Content Standards

- a) The index consists of an introductory page and the alphabetical index.
- b) The introductory page consists of the following in the standard font size:
 - ca. line 7 – name of *ORCS* in all caps and italics (centred and underlined).
 - ca. line 9 – *OPERATIONAL CLASSIFICATION SCHEDULING SYSTEM* (centred)
 - ca. line 11 – INDEX (centred)
 - ca. line 14 – Standard explanatory text about the index.
- c) Develop an alphabetical index to all useful subject terms, keywords, and titles appearing in the primary sections, ISOs, and appendices of the *ORCS*.
- d) Arrange terms as subject headings (in alphabetical order), sub-headings (in alphabetical order under the pertinent subject heading), and cross-references (in alphabetical order inter-filed with subject headings).
- e) Use “see” cross-reference notes to direct the user to the preferred index entry for the subject, or to refer the user directly to a specific secondary. “See” cross-reference notes consist of the non-preferred term, followed by two spaces and the preferred term in parentheses. For example:

AGENCIES, REGULATORY (See REGULATORY AGENCIES)
- f) Use “see also” cross-reference notes to direct the user to index entries related to the subject heading. “See also” cross-reference notes are also in parentheses and begin at one indent on the line immediately below the heading, before any related sub-heading entries. See the example at end of standards.

11.3 Formatting Standards

- a) Use the draft header, with an added line for SUBJECT HEADINGS and PRIMARY NUMBERS. This header is embedded in the electronic format for the index.
- b) Use the “one line” footer, replacing “??????” with INDEX.
- c) Use the standard format line length.
- d) Place the name of the *ORCS* on the first page of the index, centred, in ALL CAPS.
- e) Sort index entries alphabetically. Begin the entries for each letter with the relevant letter in CAPS and formatted with a dash and a space on either side (e.g., - E -). Do not omit a letter, even if it has no index entries.
- f) Place “- A -” and all subsequent alphabetic dividers that start on a new page, on the first line of that page. For all other alphabetic dividers, leave two blank lines before each and one blank line after.
- g) Place subject headings in ALL CAPS at the left margin.
- h) Place sub-headings at one indent from the subject headings, beginning each with a dash and a space (e.g., - Crown land transactions).

STANDARD ORCS KIT CHAPTER TWO

- i) For sub-headings, use lower case except for proper names (where initial capitalization should be used) and acronyms (which are all caps).
- j) Place a “see also” cross-reference at two indents, on the line immediately below the pertinent subject heading, before any sub-headings.
- k) Do not allow headings or cross-references to run beyond the halfway point in a line. Where more than one line is required for a heading or cross-reference, indent the second line to the same indent used for sub-headings.
- l) Justify primary numbers at the right margin. Where two or more numbers are referenced together, separate them with commas (e.g., 32320, 32440) or use a dash to indicate a range of numbers (e.g., 32010-32090). Use more than one line if necessary, always keeping the last number of each line at the same right justification as all other primary numbers.

EXAMPLE: Index

DRAFT

For Discussion Purposes Only

DRAFT

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an ORCS is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this ORCS, contact your Records Officer.

SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

ADJUSTMENTS (See EXPENDITURE ADJUSTMENTS)

ADVICE, EXPERT (See CONSULTATION)

AUDITS

- reports

70410, 70420

AUTHORIZATIONS (See SPECIAL AUTHORITIES)

- B -

BENEFICIARIES

- ineligible

70420

- restricted

70420

- C -

CLAIMS

(See also PLANS, PROGRAMS)

- for orthotics

70355

- for prosthetics

70355

- Plans A, B, C and F

70355

- Plan E

70355

CLIENTS

- home oxygen

70310

- payment files

70330 - 70350

COMPLAINTS

(See also CORRESPONDENCE)

- letters

70400

CORRESPONDENCE

70400

(See also COMPLAINTS)

- with beneficiary

70355

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Schedule 123389

ORCS/PHARM

INDEX - 2

[based on PHARM ORCS]

ORCS BASICS

ELECTRONIC FORMATS

The following seven formats comprise the last part of this chapter:

- Draft header and ten-line footer
- Draft header and one-line footer
- *ORCS* table of contents
- Section title page
- Section table of contents
- Appendices table of contents
- Index

Like all other formats, these are available in electronic form from your CIMB contact. Examples of how these formats may be used are included with the relevant standards in this chapter.

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A SA FD

DRAFT HEADER AND TEN-LINE FOOTER FORMAT

This draft header and the ten-line footer are used with the executive summary and the primary (numbered) sections of an *ORCS*, prior to its approval by the Legislative Assembly. Use the draft header in conjunction with the one-line footer for all other sections of the *ORCS*.

Please note that the header and footer are in font Arial 10, and the text of the *ORCS* itself is in font Arial 11. This is a recommendation rather than a requirement.

Records Officers may obtain this electronic format from their CIMB contacts. A pdf version of the format, as well as instructions on its use, are provided in the *Standard ORCS Kit*, Chapter 2, section 1.4.

Replace "PATH INFORMATION" with the electronic address of the document.

Replace "YYYY/MM/DD" with the date of the last edit.

Replace "#####" with the schedule number.

Replace "[ACRONYM]" with the *ORCS* acronym.

Replace "??????" with "SECTION #" (giving the number) or "EXEC SUMMARY" as appropriate.

Replace "# - #" with the section number and the page number, respectively. Omit the section number if the section is the executive summary.

When the Legislative Assembly approves the *ORCS*, the Records Officer replaces the header with the "approved header" and changes the date to the Legislative Assembly approval date (see approved header and footer format). For information on the approved header and footer, as well as the format for these, see *Standard ORCS Kit* Chapter 7.

For the format of a primary page, see *Standard ORCS Kit* Chapter 3.

