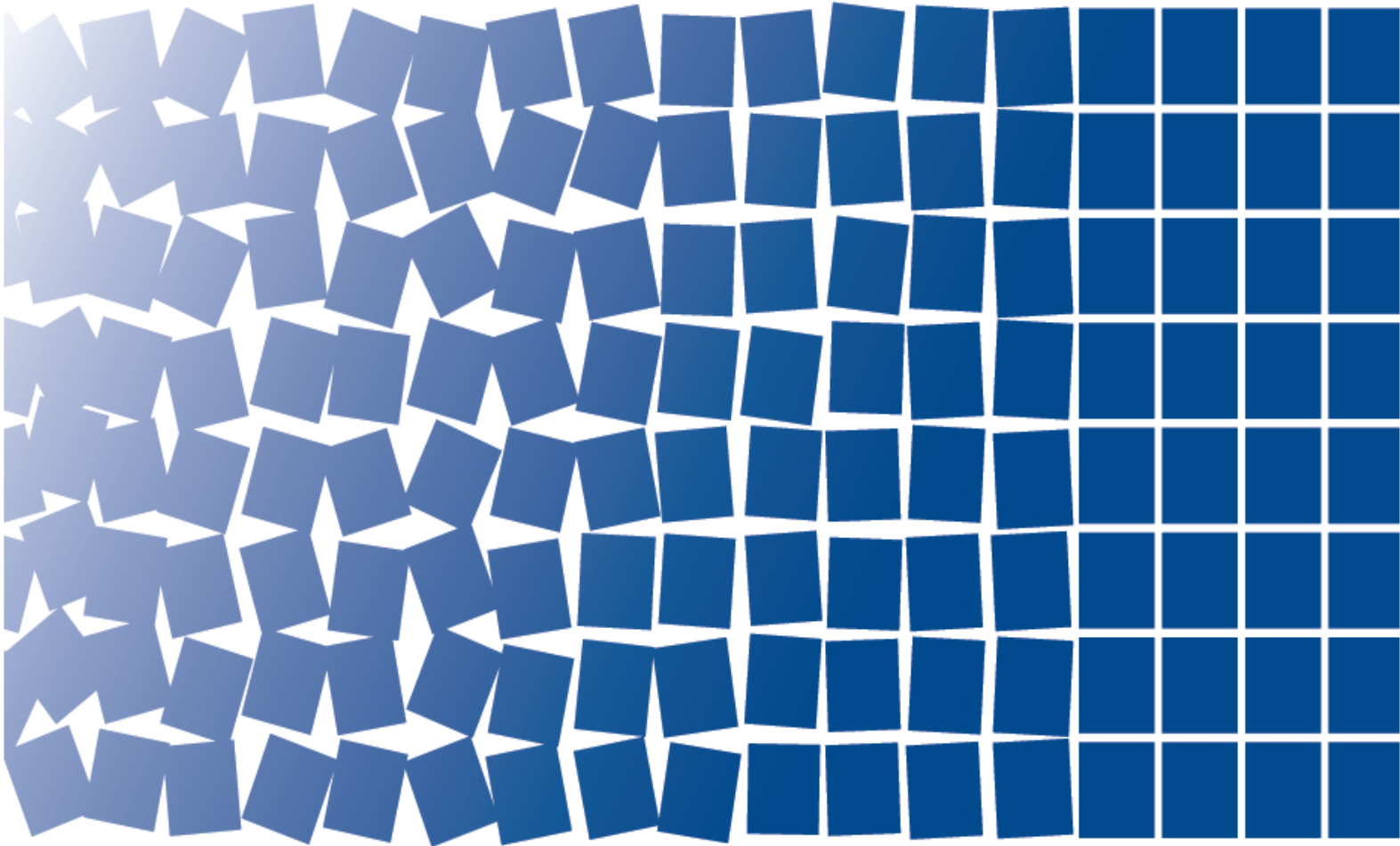


# **TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT OPERATIONAL RECORDS CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS SERVICE**

**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 [Government Records Officer](#).

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*TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT*

*OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	<b>ARCS</b> = <i>Administrative Records Classification System</i> <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 <b>SA</b> = Semi-active <b>FD</b> = Final Disposition
Active and semi-active period codes:	<b>CY</b> = Calendar Year <b>FY</b> = Fiscal Year <b>NA</b> = Not Applicable <b>SO</b> = Superseded or Obsolete <b>w</b> = week <b>m</b> = month <b>y</b> = year
Final disposition categories:	<b>DE</b> = Destruction <b>FR</b> = Full Retention <b>SR</b> = Selective Retention <b>OD</b> = Other Disposition <b>NA</b> = Not Applicable
Special flags:	<b>FOI</b> = Freedom of Information/Protection of Privacy <b>PIB</b> = Personal Information Bank <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.](#)
- [Government Records Officer contact information.](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### *Transportation Infrastructure Projects and Development*

#### *Operational Records Classification System (ORCS)*

#### Executive Summary

##### **Creating Agency**

Ministry of Transportation and Infrastructure

##### **Scope**

The Transportation Infrastructure Projects and Development (TIPD) ORCS establishes a classification system and retention and disposition schedule for the operational records created by Ministry of Transportation and Infrastructure under the [Transportation Act \(SBC 2004, c. 44\)](#), the [Transportation Investment Act \(SBC 2002, c. 65\)](#), the [Expropriation Act \(RSBC 1996, c. 125\)](#), and preceding legislation.

