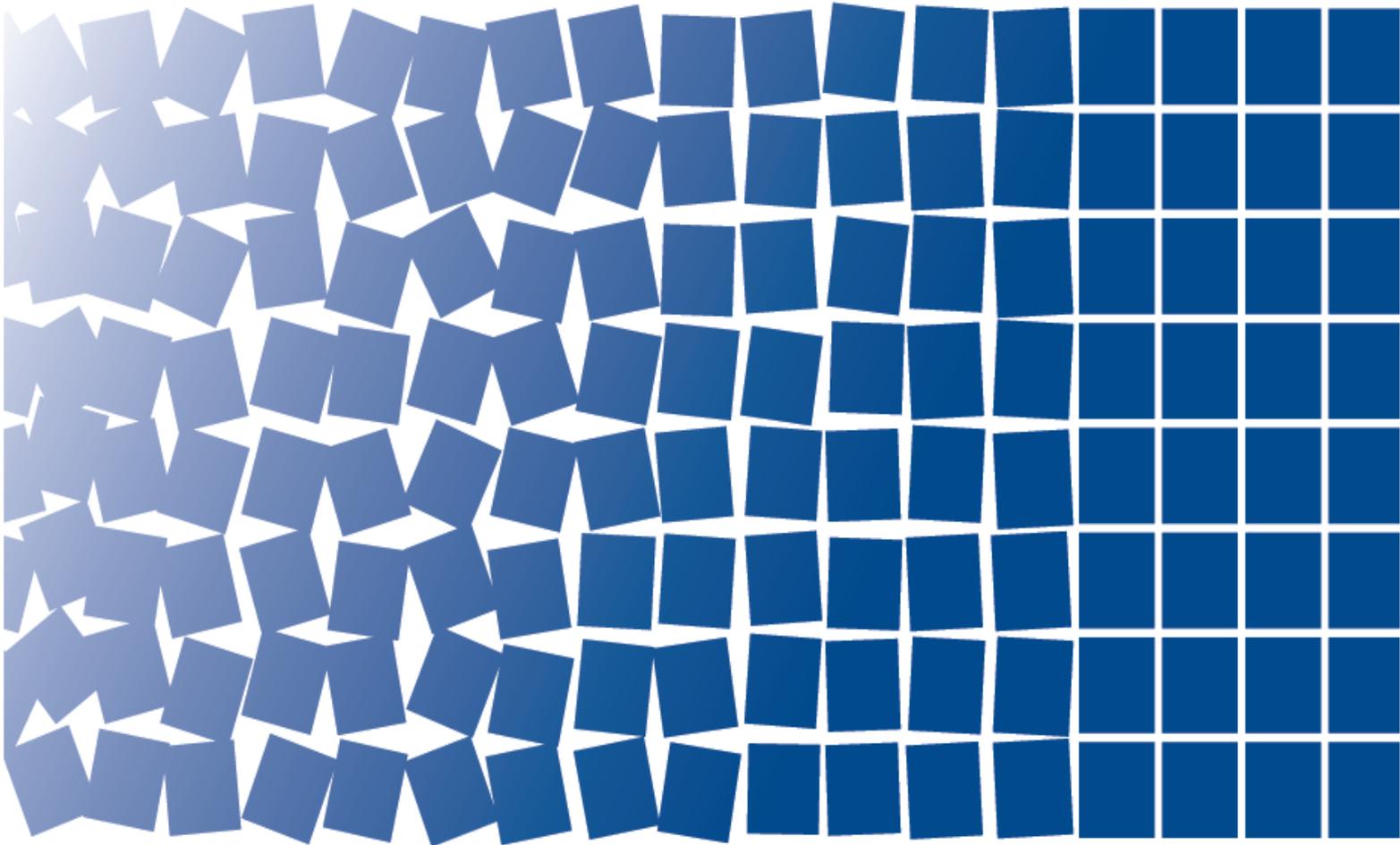
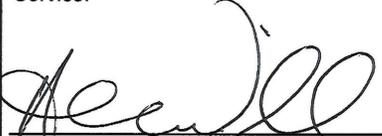


# TEACHER REGULATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



**GOVERNMENT RECORDS SERVICE**

|   |   |
|---|---|
| <b>INFORMATION SCHEDULE APPROVAL</b>  |   |
| Title: <i>Teacher Regulation Operational Records Classification System (ORCS)</i>   |   |
| Ministry of Education<br>Partner Relations Division<br>Teacher Regulation Branch  |   |
| Scope of Schedule:<br><br>The Teacher Regulation (TREG) ORCS is a classification system and retention and disposition schedule for operational records created and received by the Teacher Regulation Branch.<br><br>The responsibilities of the Branch include the following: issuing certificates to teach in public and independent schools in British Columbia; reviewing the reported conduct and competence of current and former holders of teaching certificates, and, based on findings or admissions, imposing discipline or conditions, or cancelling the certificate; setting standards that teacher education programs must meet in order for their graduates to be considered eligible to receive certificates; and, evaluating provincial teacher education programs against those standards and approving those that meet them.<br><br>The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements. For more information, see the attached schedule. |   |
| Earliest date of records covered by this schedule: April 11th, 1872 - ongoing   |   |
| <p>The government body endorses this schedule and its implementation.</p> <p>Authorization on file _____ July 18, 2016<br/>Wilma Clarke, Executive Director, Teacher Regulation Branch Date</p> <p>The Information Management Advisory Committee recommends this schedule for approval.</p> <p><br/>_____<br/>David Curtis, Chair Date <i>Sept 28/17</i></p> <p><b>APPROVED BY THE CHIEF RECORDS OFFICER:</b></p> <p><br/>_____<br/>Cheryl Wenczenki-Yolland Date <i>Sept 8, 2017</i><br/><i>David Curtis</i></p>   | <p><i>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.</i></p> <p>Schedule Developer: David Coppard</p> <p>Endorsed by Government Records Service.</p> <p><br/>_____<br/>Alex Wright, Sr. Director Date <i>June 22, 2017</i></p> |

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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

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*TEACHER REGULATION*

*OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

TABLE OF CONTENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

INTRODUCTION

SECTION 1      38000-38099      TEACHER REGULATION

SYSTEMS SECTION

INDEX

## TEACHER REGULATION

### *OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

#### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Teacher Regulation Branch in the Ministry of Education under the [Teachers Act \(SBC 2011, c. 19\)](#) and the [Independent School Act \(RSBC 1996, c. 216\)](#). The ORCS furthermore applies to records of equivalent functions that were carried out under the former [Teaching Profession Act \(RSBC 1996, c. 449\)](#), the [School Act \(RSBC 1996, c. 412\)](#) prior to its amendment in 1988, and the former *School Support (Independent) Act* (RSBC 1979, c. 378).

The records document the following functions: issuing certificates to teach in public and independent schools in British Columbia; reviewing the reported conduct and competence of current and former holders of teaching certificates, and, based on findings or admissions, imposing discipline in the form of a reprimand or suspension, imposing conditions that must be met in order to retain the certificate, or cancelling the certificate; setting standards that teacher education programs must meet in order for their graduates to be considered eligible to receive certificates; and, evaluating provincial teacher education programs against those standards and approving those that meet them. Although all of these functions were fully consolidated under the Ministry of Education's Teacher Regulation Branch following the passage of the [Teachers Act \(SBC 2011, c. 19\)](#) in 2012, they were initiated at different times and delivered in a variety of ways before then. The history of each function is a guide to the full scope of records scheduled in this ORCS.