Format last revised 2001/07/01

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

DOCUMENT PATH:YYYY/MM/DD Schedule ##### ORCS/[ACRONYM] ?????? - #

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

DRAFT HEADER AND ONE-LINE FOOTER FORMAT

This footer is used with the *ORCS* table of contents, the How To Use *ORCS* Section, the ISO Section, the index and the appendices. This header is the same as the one for the ten-line footer, except that the scheduling column headings and two blank lines have been removed from the header.

Please note that the header and footer are in font Arial 10, and the text of the *ORCS* itself is in font Arial 11. This is a recommendation rather than a requirement.

Records Officers may obtain this electronic format from their CIMB contacts. A PDF version of the format, as well as instructions on its use, are provided in the *Standard ORCS Kit*, Chapter 2, section 1.4.

Replace "PATH INFORMATION" with the electronic address of the document.

Replace "YYYY/MM/DD" with the date of the last edit.

Replace "#####" with the schedule number.

Replace "[ACRONYM]" with the *ORCS* acronym.

Replace "?????" with the appropriate term: CONTENTS, HOW TO USE, ISO TABLE OF CONTENTS, ISO/ACRONYM (insert acronym), INDEX, APPENDIX CONTENTS, APPENDIX ? (insert appendix alphabetical code).

Replace "#" with the page number.

When the Legislative Assembly approves the *ORCS*, the Records Officer replaces the header with the "approved header" and changes the date to the Legislative Assembly approval date (see approved header and footer format). For information on the approved header and footer, as well as the format for these, see *Standard ORCS Kit* Chapter 7.

Format last revised 2001/07/01

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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DOCUMENT PATH:YYYY/MM/DD Schedule ##### ORCS/[ACRONYM] ?????? - #

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[NAME OF THE ORCS]

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

HOW TO USE ORCS

SECTION 1 [GIVE PRIMARY NO. RANGE:] ##### - ##### [SECTION TITLE]

SECTION # ##### - ##### [SECTION TITLE]

SECTION # ##### - ##### [SECTION TITLE]

ISO SECTION [ISO ACRONYM][ISO TITLE]

[ISO ACRONYM][ISO TITLE]

APPENDICES [APPENDIX A] [APPENDIX TITLE]

[APPENDIX B] [APPENDIX TITLE]

INDEX

*For guidance on using this format, see Standard ORCS Kit chap. 2, sect. 5.
Format last revised 2001/07/01*

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

A SA FD

SECTION #

[GIVE SECTION TITLE]

PRIMARY NUMBERS

-

Section # covers records relating to GIVE FUNCTION, ACTIVITY, ETC. CITE ALL RELEVANT STATUTES. PROVIDE CROSS-REFERENCES TO OTHER SECTIONS OF THE ORCS IF NECESSARY. INCLUDE ANY OTHER INFORMATION VITAL TO UNDERSTANDING THE SECTION. SEE STANDARD ORCS KIT CHAPTER 2, SECTION 7.2 FOR FURTHER GUIDANCE.

RECORDS OFFICERS MAY OBTAIN THE ELECTRONIC FORMAT FOR THIS DOCUMENT FROM THEIR CIMB CONTACTS.

For guidance on using this format, see Standard ORCS Kit chapter 2, section 7.2. Format last revised 2001/07/01.

- | | | |
|--|-----------------------|--------------------------------------|
| 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 |

DOCUMENT PATH:YYYY/MM/DD Schedule ##### ORCS/[ACRONYM] SECTION # - #

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A SA FD

SECTION #

- [GIVE SECTION TITLE] -

TABLE OF CONTENTS

[PRIMARY TITLE (SAME AS SECTION TITLE)] - GENERAL

[PRIMARY TITLE]

[PRIMARY BLOCK TITLE] - GENERAL

- [SUBORDINATE PRIMARY TITLE]

- [SUBORDINATE PRIMARY TITLE]

[PRIMARY TITLE]

*For guidance on using this format, see Standard ORCS Kit chapter 2, section 7.3.
Format last revised 2001/07/01.*

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

DOCUMENT PATH:YYYY/MM/DD Schedule ##### ORCS/[ACRONYM] SECTION # - #

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APPENDICES

TABLE OF CONTENTS

INSERT APPENDICES LETTERS AND TITLES INTO TABLE BELOW. ARRANGE APPENDICES IN ALPHABETICAL ORDER BY TITLE.

<u>APPENDIX CODE</u>	<u>APPENDIX TITLE</u>
APPENDIX A	<i>[APPENDIX TITLE]</i>
APPENDIX B	<i>[APPENDIX TITLE]</i>
APPENDIX <i>[LETTER]</i>	<i>[APPENDIX TITLE]</i>

For further guidance on using this format, see Standard ORCS Kit chapter 2, section 10. Format last revised 2001/07/01.

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

SUBJECT HEADINGSPRIMARY NUMBERS

[GIVE ORCS TITLE]

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

(continued on next page)

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

- B -

- C -

- D -

- E -

- F -

- G -

- H -

- I -

- J -

- K -

- L -

- M -

- N -

- O -

- P -

(continued on next page)

This draft records schedule has NOT been approved under the provisions of the *Document Disposal Act* (RSBC 1996, c. 99) and DOES NOT constitute authority for disposition. Corporate Information Management Branch reviews and approves all records retention and disposition recommendations before an *ORCS* is sent for legislative approval, as required in the *Document Disposal Act*. For information regarding this *ORCS*, contact your Records Officer.

SUBJECT HEADINGS

PRIMARY NUMBERS

- Q -

- R -

- S -

- T -

- U -

- V -

- W -

- X -

- Y -

- Z -

*For guidance on using this format, see Standard ORCS Kit chapter 2, section 11.
Format last revised 2001/07/01.*