These records document activities relating to the development of transportation infrastructure, including the ministry's decision-making process with respect to projects, and project delivery. It furthermore covers activities required to support infrastructure development, including acquiring and disposing of property and working with indigenous communities.

##### **Date Range of Records**

1871-08-17 - present

##### **Notes On Application**

While known ministry record holdings only extend back to 1908, this ORCS applies to all records of these functions dating back to the creation of the Department of Land and Works in 1871. Prior to the creation of the Department of Highways in 1955, most highway work was carried out through the engineering district offices of the ministry responsible for public works. The ORCS includes a single secondary to cover the records of those offices.

This schedule covers infrastructure project and development activities that follow or rely on the ministry's procedures for approving funding for infrastructure projects, which are outlined in primary 30850. The actual delivery of an infrastructure project is consequently considered in scope of this schedule if it relied on funding that the ministry approved in accordance with those same procedures. For this reason, the schedule divides infrastructure project case files into three large groupings, each of which reflects a different funding approval process.

The first grouping covers case files for all infrastructure projects underway before 2001, because the ministry did not have a well structured and documented process for approving capital funding for infrastructure projects before this time. This situation was well documented in the *Report of the Commissioner Inquiry into the Coquihalla and Related Highway Projects*, which was released in 1987. Partly in response to recommendations in this report, the

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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government created the BC Transportation Financing Authority (BCTFA) in 1993 and used it to develop procedures for funding and delivering major projects, among other things. In 2001, the ministry took over the project planning and delivery functions of the BCTFA and fully instituted a structured process for planning and approving infrastructure projects, centred largely on Capital Program Board (CPB).

There is one case file classification under primary 30900 for records of pre-2001 projects that will be transferred to government archives at the end of their retention periods, and another for those that will be destroyed. Records of funding approvals with respect to projects from the period before 2001 may appear in executive records, or sometimes in the project case file itself.

For the period after 2001, there are two separate groupings that reflect two separate decision making processes that the ministry follows when approving funding for infrastructure projects: these are documented in detail in primary 30850. The first post-2001 case file grouping applies to projects that the ministry approves for funding directly, through a project funding agreement. Projects funded by agreement include all projects described as "major", as well as all major and non-major projects funded under a Project Funding Agreement with CPB. These projects require agreements due to that fact that they are typically complex and may involve partners, they often extend over multiple years, and they often produce significant new or changed infrastructure.

There is one case file classification under primary 30900 for records of post-2001 projects funded by agreement, and another classification under the same primary for records of project boards, if applicable. Most of the classifications under primary 30850 will document funding approval decisions relating to these projects, as well as decisions relating to the overall Transportation Investment Plan (TIP). This is because these projects are higher profile, and because the ministry tracks fulfilment of the terms of the agreement.

The second post-2001 grouping consists of projects that the ministry does not approve for funding directly; instead, it approves the creation of a pool of infrastructure funding that Regions and other delegated units are responsible for allocating to projects that they select themselves. Projects that draw on funding from the pool must serve the pool's designated purpose or program, such as infrastructure preservation, safety improvement, environmental enhancement, and so forth. Projects funded in this way usually last only a year or two and do not result in significant new infrastructure.

There is only one case file classification under primary 30900 for records of post-2001 general projects. Regions and other units in the ministry would classify records of their selection of projects to receive infrastructure funding from a designated pool under 30850-13.

For greater clarity, the *ORCS* defines a project as beginning at the point the ministry dedicates financial or human resources to the work of preparing a proposal to seek funding for it. The definition consequently includes formal pre-project development activities, while excluding more general system performance reviews and high-level planning activities.

The *ORCS* furthermore establishes classifications for records of property activities like acquisition and disposition, and for indigenous relations activities. These classifications are

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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included in the scope of this *ORCS* because infrastructure development depends on and drives both, while noting that not all such activities are necessarily bound to infrastructure development.

This *ORCS* fully supersedes Sections 4 and 5 of the *BC Transportation Financing Authority (BCTFA) ORCS*, as well as the following primaries in Section 2: 80000 Transportation planning – general; 80600 Transportation financing – partnerships; and 80700 Transportation financing – properties. Records classified under superseded primaries will be retroactively reclassified. The BCTFA *ORCS* itself will be amended once a ministry schedule to cover activities described in Sections 1 and 3 has been developed.

### **Standard Appraisal Considerations:**

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 informational values are preserved.