The function of issuing certificates to individuals to teach in public schools has been carried out since 1872, when the *Public School Act* (SBC 1872, c. 16) assigned it to the provincial Board of Education. Responsibility passed to the Department (later the Ministry) of Education in 1920 and remained there until 1988, when the [Teaching Profession Act \(RSBC 1996, c. 449\)](#) completely reformed teacher regulation in the province. Up to that point, certificates to teach in public schools were typically issued once, and were valid for the lifetime of the certificate holder. The closed certificate files from that period usually consist of an application and some supporting transcripts and correspondence.

Over the same period, legislation reserved to Cabinet-level officials the authority to suspend or cancel a previously issued certificate when a teacher's conduct and competence had been flagged as cause for concern. For the small number of cases that came forward each year, these officials would assess whether the teacher had met the requirement under the [School Act \(RSBC 1996, c. 412\)](#) that a certificate holder be a "fit and proper person" and "of good and moral character", and make its decision accordingly. The key records of this process would typically be scheduled as executive records or executive services records. Any records that are neither, but still document the former process with respect to an individual certificate holder, are scheduled in this ORCS as part of the certificate holder's case file.

## 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](#).

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A SA FD

In 1988, when the [Teaching Profession Act \(RSBC 1996, c. 449\)](#) came into force, it transferred the ministry's responsibilities with respect to issuing certificates, and Cabinet's responsibilities with respect to reviewing the conduct and competence of certificate holders, to an entirely new regulatory body called the College of Teachers ("the college"). The legislation also established procedures for administering reviews. Subsequent amendments to the legislation obliged certificate holders to renew their certificates with the college annually, and to submit to periodic criminal record checks.

While these activities have remained administratively distinct, they all involve checking individuals for compliance with the standards that certificate holders are required to meet. The first checks occur at application, while subsequent checks can occur in response to complaints and reports, or upon reapplication. The resulting records are arranged by individual, and document all the actions carried out with respect to that individual from the first time they applied for a certificate until the last time their certificate lapsed, or in some cases the last time they were mentioned in a report or complaint. The records are consequently scheduled in this ORCS as a single case file series. Records of teachers who were certified under a parallel process overseen by the inspector of independent schools, in accordance with the [Independent School Act \(RSBC 1996, c. 216\)](#), were incorporated into this series in 2012, when the Teacher Regulation Branch assumed responsibility.

The 1988 [Teaching Profession Act \(RSBC 1996, c. 449\)](#) designated the council of the college as the body responsible for establishing standards that applicants for, and holders of, teaching certificates would be required to meet. Previously, the academic and professional standards used to evaluate applicants for teaching certificates had been laid out in a regulation to the [School Act \(RSBC 1996, c. 412\)](#), and this regulation was interpreted by staff in the Ministry of Education. The only formally defined conduct standard from the period before the college consisted of a requirement in the [School Act \(RSBC 1996, c. 412\)](#) that certificate holders be "of good and moral character". In addition to taking on the standard-setting role with respect to holders of teaching certificates, the new council of the college also took responsibility for setting the standards that teacher education programs would have to meet in order to produce graduates considered eligible to receive certificates to teach in public schools, and for reviewing programs and approving those that met the standard

The operational records of this council, as well as the records of its functionally identical successor under the [Teachers Act \(SBC 2011, c. 19\)](#), are scheduled under a single primary. Records of how authorities responsible for teacher regulation in public schools interpreted the pre-1988 legislation, as well as how they interpreted subsequent standards set by the council, are scheduled as policy and procedures in this ORCS.

With respect to independent schools, a 2012 amendment to the [Independent School Act \(RSBC 1996, c. 216\)](#) created the Independent School Teaching Certificate Standards Committee (ISTCSC). This was the first body designated specifically to set the standards that individuals must meet in order to receive, and also to retain, an independent school teaching certificate to teach in independent schools. The operational records of this committee are scheduled in this ORCS under a separate primary. Records of how authorities responsible for teacher regulation in independent schools interpreted the pre-2012 legislation, as well as how they interpreted subsequent standards set by the committee, are scheduled as policy and procedures in this ORCS.

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

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

## 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](#).

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A SA FD

This *ORCS* covers records created and received since 1872, when the *Public School Act* (SBC 1872, c. 16) assigned, to the provincial Board of Education, responsibility for issuing certificates to individuals to teach in public schools.

The following summary describes the records covered by this *ORCS* that have a retention period of seven years or more, or are subject to full or selective retention, and it furthermore identifies their retention periods and final dispositions. In this summary, records are linked to the *ORCS* by primary and secondary numbers. Please consult relevant primaries for further information.

1) Standards, approvals, and deliberations (Teachers' Council)  
(secondary 38040-15)

SO 20y FR

These records document the deliberations and decisions of the British Columbia Teachers' Council and its predecessor, the council of the College of Teachers. Both councils are referred to in this *ORCS* as "the council," as both bodies were established for the purpose of setting the standards that applicants for certification, certificate holders, and teacher education programs in the province must meet. The council is also responsible for approving teacher education programs and for reporting out to the minister.

20y: As its membership and priorities change over time, the council may decide to revisit an issue many years after it was abandoned. The retention period consequently allows a reasonable period of time for the files associated with such issues to be re-opened.

FR: The government archives will fully retain these records as they provide summary evidence of high level decisions concerning all the major functions of teacher regulation, as well as the considerations that led to those decisions. The standard-setting function itself is significant because most of British Columbia's school-age population at any given time has been enrolled in a public school, and teacher regulation has been one of the government's primary means of ensuring that they were taught by competent people who could be trusted with children. Moreover, the regulation of teachers by means of certification and conduct and competence reviews has been a source of controversy in relations between government and representatives of the province's thousands of teachers. These records consequently document a government function that has an impact on large and diverse segments of the public.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|  | A     | SA  | FD |
|--|-------|-----|----|
| 2) <u>Standards and deliberations (Independent School Teaching Certificate Standards Committee)</u><br>(secondary 38010-15)  | SO    | 20y | FR |
| <p>These records document the deliberations and decisions of the Independent School Teaching Certificate Standards Committee (ISTCSC). The ISTCSC was established in 2012 for the purpose of setting the standards that an individual must meet in order to be issued, and to continue to hold, each type of independent school teaching certificate.</p> <p>20y: The retention period ensures that records of committee deliberations will be retained for the same period of time as records of council deliberations, as indicated in secondary 38040-15, thereby ensuring that committee records concerning a matter of common interest will be available, for reference, for as long as the corresponding council records are available.</p> <p>FR: The government archives will fully retain these records as they provide summary evidence of high level standard-setting decisions, and because they are unique in documenting the only remaining regulatory function that exclusively addresses the certification of individuals to teach in independent schools.</p> |       |     |    |
| 3) <u>Final annual reports</u><br>(secondary 38000-05)   | CY    | 5y  | FR |
| <p>These records include each final annual report of, respectively, the Commissioner for Teacher Regulation, the British Columbia Teachers' Council, and the now-defunct council of the College of Teachers.</p> <p>FR: The government archives will fully retain one copy of each final annual report, as they contain summary information on changes to the organization and its goals.</p>  |       |     |    |
| 4) <u>Official publication</u><br>(secondary 38000-15)   | CY+2y | nil | FR |
| <p>These records include one copy of the final, published version of each issue of the official publication used by the office of primary responsibility to communicate to all certificate holders about its activities and decisions.</p> <p>FR: The government archives will fully retain one copy of each issue, as this publication contains summary information about standards and regulatory decisions, and shows how they were communicated to certificate holders.</p>  |       |     |    |

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

## 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](#).

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|  | A  | SA  | FD |
|--|----|-----|----|
| 5) <u>Current, former, and prospective certificate holders</u><br>(secondary 38020-20) | SO | 80y | SR |

These records document certification and conduct and competence review actions taken with respect to a specific individual - whether an applicant or certificate holder - at any point in the course of that individual's life. Records can range from an individual's initial application for a certificate, through to documentation from a hearing into the individual's subsequent conduct.