### **Specific Appraisal Considerations:**

Records scheduled for transfer to the government archives include:

- records created or received in the engineering district offices of the Ministry of Public Works up to the end of 1955, because they document the development of the foundations of the provincial highway system;
- records of property acquisition and disposition, because they document the expansion and contraction of the highway system in every part of British Columbia and for every period, including the state of the property before the ministry acquired it and after the ministry disposed of it;
- records of the review and approval of decisions on infrastructure projects that are made directly on behalf of the deputy minister, because they are a summary record of ministry commitments to building significant new and expanded infrastructure;
- records of project boards and oversight committees, because they are a summary record of the delivery of particularly large-scale and complex projects;
- records of select major projects completed between 1955 and 1964 as they document the expansion of the highway system in response to the public's adoption of the private automobile as a primary mode of transport;
- records of the Vancouver Island Highway Project, initiated in 1993, because it documents the ministry's test case for reforming project planning and delivery following the 1987 *Report of the Commissioner Inquiry into the Coquihalla and Related Highway Projects* (see notes on application); and
- records of indigenous relations activities, because they document issues in an ongoing and developing relationship between the ministry and the indigenous communities.

Other than those mentioned above, no other complete project delivery case files have been scheduled for full retention. They are high volume records with excessive transactional and technical detail. Note also that the ministry historically removed select project case file records and incorporated them into separate collections to support the maintenance and operation of the built infrastructure. These records, known as road or bridge history files, will be appraised as part of a separate *ORCS*. For the pre-2001 period, the annual reports of the ministry provide an

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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overview of the significant projects that were delivered or underway in a given year, and these are fully retained under ARCS.

All other records covered under this schedule are destroyed at the end of their retention periods.

**SUMMARY LIST OF CLASSIFICATIONS**

**SECTION 1 - TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT**

<b>Classification</b>	<b>Classification Title</b>	<b>Retention</b>
30800	TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT - GENERAL	
30800-00	Policy - final	SO 5y FR
30800-01	General	CY+1y nil DE
30800-05	Researching project partnership opportunities	SO 10y DE
30800-15	Policy development files	SO+5y nil DE
30800-17	Engineering district office records to end of 1955	SO 100y FR
30850	INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING	
30850-00	Policy – final	SO 5y FR
30850-01	General	CY+1y nil DE
30850-02	Providing expert advice on practices and procedures	SO 5y DE
30850-05	Approving funding commitments	SO+2Y 8y FR
30850-07	Monitoring the fulfilment of funding commitments and projecting future commitments	SO+2Y 8y DE
30850-10	Prioritizing proposals for projects seeking funding agreements	SO 34y DE
30850-13	Selecting projects for program-based funding and coordinating project delivery	SO 79y DE
30850-15	Policy development files	SO+5y nil DE
30900	INFRASTRUCTURE INVESTMENT PROJECT DELIVERY	
30900-00	Policy – final	SO 5y FR
30900-01	General	CY+1y nil DE
30900-15	Policy development files	SO+5y nil DE
30900-17	Project board and oversight committee records	SO 34y FR
30900-20	Case files - post-2001 projects funded by agreement	SO 34y DE
30900-30	Case files - post-2001 projects - general	SO 79y DE
30900-40	Case files - 1955 to 2001 projects - for full retention	SO 34y FR
30900-50	Case files - 1955 to 2001 projects - not for full retention	SO 100y DE
31000	INDIGENOUS RELATIONS	

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



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Classification	Classification Title	Retention
31000-00	Policy – final	SO 5y FR
31000-01	General	CY+1y nil DE
31000-02	Procedural advice and guidance	SO 10y DE
31000-05	Historical tenure and road research files	SO 5y FR
31000-15	Policy development files	SO 10y DE
31000-16	Issues management, engagement and relationship building	SO 5y FR
31000-17	Consultation - direction and monitoring	SO 5y FR
31000-19	Treaty and benefits agreements - coordination of input	SO 5y FR
31000-20	Case files - section 35 actions with respect to reserve land	SO 72y FR
31510	PROPERTY ACQUISITION, MANAGEMENT AND	DISPOSITION
31510-00	Policy - final	SO 5y FR
31510-01	General	CY+1y nil DE
31510-03	General property inquiries and research	SO nil DE
31510-10	Historical gazette notices and accompanying drawing or plan defining the gazetted area	SO nil FR
31510-15	Policy development files	SO+5y nil DE
31510-20	Case files - acquiring property and securing tenure	SO 25y FR
31510-35	Case files - managing property	SO 25y DE
31510-40	Case files - discontinuing and closing highway tenure and disposing of property	SO 25y FR
31510-50	Legal survey case files	SO 7y DE

### Endorsements

This 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 record keeping practices.

Schedule Number: 158557

Schedule Developer: David Coppard

Endorsed by Government Records Service: Sarah Shea, A/Director - Archival and Records Initiatives, 2021-08-26

The government body endorses this schedule and its implementation: Paula Cousins, ADM, Strategic and Corporate Priorities Division, 2022-11-01

The Information Management Advisory Committee recommends this schedule for approval: 2023-01-12



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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Approved by the Chief Records Officer: 2023-01-31

END OF EXECUTIVE SUMMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1

#### TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT

#### PRIMARY NUMBERS

30800 – 31510

Section 1 covers records relating to funding and delivering transportation infrastructure in accordance with responsibilities assigned to the minister in the [Transportation Act \(SBC 2004, c. 44\)](#), the [Transportation Investment Act \(SBC 2002, c. 65\)](#), the [Expropriation Act \(RSBC 1996, c. 125\)](#), and preceding legislation. This function includes approving, on behalf of the minister, funding and funding arrangements for capital infrastructure projects and carrying out the activities necessary to deliver these projects. It furthermore includes foundational activities required to support current and future infrastructure development, including acquiring and disposing of property and working with Indigenous communities. Section 1 additionally includes records that were created or received in engineering district offices prior to the end of 1955.

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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30900	INFRASTRUCTURE INVESTMENT PROJECT DELIVERY
31000	INDIGENOUS RELATIONS
31510	PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**30800 TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT - GENERAL**

Records not shown elsewhere in this section that relate generally to transportation infrastructure development, including policy development and research into funding options.

For funding agreements that the ministry develops and enters into in order to deliver a specific project and share the costs with a third party, see the applicable project case file under secondary 30900-20. For the approval of these agreements on behalf of the ministry, see secondary 30850-05.

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

For records of intergovernmental committees that oversee cost sharing agreements between the province and the federal government, see [ARCS secondary 200-20](#).

For records, other than committee records, relating to cost sharing agreements between the province and the federal government, including records of developing and administering them and records of claims the ministry processes under these cost sharing agreements, whether on its own behalf and on behalf of other organizations, see [ARCS primary 950](#).

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

The ministry OPR is the Ministry of Transportation and Infrastructure. See specific secondaries for OPR retention schedules.

<b>30800</b>	<b>TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT - GENERAL</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 - final</b> (includes final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this <i>ORCS</i> and developed for use by the ministry, provided they are too general in nature to be classified under any other primary) (arrange by category if necessary, and then by policy name)	SO	5y	FR
	<b>RETENTION STATEMENT</b> Transfer to government archives five years after policy is replaced or becomes irrelevant.			
	SO: when the policy is replaced or becomes irrelevant			
	FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this <i>ORCS</i> .			

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>30800</b>	<b>TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT - GENERAL</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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NOTE: For policy development files, see secondary 30800-15.

<b>-01</b>	<b>General</b>	CY+1y	nil	DE
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RETENTION STATEMENT

Destroy at the end of the second calendar year.

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.

<b>-05</b>	<b>Researching project partnership opportunities</b>	SO	10y	DE
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(covers exploratory research and analysis the ministry carries out to identify partnership opportunities for capital project ideas that the Government of British Columbia is unlikely to fund entirely from its own resources due to expense, risk, or for any other reason)

(includes correspondence and meeting notes, studies, reports, and research material)

RETENTION STATEMENT

Destroy ten years after the ministry dedicates resources to carrying out pre-project development or project development as defined in primary 30900, or ten years after the ministry abandons the effort.

SO: when the ministry dedicates resources to carrying out pre-project development or project development as defined in primary 30900, or when the ministry abandons the effort

10y: The retention period corresponds to the longest projections incorporated into the transportation investment plan, and allows a reasonable amount of time for the ministry to refer to the records during subsequent planning and negotiation stages.

NOTE: For records of pre-project development that may begin on the basis of this research, such as the creation of a business case for the joint development of a major transit project, use the appropriate project case file under primary 30900.

NOTE: For records of the development, approval, and

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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30800	TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT - GENERAL	A	SA	FD
	monitoring of funding agreements, see the cross references under the primary description.			
<b>-15</b>	<b>Policy development files</b> (includes briefing notes, correspondence, drafts and working materials)	SO+5y	nil	DE
	<p>RETENTION STATEMENT</p> <p>Destroy five years after the policy is approved and distributed or development is abandoned.</p> <p>SO: when the policy is approved and distributed or development is abandoned</p> <p>DE: Policy development files may be destroyed because final/approved policies are fully retained under secondary 30800-00.</p>			
<b>-17</b>	<b>Engineering district office records to end of 1955</b> (covers transportation-related records created or received in the engineering district offices of the Department of Public Works up to the end of 1955, the year in which the Department of Highways was created under the <i>Department of Highways Act</i> (SBC 1955, c. 33).)	SO	100y	FR
	<p>RETENTION STATEMENT</p> <p>Transfer to government archives 100 years after the creation of the Department of Highways, calculated from the end of 1955 (i.e. in 2056).</p> <p>SO: upon creation of the Department of Highways, calculated from the end of 1955</p> <p>100y: The retention period covers the upper end of generally cited estimates for the service life of a steel or concrete highway bridge, as this is the most substantial and long-lasting capital asset that would have resulted from these projects. The retention period ensures the records will be available to the ministry for reference until most capital assets that resulted from these projects will be replaced or removed.</p> <p>FR: The government archives will fully retain these records as they document the laying of the foundations of the BC public highway system, in particular the system of trunk roads connecting</p>			





**30850 INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING**

Records relating to the ministry's process for making the following types of decisions with respect to funding capital projects to develop transportation infrastructure:

- a decision to commit funding from the BC Transportation Financing Authority (BCTFA) or ministry-controlled capital project fund directly to an individual project or indirectly to a general pool of project funding, for the purpose of constructing or improving provincial public highways and other transportation infrastructure that the ministry maintains and operates; also included are decisions to commit capital funding under a partnership agreement or similar agreement type;
- a decision to approve or reject a request to change the terms under which such funding was committed;
- a decision to make a submission to Treasury Board asking it to commit funding to a capital project that serves a purpose consistent with those assigned to the ministry in section 2(1)(a) of the [Transportation Act \(SBC 2004, c. 44\)](#);
- a decision to enter into an agreement under which a partner would commit capital funding and other resources to an infrastructure project, when it would be additional to funding and other resources that the ministry is prepared to provide through a decision that meets any of the criteria indicated in this primary;
- a decision to enter into a concession agreement under the [Transportation Investment Act \(SBC 2002, c. 65\)](#), including an agreement with the Transportation Investment Corporation;
- a decision to commit funds from any source to pre-project development, when the purpose of the funding is to develop a proposal for a specific infrastructure project that will be submitted to the ministry for a decision that meets any of the criteria indicated in this primary.

This primary also covers records of activities that directly support the decision making process, and subsequent monitoring and execution, including the following:

- monitoring, on behalf of the decision maker, expenditures and other project data to make sure that project managers and organizations responsible for delivering projects adhere to the agreed funding conditions, including keeping to the approved schedule, budget, and deliverables;
- developing an annual list of priority projects that a ministry organization intends to seek capital funding for;
- overseeing project delivery on behalf of a region or other ministry organization that has been funded to deliver multiple projects
- allocating approved funding to projects that meet class or program based criteria.

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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For a description of the Capital Program System (CPS), see the Systems Section.

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 period end financial reporting to Treasury Board and the Office of the Comptroller General, as well as internal financial reporting to the ministry and supporting analysis, see [ARCS 1180](#).

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

For Treasury Board submission files, see [ARCS primary 1250](#).

The ministry OPR is Major Projects, Infrastructure and Properties Department unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>30850</b>	<b>INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING</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 - final</b> (includes final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this primary and developed for use by the ministry) (arrange by category if necessary, and then by policy name)	SO	5y	FR
<p>RETENTION STATEMENT</p> <p>Transfer to government archives five years after policy is replaced or becomes irrelevant.</p> <p>SO: when the policy is replaced or becomes irrelevant</p> <p>FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS</p> <p>NOTE: For policy development files, see secondary 30850-15.</p>				
<b>-01</b>	<b>General</b>	CY+1y	nil	DE
<p>RETENTION STATEMENT</p> <p>Destroy at the end of the second calendar year.</p>				
<b>-02</b>	<b>Providing expert advice on practices and procedures</b> (covers the provision of expert advice to project developers on	SO	5y	DE

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



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>30850</b>	<b>INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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and any concession or similar agreement under which the project was carried out has expired

SO: for decisions made as part of the regular ministry project planning cycle for infrastructure projects in general, when the cycle during which the decision was made has concluded; for decisions with respect to individual projects and project proposals that are made outside of the regular ministry project planning cycle, such as for projects requiring partnership agreements, when the project has been completed or the project or proposal has been abandoned, and any concession or similar agreement under which the project was carried out has expired.

10y: The retention period corresponds to the longest projections incorporated into the transportation investment plan.

FR: The government archives will fully retain these records as they are a summary record of the key decisions that shaped the development of the province's transportation infrastructure, the rationale for those decisions, and the context in which they were made.

NOTE: The records of the Capital Program Board would be classified under this secondary, as would records of decisions that meet the criteria indicated here, but did not go through the Capital Program Board.

NOTE: The project manager's records of this process should be classified as part of the project case file under primary 30900, while a region or other ministry organization seeking funding approval for multiple projects would classify its in-house consolidation and prioritization of project proposals under secondary 30850-10.

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<b>-07</b>	<b>Monitoring the fulfilment of funding commitments and projecting future commitments</b>	SO+2Y	8y	DE
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(covers the process of monitoring, on behalf of the decision maker indicated in secondary 30850-05, the ongoing expenditure of approved funding for the purpose of determining whether budgetary, scheduling, and other conditions under which the funding was approved are being met and will continue to be met: activities include identifying variances and issues requiring action, providing guidance to

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>30850</b>	<b>INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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organizations that are responsible for delivering funded projects, referring significant issues to the decision maker, and reporting on the status of the transportation investment plan) (includes forecasts and reports on aggregate expenditures, variances, cash flow, and budget targets, status reports, reports on issues requiring attention, working versions of the transportation investment plan, and related analysis, correspondence, and notes)

**RETENTION STATEMENT**

For monitoring with respect to multiple projects, destroy ten years after the end of the planning cycle during which the activity took place; for monitoring of individual projects, destroy ten years after the project has been completed or abandoned, and any concession or similar agreement under which the project was carried out has expired, including agreements that cover the long-term operation of built infrastructure.

OPR: Planning and Programming Branch.