80y: The 80-year retention period is based on the life expectancy of the youngest student that a certificate holder could potentially teach, and is intended to allow the student their full lifetime to hold the office of primary responsibility accountable for carrying out its duties under legislation.

SR: The government archives will fully retain the following:

- records of findings and decisions made at, or in preparation for, a disciplinary and professional conduct hearing that was carried out under the authority of the [Teachers Act \(SBC 2011, c. 19\)](#) or the former [Teaching Profession Act \(RSBC 1996, c. 449\)](#), as these records show how standards were applied in cases where their interpretation relative to events was contested;
- the ministry's primary copy of each final consent resolution agreement, as these provide summary evidence of how standards were applied over time;
- records that predate the establishment of the Department of Education in 1921, because they document activities that may not be documented elsewhere in the policy and executive records of a government body.

|   |    |    |    |
|---|----|----|----|
| 6) <u>Policy and procedures</u><br>(secondary 38020-00) | SO | 5y | SR |
|---|----|----|----|

These records include working and final policies, procedures, and guidelines that the people responsible for carrying out certification and conduct and competence reviews have developed, based on their interpretation of legislation, executive direction, and where applicable, standards and bylaws approved by designated standard-setting bodies.

SR: The government archives will fully retain the following:

- a copy of each set of rules established by the commissioner according to specific powers assigned to that office in legislation and regulations: these rules summarize processes that were followed with respect to hearings, investigations, the resolution of matters raised in complaints, and certification appeals;

## 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](#).

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A SA FD

- all policy and procedures records that predate the establishment of the council of the College of Teachers in 1988; and,
- all policy and procedures records concerning the separate processes outlined in the [Independent School Act \(RSBC 1996, c. 216\)](#), up to the point in 2012 that the legislation was amended to eliminate the separate process and create the ISTCSC.

These records will be fully retained because they are a summary source of information on how the regulatory function was carried out, particularly in relation to the period before the applicable standard setting body was created.

7) Teacher education program review case files  
(secondary 38040-20)

SO 25y DE

These records document all completed, partially completed, or proposed evaluations of each specific teacher education program to determine if it meets standards, as well as ongoing consultations with program representatives on the evaluation process, the design of programs, and related issues.

SO: when an approved program is discontinued or loses its approved status; for programs that have never been approved, when the most recent review was closed or abandoned

25y: The retention period is based on the average 25-year career service length for a certified teacher in British Columbia, and ensures that the records of a program that loses its approved status will continue to be available for reference and accountability purposes until most of the final graduates of the program have retired from teaching; for programs that are not approved, it ensures the records will be available for reference over the longest reasonable time period that an institution may consider retooling its proposed program and applying again.

8) Research and analysis (Teachers' Council)  
(secondary 38040-10)

SO 20y DE

These records document the general research, analysis, and consultation activities that are carried out for the purpose of informing council's decision making, and include studies, surveys, statistics, environmental scans, records of general advice developed by committees that report to council, and related correspondence.

SO: for research and analysis that directly contributed to the development of an approved standard or bylaw, when the standard or bylaw is replaced or cancelled; for all other records, when the associated council file has no further reference value

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

20y: The retention period ensures that records of research and analysis pertaining to an issue will be retained for the same period of time as records of the council's deliberations on the same issue, as indicated in secondary 38040-15.

- 9) Research and analysis (Independent School Teaching Certificate Standards Committee)  
(secondary 38010-10)

SO 20y DE

These records document general research, analysis, and consultation activities that are carried out for the purpose of informing the committee's decision making, and include studies, surveys, statistics, environmental scans, records of general advice developed by subcommittees that report to the committee, and related correspondence.

SO: for research and analysis that directly contributed to the development of an approved standard, when the standard is replaced or cancelled; for all other records, when the associated committee file has no further reference value

20y: The retention period ensures that records of research and analysis pertaining to an issue will be retained for the same period of time as records of the committee's deliberations on that issue, as indicated in secondary 38010-15.

- 10) Employers list  
(secondary 38000-10)

CY 80y DE

These records consist of each annual revision of the employers list, which is created and maintained by the director of certification in accordance with a specific requirement in teachers' legislation.

80y: The list shows, for a significant proportion of certificate holders, their employers over the course of a year; it would be significant to an investigation into a claim made by a former student against a certificate holder: the 80-year retention period is consequently based on the life expectancy of the youngest student that a certificate holder could potentially teach, and is intended to allow the student their full lifetime to hold all involved parties accountable..

## 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](#).

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|  | A  | SA  | FD |
|--|----|-----|----|
| 11) <u>Employers list - submissions</u><br>(secondary 38000-12)  | CY | 10y | DE |
| <p>These records consist of information that certain employers, as indicated in teachers' legislation, must submit annually to the director of certification for the purpose of creating the employers list; also includes correspondence relating to the submission.</p> <p>10y: The 10 year retention period is specified in the <a href="#">Teachers Act (SBC 2011, c. 19)</a>.</p>   |    |     |    |
| 12) <u>Systems</u>   | SO | nil | DE |
| <p>The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.</p> <p>Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.</p>  |    |     |    |
| 13) <u>All Other Records</u>   |    |     | DE |
| <p>All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS, such as summary reports, policy records, executive briefing notes (<a href="#">ARCS secondary 280-20</a>), and annual service plan reports (<a href="#">ARCS secondary 400-02</a>), but note that annual reports of the Commissioner and the council are fully retained under secondary 38000-05 of this ORCS). These records have no enduring value to government at the end of their scheduled retention period.</p> |    |     |    |

END OF EXECUTIVE SUMMARY

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

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

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

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### SECTION 1

#### TEACHER REGULATION

#### PRIMARY NUMBERS

38000 – 38099

Section 1 covers records relating to the regulation of teachers pursuant to the [Teachers Act \(SBC 2011, c. 19\)](#) and the [Independent School Act \(RSBC 1996, c. 216\)](#). It furthermore applies to records of equivalent functions that were carried out under the former [Teaching Profession Act \(RSBC 1996, c. 449\)](#) the [School Act \(RSBC 1996, c. 412\)](#) prior to its amendment in 1988, and the former *School Support (Independent) Act* (RSBC 1979, c. 378). In accordance with these acts, standards are established and then applied through the process of issuing teaching certificates, through conduct and competence reviews, and through the evaluation and approval of teacher education programs.

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**SECTION 1 TABLE OF CONTENTS**

**TEACHER REGULATION**

38000 - 38099

|       |  |
|-------|--|
| 38000 | TEACHER REGULATION - GENERAL   |
| 38010 | INDEPENDENT SCHOOL TEACHING CERTIFICATE STANDARDS COMMITTEE OPERATIONS |
| 38020 | TEACHER CERTIFICATION AND CONDUCT REVIEW                               |
| 38030 | TEACHERS' COUNCIL ELECTIONS  |
| 38040 | TEACHERS' COUNCIL OPERATIONS   |

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**38000 TEACHER REGULATION - GENERAL**

Records not shown elsewhere in this section that are operational and relate generally to the function of teacher regulation.

For communications and outreach activities that aim generally to promote and explain the functions of teacher regulation, see [ARCS primary 295](#).

For conference and event files, see [ARCS secondary 220-20](#).

For executive correspondence referral replies, see [ARCS secondary 280](#).

For general inquiries from the public and other ministries, agencies, and organizations, see [ARCS secondary 320-30](#).

For inter-ministerial, inter-governmental, and international committees, see [ARCS secondary 200-20](#).

For ministry-sponsored teacher training, such as the development of training materials for certified teachers who have failed to meet standards of conduct and competence, see Section 5 of the [Education ORCS Schedule 105085](#).

For program planning, see [ARCS secondary 400-20](#).

For publication development files, see [ARCS secondary 312-20](#).

For publication distribution lists, see [ARCS secondary 308-07](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

For routine liaison with other ministries and other governments, see [ARCS primary 230](#).

For simple web site pages, see [ARCS secondary 340-30](#).

The ministry OPR is Teacher Regulation Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

| <b>38000</b> | <b>TEACHER REGULATION - GENERAL</b>                | <b>A</b> | <b>SA</b> | <b>FD</b> |
|--------------|--|----------|-----------|-----------|
|              | All non-OPR offices will retain these records for: | SO       | nil       | DE        |
| <b>-01</b>   | <b>General</b>                                     | CY+1y    | nil       | DE        |

NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|            |  |    |     |    |
|------------|--|----|-----|----|
| <b>-05</b> | <b>Final annual reports</b><br>(includes each final annual report of, respectively, the Commissioner for Teacher Regulation, the British Columbia Teachers' Council, and the now-defunct council of the College of Teachers)<br><br>FR: The government archives will fully retain one copy of each final annual report, as they contain summary information on changes to the organization and its goals.<br><br>NOTE: For records of the development of these reports, see <a href="#">ARCS secondary 400-20</a> .  | CY | 5y  | FR |
| <b>-10</b> | <b>Employers list</b><br>(includes each annual revision of the employers list, which is created and maintained by the director of certification in accordance with a specific requirement in teachers' legislation)<br><br>80y: The list shows, for a significant proportion of certificate holders, their employers over the course of a year; it would be significant to an investigation into a claim made by a former student against a certificate holder: the 80-year retention period is consequently based on the life expectancy of the youngest student that a certificate holder could potentially teach, and is intended to allow the student their full lifetime to hold all involved parties accountable.  | CY | 80y | DE |
| <b>-12</b> | <b>Employers list - submissions</b><br>(includes information that certain employers, as indicated in teachers' legislation, must submit annually to the director of certification for the purpose of creating the employers list; also includes correspondence relating to the submission)<br><br>10y: The 10 year retention period is specified in the <a href="#">Teachers Act (SBC 2011, c. 19)</a> .<br><br>NOTE: The legislation distinguishes between the information that employers submit to the director of certification, and the list that the director of certification creates and maintains based on those submissions. This is why separate secondaries are required. When the submitted information is automatically compiled into the employers list, use secondary 38000-10. | CY | 10y | DE |

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|                                 |       |     |    |
|---------------------------------|-------|-----|----|
| <b>-15 Official publication</b> | CY+2y | nil | FR |
|---------------------------------|-------|-----|----|

(covers the official publication used by the office of primary responsibility to communicate to all certificate holders about its activities and decisions)  
(includes the final, published version of each issue)

FR: The government archives will fully retain one copy of each issue, as this publication contains summary information about standards and regulatory decisions, and shows how they were communicated to certificate holders.

NOTE: This publication has been issued in magazine format under a variety of names, including *Learn*, *TC*, and *Connected*; prior to this, it was released in newsletter format.

NOTE: For records of the development of this and other publications, see [ARCS secondary 312-20](#); for distribution lists, see [ARCS secondary 308-07](#).

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END OF PRIMARY

**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](#).

**38010 INDEPENDENT SCHOOL TEACHING CERTIFICATE STANDARDS COMMITTEE OPERATIONS**

Records relating to the operations of the Independent School Teaching Certificate Standards Committee (ISTCSC), which was established in 2012 as the result of an amendment to the [Independent School Act \(RSBC 1996, c. 216\)](#). The committee is responsible for establishing the standards that an individual must meet in order to be issued, and to continue to hold, each type of independent school teaching certificate. It is also responsible for providing advice on request to the inspector of independent schools. The records document the activities of the committee, including research and analysis carried out for the purpose of informing its decision making.

For conference and event files, see [ARCS secondary 220-20](#).

For policy development that relates to the committee's responsibilities, but was carried out prior to its formation in 2012, see secondary 38020-00.

For reference material/topical files, such as external publications or reference copies of internal publications and correspondence, see [ARCS secondary 358-20](#).

For routine liaison with educational institutions, see [ARCS secondary 230-20](#).

For teacher certification carried out under the authority of the now-defunct Independent School Teacher Certification Committee, use secondary 38020-20.

The ministry OPR is Teacher Regulation Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

| <b>38010</b> | <b>INDEPENDENT SCHOOL TEACHING CERTIFICATE STANDARDS COMMITTEE OPERATIONS</b>  | <b>A</b> | <b>SA</b> | <b>FD</b> |
|--------------|--|----------|-----------|-----------|
|              | All non-OPR offices will retain these records for:   | SO       | nil       | DE        |
|              | <b>-01 General</b>   | CY+1y    | nil       | DE        |
| PIB          | <b>-05 Committee member files</b><br>(includes copies of ministerial appointment records, biographical information, and related documentation)<br>(arrange by committee member name) | SO       | 5y        | DE        |
|              | SO: when term of committee member has expired  |          |           |           |

**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](#).

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|            |  |    |     |    |
|------------|--|----|-----|----|
| <b>-10</b> | <b>Research and analysis</b><br>(covers general research, analysis, and consultation activities that are carried out for the purpose of informing the committee's decision making)<br>(includes studies, surveys, statistics, environmental scans, records of general advice developed by subcommittees that report to the committee, and related correspondence)<br><br>SO: for research and analysis that directly contributed to the development of an approved standard, when the standard is replaced or cancelled; for all other records, when the associated committee file has no further reference value<br><br>20y: The retention period ensures that records of research and analysis pertaining to an issue will be retained for the same period of time as records of the committee's deliberations on that issue, as indicated in secondary 38010-15.<br><br>NOTE: Records of submissions to the ISTCSC, and the ISTCSC's resulting record of its approval or other decision, will be fully retained under secondary 38010-15; copies of these records may be retained under this secondary for administrative convenience only. | SO | 20y | DE |
|------------|--|----|-----|----|

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|            |   |    |     |    |
|------------|---|----|-----|----|
| <b>-15</b> | <b>Standards and deliberations</b><br>(covers the committee's deliberations, its review and approval of standards, and its management of the issues that come before it)<br>(includes agendas, minutes of meetings, documents submitted to the committee for its review and approval, such as standards, records of decision, formal advice to the inspector of independent schools, policies and procedures governing the committee's own operations, reports, related correspondence, and other records that the committee receives and takes into consideration)<br>(arrange by year and/or subject)<br><br>SO: for the official record of a standard, when replaced or cancelled; for all other records, when the file has no further reference value<br><br>20y: The retention period ensures that records of committee deliberations will be retained for the same period of time as records of council deliberations, as indicated in secondary 38040-15, thereby ensuring that committee records concerning a matter of common interest will be available, for reference, for | SO | 20y | FR |
|------------|---|----|-----|----|

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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as long as the corresponding council records are available.