SO: for monitoring with respect to multiple projects, when the planning cycle during which the activity took place has concluded; for monitoring of individual projects, when the project has been completed or abandoned, and any concession or similar agreement under which the project was carried out has expired, including agreements that cover the long-term operation of built infrastructure

10y: The retention period ensures that records of monitoring funding approval decisions made in the course of a regular planning cycle and documented under secondary 30850-05 are kept for as long as records of the decisions themselves; for projects monitored individually, it ensures that records of monitoring are retained for an equivalent period of time beyond the last action concerning the project.

NOTE: Records of infrastructure project development and delivery that a concessionaire transfers to the ministry upon termination or expiry of the concession agreement should be classified under secondary 30900-20.

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<b>-10</b>	<b>Prioritizing proposals for projects seeking funding agreements</b>	<b>SO</b>	<b>34y</b>	<b>DE</b>
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(covers the process of establishing a prioritized set of infrastructure project proposals to bring forward to the decision



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**30850 INFRASTRUCTURE INVESTMENT APPROVAL, OVERSIGHT, AND PROGRAMMING** **A SA FD**

[\(SBC 2012, c. 13\)](#), that government could be called upon to respond to a claim that relates to the impact of decisions made during the period that the proposal was under consideration, up to the point that it was abandoned. The 34-year period is calculated as the sum of the following time periods:

- 19 years for a minor harmed on the last day that the project proposal was under consideration to reach the age of majority;
- 15 years for that minor to discover that they were harmed and launch a proceeding in respect of a claim under the ultimate limitation period in the [Limitation Act \(SBC 2012, c. 13\)](#).

**-13 Selecting projects for program-based funding and coordinating project delivery** **SO 79y DE**

(covers the process by which ministry project delivery organizations allocate approved funding to project proposals that meet general class or program-based criteria established by the decision maker in secondary 30850-05; also covers the work a ministry project delivery organization carries out to track and coordinate the delivery of multiple funded projects) (includes funding models and calculations, priority lists, records of decision, and allocation plans for future years; also includes forecasts and reports on expenditures and variances, correspondence, and meeting notes)

**RETENTION STATEMENT**

Destroy 79 years after the conclusion of the fiscal planning process during which the activity took place.

OPR: Regional Operations, the Rehabilitation and Maintenance Branch, and current and historical ministry organizations assigned responsibility for delivering multiple funded projects, or for allocating approved funding to multiple projects.

SO: when the fiscal planning process during which the activity took place has concluded

79y: These records document decisions about whether a proposal for a project that could have safety implications for the resulting or affected infrastructure is modified before going forward, or whether it goes forward at all. Prioritization decisions on these projects can happen even during the delivery phase, as these are typically one-year projects where funds







**30900 INFRASTRUCTURE INVESTMENT PROJECT DELIVERY**

Records relating to the process of carrying out an infrastructure investment project. An infrastructure investment project is defined, for the purpose of this primary, as a set of activities with a start and end, which is or was funded, or will be brought forward for a funding decision, by any of the means indicated in primary 30850.

For greater clarity, an idea for a project becomes a ministry project when a ministry organization dedicates financial or human resources to the work of preparing a specific proposal to seek funding for it. Such work may include carrying out research and analysis and developing a business case, or it may involve creating a simple criteria-based proposal. Conversely, performance analysis and planning activities that aim generally to identify problems or opportunities in the operation of a highway corridor or the overall transportation system should not be considered part of developing an infrastructure investment project.

Projects that are in scope can include large, multi-year capital expansion projects or smaller preservation projects and improvements. When the ministry engages a partner to deliver a major infrastructure project under agreement, the records of project delivery are in scope if and when the ministry claims or otherwise accepts them as ministry records. Examples of partners may include the Transportation Investment Corporation, a concessionaire, or a transit authority. The definition also includes records of project delivery that the BCTFA carried out between 1993, when it came into existence as an operating company, and 2001. The year 2001 is a significant dividing line because it was the year that the ministry fully implemented a well structured and documented process for approving funding for capital infrastructure projects. For this reason, the year 2001 serves as a dividing line between case file secondaries in this primary.

Examples of records that should be scheduled as part of a project case file, and which may also appear in the records of the project board if one exists, are as follows:

- business cases, studies and supporting research;
- the project manager's copy of review and approval documentation submitted and received in the course of seeking funding approval under secondary 30850-05;
- third-party funding agreements that the ministry develops for the purpose of sharing the costs of delivering a specific project with a third party;
- procurement and contract documentation, and records of contract management activities;
- project summary information, status reports, decision logs, expenditure reports, budgets and other project-related reports and data
- project plans and designs;

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- engineering reports, technical reviews, correspondence, and other documentation of significant or ongoing technical advice and guidance provided to support the delivery of a specific project;
- permits, including archaeological and environmental permits, obtained from the federal government, other ministries, and other organizations for the purpose of carrying out the project, along with supporting reports and documentation;
- documentation of consultations with Indigenous communities with respect to the new or changed infrastructure that the project is proposing to deliver, and any agreements and commitments that result (see note later in this primary description);
- stakeholder consultation and communication records;
- issues files and change requests;
- change orders, as built, and close-out reports and related engineering approvals, with supporting documentation;
- tracking data that the project manager contributes or updates, as well as logs and daily diaries
- correspondence and notes on project-related matters.