FR: The government archives will fully retain these records as they provide summary evidence of high level standard-setting decisions, and because they are unique in documenting the only remaining regulatory function that exclusively addresses the certification of individuals to teach in independent schools.

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END OF PRIMARY

**38020 TEACHER CERTIFICATION AND CONDUCT REVIEW**

Records relating to the certification of individuals to teach in both public and independent schools, the maintenance of their status as certificate holders, and the review of their professional conduct and competence. The following activities are included:

- evaluation of applicants for certificates of qualification to ensure they meet the required standard and fulfil all other requirements;
- issuance of appropriate certificates to individuals that are found to have met the standard and fulfilled the requirements;
- administration of reconsideration and appeals processes, up to and including certification appeal hearings, for applicants who have been denied a certificate of the type requested;
- coordination and tracking of fee payments, criminal record checks, and other recurring actions that are required of certificate holders in order to maintain their status;
- receipt and preliminary review of reports and complaints concerning the conduct and competence of current and former certificate holders, and the issuance, if applicable, of citations, interim suspensions, or decisions to take no further action;
- completion of investigations, negotiations, and hearings aimed at determining whether a current or former certificate holder has met the required standards of conduct and competence, and if not, whether to suspend or cancel the certificate, impose conditions, or issue a reprimand;
- administration of consequences and conditions arising from an admission or finding that a certificate holder has not adhered to standards;
- maintenance of an official record on the status and history of current and former certificate holders;
- public dissemination of information about the status and history of current and former certificate holders;
- provision of advice to prospective applicants and others; and,
- all functionally equivalent actions undertaken with respect to applicants for, and holders of, letters of permission.

Records may be electronic or hard copy, and may reside in databases, on shared drives, and on a variety of physical media. However, the majority of these records are maintained in the ProApp case management application. Records include applications, correspondence, documentation on the completion of fee payments and criminal record checks, documentation submitted and created during fit and proper person reviews, reports and complaints, documents gathered or created in the course of reviewing and investigating reports and complaints or negotiating a resolution, consent resolution agreements, records created to document a decision, such as citations, orders, and written reasons, documentation prepared for or submitted to hearings or pre-hearing conferences, hearing decisions, and records of the administration of consequences and conditions.

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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Records also include profile and tracking data and information published online concerning current and former certificate holders.

For the accounting and reconciliation of fee payments, see [ARCS secondary 935-20](#).

For Board of Review and Board of Reference proceedings, see secondary 12700-07 in the [Education ORCS Schedule 105085](#).

For the Commissioner's annual report, see secondary 38000-05.

For duplicates, working materials, and drafts, see [special schedule 102901 Transitory Records](#).

For executive services, such as the preparation of briefing notes and correspondence for ministers, deputy ministers, assistant deputy ministers, and equivalent positions, as well as the management of issues of executive concern, see [ARCS primary 280](#).

For forms management, including forms design, see [secondary 285-20](#).

For judicial reviews carried out under the [Administrative Tribunals Appointment and Administration Act \(SBC 2003, c. 47\)](#), see [ARCS secondary 350-20](#).

For lists submitted by employers that identify the certificate holders in their employ, see secondary 38000-10.

For originals of records that have been scanned into ProApp, see [special schedule 206175 Redundant Source Records](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

For system descriptions, see the System Section.

The ministry OPR is Teacher Regulation Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

| <b>38020</b> | <b>TEACHER CERTIFICATION AND CONDUCT REVIEW</b>    | <b>A</b> | <b>SA</b> | <b>FD</b> |
|--------------|--|----------|-----------|-----------|
|              | All non-OPR offices will retain these records for: | SO       | nil       | DE        |

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## 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](#).

|            |   |       |     |    |
|------------|---|-------|-----|----|
| <b>-00</b> | <b>Policy and procedures</b><br>(covers working and final policies, procedures, and guidelines that the people responsible for carrying out the functions described in the primary have developed, based on their interpretation of legislation, executive direction, and where applicable, standards and bylaws approved by the British Columbia Teachers' Council, the preceding council of the College of Teachers, and the Independent School Teaching Certificate Standards Committee (ISTCSC))<br>(includes research and background materials, records of policy development and discussion, correspondence, and both working and final policy documentation)<br><br>SO: when the policy, procedure, or guideline is replaced or becomes irrelevant, or when the development process is abandoned, and the records have no further reference value<br><br>SR: The government archives will fully retain the following: <ul style="list-style-type: none"><li>• a copy of each set of rules established by the Commissioner according to specific powers assigned to that office in legislation and regulations: these rules may apply to hearings, investigations, the resolution of matters raised in complaints, and certification appeals;</li><li>• all policy and procedures records that predate the establishment of the council of the College of Teachers in 1988; and,</li><li>• all policy and procedures records, including guidelines, concerning the separate processes outlined in the <a href="#">Independent School Act (RSBC 1996, c. 216)</a>; these separate processes were eliminated in the same 2012 amendment that created the ISTCSC.</li></ul> These records will be fully retained because they are a summary source of information on how the regulatory function was carried out, particularly in relation to the period before the applicable standard setting body was created.<br><br>NOTE: For records of the British Columbia Teachers' Council and its predecessor, the council of the College of Teachers, see primary 38040; for records of the ISTCSC, see primary 38010. | SO    | 5y  | SR |
| <b>-01</b> | <b>General</b>  | CY+1y | nil | DE |

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|            |   |       |     |    |
|------------|---|-------|-----|----|
| <b>-03</b> | <b>Data and documents made public under teachers' legislation</b><br>(includes copies of consent resolution agreements that have been placed online in fulfilment of a requirement under teachers' legislation to make them accessible to the public, and any registry data extracted solely for online dissemination)<br><br>SO: when there is no further requirement to make the information available online<br><br>NOTE: If a copy of a record, such as a consent resolution agreement, is substantially modified for the purpose of online publication, then both the original and a copy of the modified version that was released should be retained on the individual's file in secondary 38020-20. | SO    | nil | DE |
| <b>-05</b> | <b>Inquiries and advice</b><br>(includes inquiries and responses to inquiries from prospective applicants or others, provided that dealing with the inquiry is not integral to carrying out certification or conduct and competence review with respect to a specific applicant or certificate holder, as described in secondary 38020-20)<br><br>SO: when inquiry, including follow-up, is concluded   | SO+3y | nil | DE |
| <b>-10</b> | <b>Notices and reminders</b><br>(covers the following activities: providing certificate holders with scheduled reminders of fee payments and other routine actions they need to carry out in order to maintain their status as certificate holders; notifying employers of actions they are required to carry out with respect to certificate holders; and, notifying stakeholders of changes and developments of general interest)<br>(includes general fee payment reminders, reminders to update the employers list, notices about upcoming changes to policies and practices, mailing lists, and associated information posted online)  | CY+2y | nil | DE |
| <b>-15</b> | <b>Unassigned records</b><br>(includes records that were submitted as part of an application for certification, but could not be processed due to nonpayment of fees; also includes records that appear to have been submitted in relation to a function described in the primary, but cannot be matched to any current, former, or prospective certificate holder)   | CY+3y | nil | DE |

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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| PIB | -20 | <b>Current, former, and prospective certificate holders</b>  | SO | 80y | SR |
|-----|-----|--|----|-----|----|
|     |     | <p>(covers records created, collected, or received in the course of carrying out the activities described in this primary with respect to a specific applicant or certificate holder)</p> <p>(arrange by individual's unique identifying number; if number is not known, arrange by individual's name)</p>   |    |     |    |
|     |     | <p>SO: when the individual's certificate or letter of permission was last cancelled or relinquished; if no certificate or letter of permission has ever been issued to the individual, then calculate retention from the date the file was last closed as rejected or abandoned; if neither of these is known and the records concern a review or action that concluded prior to the creation of the College of Teachers, then calculate retention from January 1st, 1988</p>  |    |     |    |
|     |     | <p>80y: The 80-year retention period is based on the life expectancy of the youngest student that a certificate holder could potentially teach, and is intended to allow the student their full lifetime to hold the office of primary responsibility accountable for carrying out its duties under legislation.</p>   |    |     |    |
|     |     | <p>SR: The government archives will fully retain the following:</p> <ul style="list-style-type: none"><li>• records of findings and decisions made at, or in preparation for, a disciplinary and professional conduct hearing that was carried out under the authority of the <a href="#">Teachers Act (SBC 2011, c. 19)</a> or the former <a href="#">Teaching Profession Act (RSBC 1996, c. 449)</a>, as these records show how standards were applied in cases where their interpretation relative to events was contested;</li><li>• the ministry's primary copy of each final consent resolution agreement, as these provide summary evidence of how standards were applied over time;</li><li>• records that predate the establishment of the Department of Education in 1921, because they document activities that may not be documented elsewhere in the policy and executive records of a government body.</li></ul> |    |     |    |
|     |     | <p>NOTE: Copies of records from, or prepared for, Cabinet-level deliberations aimed at determining whether to suspend or cancel for cause an individual's teaching certificate should be scheduled as part of that individual's case file under this secondary: such</p>   |    |     |    |

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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deliberations no longer take place, but would have been carried out from 1988 to 1993 under section 37 of the [Teaching Profession Act \(RSBC 1996, c. 449\)](#) for certificate holders who were not members of the college; prior to 1988, they would have been carried out in regard to any certificate holder under provisions of the [School Act \(RSBC 1996, c. 412\)](#). Similarly, copies of records of formal appeals, to the minister, of decisions to suspend, cancel or refuse to grant a certificate to an individual to teach in independent schools, which were carried out prior to 2012 under provisions of the [Independent School Act \(RSBC 1996, c. 216\)](#), should be scheduled as part of that individual's case file under this secondary.

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END OF PRIMARY

**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](#).

**38030 TEACHERS' COUNCIL ELECTIONS**

Records relating to the administration of elections to membership in both the British Columbia Teachers' Council, under provisions of the [Teachers Act \(SBC 2011, c. 19\)](#), and its predecessor, the now-defunct council of the College of Teachers, under provisions of the [Teaching Profession Act \(RSBC 1996, c. 449\)](#), including all steps from planning through to the finalization of election results.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Teacher Regulation Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

| <b>38030</b> | <b>TEACHERS' COUNCIL ELECTIONS</b>   | <b>A</b> | <b>SA</b> | <b>FD</b> |
|--------------|--|----------|-----------|-----------|
|              | All non-OPR offices will retain these records for:   | SO       | nil       | DE        |
| <b>-00</b>   | <b>Policy and procedures</b><br>(includes the elections manual, operating procedures, and guidelines governing the administration of council elections)  | SO+2y    | nil       | DE        |
|              | SO: when the policy or procedure is replaced or becomes irrelevant   |          |           |           |
|              | DE: Election policies and procedures are outlined broadly in legislation and its regulations, and any major decisions on changes to election practices would be deliberated and documented in secondary 38040-15.  |          |           |           |
| <b>-01</b>   | <b>General</b>   | CY+1y    | nil       | DE        |
| <b>-05</b>   | <b>Election coordination</b><br>(covers notifying and communicating with voters and potential candidates, identifying nominees, organizing and carrying out the vote, validating and finalizing the results, and administering recounts if required)<br>(includes notices and correspondence, completed nomination forms, candidate biographies and statements, scheduling documentation, and the official statement of results) | SO       | 4y        | DE        |
|              | SO: when results of election are finalized   |          |           |           |

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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|            |                        |       |     |    |
|------------|------------------------|-------|-----|----|
| <b>-10</b> | <b>Vote tabulation</b> | CY+1y | nil | DE |
|------------|------------------------|-------|-----|----|

(covers the process of counting ballots)  
(includes completed and spoiled ballots, voter identification documentation submitted at the time of voting, and notes and interim tallies created during the tabulation process)

NOTE: If the tabulation process is substantially automated, then tabulation records may be classified under secondary 38030-05 for administrative convenience; the records would then be retained as indicated for that secondary.

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END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 38040 TEACHERS' COUNCIL OPERATIONS

Records relating to the operations of both the British Columbia Teachers' Council, which was established under the [Teachers Act \(SBC 2011, c. 19\)](#), and its predecessor, the now-defunct council of the College of Teachers, which was established under the [Teaching Profession Act \(RSBC 1996, c. 449\)](#). Both bodies are referred to in this ORCS as "the council." The records document the activities of the council, including research and other inputs to its decision making.

The object and powers of the council since its creation have been as follows:

- establishing the standards that individuals must meet in order to receive and retain certificates of qualification to teach in public schools;
- establishing the standards that teacher education programs must meet in order for their graduates to be considered eligible to receive such certificates;
- determining if a teacher education program meets those standards; and,
- cooperating in the design and evaluation of teacher education programs.

Records relating to the fulfilment of other operational responsibilities assigned directly to the council in legislation are also covered.

For annual reports of the council, see secondary 38000-05.

For conference and event files, see [ARCS secondary 220-20](#).

For records of policy development on matters that relate to the object and powers of the council, but which was carried out by the Ministry of Education prior to the establishment of the council of the College of Teachers in 1988, see secondary 38020-00.

For reference material/topical files, such as external publications or reference copies of internal publications and correspondence, see [ARCS secondary 358-20](#).

For routine liaison with educational institutions that is not carried out in the context of a planned or potential review of a teacher education program, see [ARCS secondary 230-20](#).