**NOTE:** Records of consultations undertaken with Indigenous communities regarding infrastructure that a project is proposing to deliver, as well as records of any agreements that result from these consultations, are project records because they document actions that government carried out for the purpose of delivering the project. They need to be classified as part of the case file for the project so that government can provide a complete account of what it did and why. Agreements and other key records that result from such consultations, however, may also be used for the purpose of ensuring the ministry fulfils its commitments to Indigenous communities and to understand the history of the relationship. The latter function is covered under secondary 31000-10. In such circumstances, nothing in this ORCS prevents or discourages the creation of separate-but-identical records to support separate functions. Each record may then be classified according to function it is or was used to support.

For a description of the Capital Program System, see the Systems Section. 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 Treasury Board submission files, see [ARCS primary 1250](#).

The ministry OPR is the ministry organization responsible for delivering the funded project unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>30900</b>	<b>INFRASTRUCTURE INVESTMENT PROJECT DELIVERY</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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[Key to ARCS/ORCS Codes and Acronyms](#)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>30900</b>	<b>INFRASTRUCTURE INVESTMENT PROJECT DELIVERY</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
<b>-00</b>	<b>Policy - final</b> (includes final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this primary and developed for use by the ministry) (arrange by category if necessary, and then by policy name)  RETENTION STATEMENT Transfer to government archives five years after policy is replaced or becomes irrelevant.  SO: when the policy is replaced or becomes irrelevant  FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS.  NOTE: For policy development files, see secondary 30900-15.	SO	5y	FR
<b>-01</b>	<b>General</b>  RETENTION STATEMENT Destroy at the end of the second calendar year.	CY+1y	nil	DE
<b>-15</b>	<b>Policy development files</b> (includes briefing notes, correspondence, drafts and working materials)  RETENTION STATEMENT Destroy five years after the policy is approved and distributed or development is abandoned.  SO: when the policy is approved and distributed or development is abandoned  DE: Policy development files may be destroyed because final/approved policies are fully retained under secondary 30900-00.	SO+5y	nil	DE
<b>-17</b>	<b>Project board and oversight committee records</b> (covers the activities of an oversight body, such as a board or management committee, that has been designated by agreement with the ministry to make decisions about the delivery of a transportation infrastructure project, to direct the	SO	34y	FR

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<b>30900</b>	<b>INFRASTRUCTURE INVESTMENT PROJECT DELIVERY</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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project manager, and to report back to the deputy minister; also covers the activities of an oversight committee or similar body mandated to provide direction to multiple boards and management committees on matters of joint significance) (includes approved terms of reference, agendas, minutes, reports, correspondence with the ministry and others, direction to the project manager, reports and updates received, and other records of the oversight body's fulfilment of its responsibilities under the terms of reference)

### RETENTION STATEMENT

Transfer to government archives 34 years after the capital asset or assets that resulted from the project are destroyed or replaced, or 34 years after the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset results, transfer to government archives 34 years after the ministry determines that the project is complete, or that it has been abandoned.

SO: when the capital asset or assets that resulted from the project are destroyed or replaced, or when the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset results, when the ministry determines that the project is complete or that it has been abandoned

34y: These records document decisions with respect to project delivery that may have safety implications for the resulting or affected infrastructure. This period ensures that the records will be available for reference over the longest reasonable period of time, under the [Limitation Act \(SBC 2012, c. 13\)](#), that government could be called upon to respond to a claim that relates to the impact of those decisions. The 34-year period is calculated as the sum of the following time periods:

- 19 years for a minor harmed on the last day of the infrastructure's operation as a ministry asset to reach the age of majority;
- 15 years for that minor to discover that they were harmed and launch a proceeding in respect of a claim under the ultimate limitation period in the [Limitation Act \(SBC 2012, c. 13\)](#).

FR: The government archives will fully retain project board and oversight committee records because boards are typically only constituted for very complex and high profile projects; moreover, because the role

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>30900</b>	<b>INFRASTRUCTURE INVESTMENT PROJECT DELIVERY</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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of the board is to make major decisions, the board records serve as a summary record of the development of these projects.

NOTE: For records relating to the development of funding agreements, see the cross references under primary 30800.

NOTE: For records relating to the acquisition, management or disposition of property, see primary 31510.

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<b>-20</b>	<b>Case files - post-2001 projects funded by agreement</b>	<b>SO</b>	<b>34y</b>	<b>DE</b>
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(covers the development and delivery of projects started after 2001 that the decision maker in secondary 30850-05 directly commits funding to under a formal written agreement with the organization or entity that will deliver it: these include projects funded by direct agreement with a ministry body, such as Capital Program Board, that approves and commits capital funding on behalf of the deputy minister, as well as individual projects approved by agreement between the ministry and the Transportation Investment Corporation, a concessionaire, a partner, or an oversight body indicated in secondary 30900-10; pre-project development that resulted in or is expected to result in a proposal for such a project is also covered)  
(arrange by project number or name)

**RETENTION STATEMENT**

Destroy 34 years after the capital asset or assets that resulted from the project are destroyed or replaced, or 34 years after the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset results, destroy 34 years after the ministry determines that the project is complete, or that it has been abandoned.