The ministry OPR is Teacher Regulation Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

| 38040      | TEACHERS' COUNCIL OPERATIONS                       | A     | SA  | FD |
|------------|--|-------|-----|----|
|            | All non-OPR offices will retain these records for: | SO    | nil | DE |
| <b>-01</b> | <b>General</b>                                     | CY+1y | nil | DE |

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|     |  |    |     |    |
|-----|--|----|-----|----|
| PIB | <b>-05 Council member files</b><br>(includes signed oath of office, copies of ministerial appointment records, biographical information, and related documentation)<br>(arrange by council member name)<br><br>SO: when term of council member has expired   | SO | 5y  | DE |
|     | <b>-10 Research and analysis</b><br>(covers the general research, analysis, and consultation activities that are carried out for the purpose of informing council's decision making)<br>(includes studies, surveys, statistics, environmental scans, records of general advice developed by committees that report to council, and related correspondence)<br><br>SO: for research and analysis that directly contributed to the development of an approved standard or bylaw, when the standard or bylaw is replaced or cancelled; for all other records, when the associated council file has no further reference value<br><br>20y: The retention period ensures that records of research and analysis pertaining to an issue will be retained for the same period of time as records of the council's deliberations on the same issue, as indicated in secondary 38040-15.<br><br>NOTE: Records of submissions to the teachers' council, and the council's resulting record of its approval or other decision, will be fully retained under secondary 38040-15; copies of these records may be retained under this secondary for administrative convenience only.<br><br>NOTE: For records of a decision made by a committee of the now-defunct College of Teachers with respect to either the fitness or conduct and competence of an individual applicant or certificate holder, including correspondence and supporting material, use secondary 38020-20. | SO | 20y | DE |

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|  |    |     |    |
|--|----|-----|----|
| <b>-15 Standards, approvals, and deliberations</b> | SO | 20y | FR |
|--|----|-----|----|

(covers the council's deliberations, its review and approval of standards and bylaws, its review and approval of teacher education programs, its reporting to the minister, its management of the issues that come before it, and the decisions it makes)

(includes the following: agendas and minutes of meetings; documents submitted to the council for its review and approval, such as standards and bylaws; records of decision; submissions requesting approval of teacher education programs and documentation on the resulting decision; copies of documents and reports sent to the minister, with the exception of annual reports; policies and procedures governing the council's own operations; related correspondence, and other records that the council receives and takes into consideration)

(arrange by year and/or subject)

SO: for the official, final record of a standard or bylaw, when replaced or cancelled; for the official, final record of the approval of a teacher education program, when the program is discontinued or loses its approved status; for all other records, when the file has no further reference value

20y: As its membership and priorities change over time, the council may decide to revisit an issue many years after it was abandoned. The retention period consequently allows a reasonable period of time for the files associated with such issues to be re-opened.

FR: The government archives will fully retain these records as they provide summary evidence of high level decisions concerning all the major functions of teacher regulation, as well as the considerations that led to those decisions. The standard-setting function itself is significant because most of British Columbia's school-age population at any given time has been enrolled in a public school, and teacher regulation has been one of the government's primary means of ensuring that they were taught by competent people who could be trusted with children. Moreover, the regulation of teachers by means of certification and conduct and competence reviews has been a source of controversy in relations between government and representatives of the province's thousands of teachers. These records consequently document a government function that has an impact on large and diverse segments of the public.

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|            |  |    |     |    |
|------------|--|----|-----|----|
| <b>-20</b> | <b>Teacher education program review case files</b> | SO | 25y | DE |
|------------|--|----|-----|----|

(covers all completed, partially completed, or proposed evaluations of each specific teacher education program to determine if it meets standards, as well as ongoing consultations with program representatives on the evaluation process, the design of programs, and related issues)  
(includes proposals, correspondence, meeting documentation, presentation materials, research material, reports, and copies of records submitted to or received from the teachers' council during the review and approval process)  
(arrange by program identifier)

SO: when an approved program is discontinued or loses its approved status; for programs that have never been approved, when the most recent review was closed or abandoned

25y: The retention period is based on the average 25-year career service length for a certified teacher in British Columbia, and ensures that the records of a program that loses its approved status will continue to be available for reference and accountability purposes until most of the final graduates of the program have retired from teaching; for programs that are not approved, it ensures the records will be available for reference over the longest reasonable time period that an institution may consider retooling its proposed program and applying again.

NOTE: Records of submissions to the teachers' council concerning teacher education programs, and the council's resulting record of its approval or other decision, will be fully retained under secondary 38040-15; copies of these records may be retained under this secondary for administrative convenience only.

NOTE: For records of research and analysis concerning trends and best practices, use secondary 38040-10.

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END OF PRIMARY

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

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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*TEACHER REGULATION*

*OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

**SYSTEMS SECTION TABLE OF CONTENTS**

| <u>SECTION AND TITLE</u> | <u>PAGE NO.</u> |
|--------------------------|-----------------|
| COMMON SYSTEM NOTES      | 2               |
| PROAPP                   | 3               |

## 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](#).

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### SYSTEM SECTION: COMMON SYSTEM NOTES

#### Retention Schedules for the Systems

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

|                   |      |   |
|-------------------|------|---|
| Active            | SO:  | The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.   |
| Semi-Active       | nil: | There is no semi-active retention period assigned to systems.   |
| Final Disposition | DE:  | Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview. |

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PROAPP

#### SYSTEM OVERVIEW

##### **Creating Agency**

Ministry of Education  
Teacher Regulation Branch (TRB)

##### **Purpose**

ProApp is an application used by TRB staff to support the organization's certification and conduct and competence review functions. It serves the following purposes:

- it is a key component of the central register of certificate holders, which TRB is required under legislation to maintain;
- it is a workflow application which helps staff document and track actions carried out with respect to individual certificate holders, and facilitates administrative actions, such as fee payments and mail-outs;
- it provides access, through a web module, to a subset of registry data in fulfilment of TRB's obligation under legislation to establish and maintain an online registry for the purpose of disclosing information about certificate holders;
- it provides online tools for both certificate holders and employers to upload certain kinds of information to the system.

##### **Information Content**

The system serves as both a repository for records and a reference for locating records maintained outside the system. The system should contain a complete set of records concerning applicants for public school teaching certificates, both successful and unsuccessful, from the creation of the College of Teachers in 1988 to the present. Conversely, only profile and reference information may be present for the records of former independent school certificate holders who haven't reapplied since the start of 2012.

In the case of professional conduct and competence reviews, tracking data will be minimal even for current certificate holders, and the system may not contain all relevant source documents. Specifically excluded from importation into the system are documents that are subject to privilege, such as correspondence between the Commissioner and counsel concerning the negotiation of a consent resolution agreement. The system would only contain a reference to those documents.

With the exception of unassigned or "orphaned" records, all records are matched to the specific individual they relate to by means of a unique number that is assigned to a person the first time they apply for a certificate and pay the fee. The individual keeps this number for life, so that even if they fail to receive a certificate on their first application attempt, any further applications they submit will be linked to that same number. For successful applicants, the application number becomes their certification number. If a review into the certificate holder's conduct and competence is opened, it is assigned a case file number that is derived from the individual's certificate number.

The system furthermore contains each annual revision of the employers list, which is created and maintained by the director of certification in accordance with a specific requirement in teachers' legislation. For each 12-month period from 2007 onward, the list identifies certificate holders who were employed by a board of education or independent school authority. The system also contains other

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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information submitted separately by employers, such as information needed to deduct annual fees directly from payroll.

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

Data is input for tracking purposes while a process is underway. It is usually entered directly into the system by TRB staff. Examples of processes that involve ongoing data entry are:

- the application process, in which profile data about the applicant is entered, along with tracking data on the receipt of each key document and the completion of each step;
- annual fee payments and the completion of criminal record checks, during which tracking data and some transactional data is entered;
- the review process, during which data is entered about the investigation and its progress;
- the disciplinary process, in which data is entered concerning changes to an individual's status, including any conditions imposed.

Documents, conversely, are generally scanned into the system at the conclusion of the process they relate to. For example, application documentation is only scanned into the system once the application has been accepted, rejected, or closed as abandoned. Similarly, documentation on the conduct and competence review process is only scanned or imported into the system once the review is completed, subject to the exceptions outlined in the previous section. Some documents that can't be linked to a particular applicant or certificate holder may also be scanned into the system in the expectation that the person they relate to will appear or be identified at some point in the future.

Although most inputs are entered by TRB staff, people outside TRB also have the opportunity to input information in certain circumstances. Applicants can submit their application materials using an online tool, and once their fee payment has been registered, the information they've submitted becomes available in the system. Existing certificate holders can similarly use an online tool to update their contact and profile information, pay their annual fee, or authorize a criminal record check. Employers, too, may upload information. Employers that are required under teachers' legislation to submit information for the employers list will upload their submission using an online tool. Employers may also upload information to the system for the purpose of facilitating the deduction of annual fees from payroll. The system will alert uploaders if an individual referenced in their upload is not recorded in the system as a valid certificate holder.

The system can also be used to generate certain documents and reports, such as a letter to an applicant indicating which documents have been received and which haven't, a report indicating which teachers have yet to pay their annual fees, and a report to employers indicating the date of a certificate holder's last fee payment or criminal record check.

Finally, a major direct output of the system is the online registry, which TRB is required to provide under legislation. The online registry provides access to the subset of data in the central register that has been flagged as eligible for publication. It includes profile information on current certificate holders, and on any consent resolution agreements, findings, and consequences associated with an individual as a result of previous review actions. Documents relating to a certificate holder, such as a consent resolution agreement, may be published separately online in accordance with teachers' legislation.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PROAPP

#### Classification of Records that Relate to the System

| Schedule Code                | Secondary No.                  | Secondary Title  | Retention Schedule |     |    |
|------------------------------|--------------------------------|--|--------------------|-----|----|
|                              |                                |  | A                  | SA  | FD |
| <b>Data in the System</b>    |                                |  |                    |     |    |
| 205843                       | 38020-20                       | Current, former, and prospective certificate holders       | SO                 | 80y | SR |
| 205843                       | 38020-15                       | Unassigned records   | CY+3y              | nil | DE |
| 205843                       | 38000-10                       | Employers list   | CY                 | 80y | DE |
| <b>Inputs</b>                |                                |  |                    |     |    |
| 205843                       | 38020-20                       | Current, former, and prospective certificate holders       | SO                 | 80y | SR |
| 205843                       | 38020-15                       | Unassigned records   | CY+3y              | nil | DE |
| 205843                       | 38000-12                       | Employers list - submissions                               | CY                 | 10y | DE |
| 100001                       | 935-20                         | Accounts receivable files (fee processing)                 | FY+1y              | 6y  | DE |
| <b>Outputs</b>               |                                |  |                    |     |    |
| 205843                       | 38020-20                       | Current, former, and prospective certificate holders       | SO                 | 80y | SR |
| 205843                       | 38020-10                       | Notices and reminders                                      | CY+2y              | nil | DE |
| 205843                       | 38020-03                       | Data and documents made public under teachers' legislation | SO                 | nil | DE |
| 100001                       | 308-07                         | Publication distribution lists and summaries               | SO                 | nil | DE |
| <b>Other Related Records</b> |                                |  |                    |     |    |
| ARCS                         | 6820-05                        | Back-up data   | SO                 | nil | DE |
| ARCS<br>Section 6            | see appropriate<br>secondaries | INFORMATION TECHNOLOGY                                     |                    |     |    |
| 102902                       |                                | Transitory Electronic Data Processing (EDP) Records        | SO                 | nil | DE |

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001  
TREG = *Teacher Regulation ORCS*, schedule 205843

END OF OVERVIEW

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### TEACHER REGULATION

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

## INDEX

This index contains an alphabetical listing of:

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

Use this index in the following ways:

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

#### 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.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

- A -

ANNUAL REPORTS  
(See REPORTS)

APPLICATION FOR TEACHING CERTIFICATE  
(See CERTIFICATION OF INDIVIDUALS)

- B -

BRITISH COLUMBIA TEACHERS' COUNCIL  
(See TEACHERS' COUNCIL)

BYLAWS

38040

- C -

CERTIFICATION OF INDIVIDUALS

38020

CERTIFICATION STANDARDS  
(See STANDARDS)

COLLEGE OF TEACHERS - COUNCIL  
(See TEACHERS' COUNCIL)

COMMISSIONER

- annual report

38000

- investigations and decisions

38020

- rules

38000

CONDUCT AND COMPETENCE REVIEW

38020

CONSENT RESOLUTION AGREEMENT  
(See CONDUCT AND COMPETENCE REVIEW)

CRIMINAL RECORD CHECK  
(See CERTIFICATION OF INDIVIDUALS)

- D -

- E -

ELECTIONS  
(See TEACHERS' COUNCIL)

EMPLOYERS LIST

38000

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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|   |       |       |
|---|-------|-------|
|   | - F - |       |
| FEE PAYMENT<br>(See CERTIFICATION OF INDIVIDUALS)                       |       |       |
|   | - G - |       |
|   | - H - |       |
| HEARINGS<br>(See CONDUCT AND COMPETENCE REVIEW)                         |       |       |
|   | - I - |       |
| INDEPENDENT SCHOOL TEACHING CERTIFICATE<br>STANDARDS COMMITTEE (ISTCSC) |       | 38010 |
| INQUIRIES   |       |       |
| - concerning certification and conduct and competence review            |       | 38020 |
| - concerning the review of a teacher education program                  |       | 38040 |
| INVESTIGATIONS<br>(See CONDUCT AND COMPETENCE REVIEW)                   |       |       |
|   | - J - |       |
|   | - K - |       |
|   | - L - |       |
| LEARN MAGAZINE  |       | 38000 |
| LETTERS OF PERMISSION<br>(See CERTIFICATION OF INDIVIDUALS)             |       |       |
|   | - M - |       |
|   | - N - |       |
|   | - O - |       |
|   | - P - |       |
| POLICY  |       |       |
| - certification and conduct and competence review                       |       | 38020 |
| - elections to teachers' council  |       | 38030 |
| PROAPP  |       | 38020 |

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### PROFESSIONAL CONDUCT

(See CONDUCT AND COMPETENCE REVIEW)

- Q -

- R -

### REGISTRY

38020

### REPORTS

- annual 38000
- concerning the conduct of certificate holders 38020
- to minister, on decisions of Teachers' Council 38040

### RESEARCH

- for ISTCSC 38010
- for Teachers' Council 38040

- S -

### STANDARDS

(See also POLICY)

- independent school teaching certificate 38010
- public school teaching certificate 38040
- teacher education programs 38040

- T -

### TEACHER EDUCATION PROGRAMS

38040

### TEACHERS' COUNCIL

- elections 38030
- operations and membership 38040

- U -

- V -

- W -

- X -

- Y -

- Z -