SO: when the capital asset or assets that resulted from the project are destroyed or replaced, or when the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset results, when the ministry determines that the project is complete or that it has been abandoned

34y: See rationale under secondary 30900-17.

DE: These case files can be destroyed at the end of their retention periods because summary records of decision-making and reporting through the life of the project are fully retained under secondary 30850-05, and for projects that are large or significant enough to



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<b>30900</b>	<b>INFRASTRUCTURE INVESTMENT PROJECT DELIVERY</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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have a designated board or oversight committee, additional summary records are fully retained under secondary 30900-17.

NOTE: Records of the delivery of all projects funded under a project funding agreement (PFA) with Capital Program Board, as well as the delivery of effectively all projects referred to as "major projects", should meet the criteria for classification under this secondary. The Capital Program System (CPS) or successor system should be considered a primary source of information on whether a project is or was funded under a PFA or similar agreement with Capital Program Board. See the Systems Section.

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<b>-30</b>	<b>Case files - post-2001 projects - general</b>	<b>SO</b>	<b>79y</b>	<b>DE</b>
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(covers the development and delivery of all projects started after 2001 that do not meet the criteria for classification under secondary 30900-20, including projects that are allocated funding from an approved pool of funds on the basis of meeting class or program-based criteria established by the decision maker in secondary 30850-05; also covers pre-project development that results in or is expected to result in a proposal for such a project)  
(arrange by project number or name)

RETENTION STATEMENT

Destroy 79 years after the ministry determines that the project is complete or that it has been abandoned.

SO: when the ministry determines that the project is complete or that it has been abandoned

79y: These records document decisions with respect to project delivery that may have safety implications for the affected or resulting infrastructure. This period ensures that the records will be available for reference over the longest reasonable period of time, under the [Limitation Act \(SBC 2012, c. 13\)](#), that government could be called upon to respond to a claim that relates to the impact of those decisions. The 79-year period is calculated as the sum of the following time periods:

- 45 years of estimated service life for the infrastructure impacted by the project, where service life is defined as the longest likely period that the infrastructure could remain in use without a significant change to its design, whether as a

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**30900      INFRASTRUCTURE INVESTMENT PROJECT DELIVERY      A      SA      FD**

result of a subsequent infrastructure project or a through cumulative change;

- 19 years for a minor harmed on the last day of the service life of the infrastructure to reach the age of majority;
- 15 years for that minor to discover that they were harmed and launch a proceeding in respect of a claim under the ultimate limitation period in the [Limitation Act \(SBC 2012, c. 13\)](#).

NOTE: The most common kinds of projects whose records would be classified under this secondary are routine preservation projects lasting one or two years, as these are typically allocated funding from a pool of funds that Capital Program Board approves to be used for this purpose. Similar pools of funds may be approved for projects that meet other class or program based criteria, such as environmental enhancements, safety measures, and minor betterments.

**-40      Case files - 1955 to 2001 projects - for full retention      SO      34y      FR**

(includes records of the development and delivery of the following named transportation infrastructure projects, which were funded and underway between the end of 1955 and the beginning of 2001: all capital projects directed by British Columbia Toll Highways and Bridges Authority between 1955 and 1964, including but not limited to the Agassiz-Rosedale Bridge over the Fraser River, the Nelson Bridge over Kootenay Lake, the Okanagan Lake Bridge in Kelowna, the Middle Arm Bridge from Lulu Island to Sea Island, the Oak Street Bridge from Vancouver to Lulu Island, the Second Narrows Bridge across Burrard Inlet, and the Deas Island Tunnel (Massey Tunnel); the Trans Canada Highway project to build a highway from Victoria to the Alberta border, including the construction of the original Port Mann Bridge and the completion of the three tunnel sections in the Fraser Canyon portion of the route, all of which were complete by the end of 1964; and, the Vancouver Island Highway Project, which upgraded and added highway from Victoria to Campbell River between 1988 and 2001)  
(arrange by project number or name)

**RETENTION STATEMENT**

Transfer to government archives 34 years after the capital asset or assets that resulted from the project are destroyed or replaced, or 34 years after the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset resulted, transfer to government archives 34

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years after the project was completed or abandoned.

SO:      when the capital asset or assets that resulted from the project are destroyed or replaced, or when the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset resulted, when the project was completed or abandoned

34y:      See rationale under secondary 30900-17.

FR:      The government archives will fully retain records of capital projects directed by British Columbia Toll Highways and Bridges Authority between 1955 and 1964 because, in addition to the fact that this body had significant decision-making authority, it created the core infrastructure required to accommodate the widespread adoption of the automobile as a primary mode of personal transport in the postwar period. The highway system within and beyond the Lower Mainland continues to build upon and build out from this framework. The choices made at that time thus continue to drive settlement patterns in densely populated parts of the province.

The government archives will fully retain records of the original Trans-Canada Highway project, including the construction of the Port Mann Bridge, as these records document the construction of the first major highway link between British Columbia and the rest of Canada, which included rebuilding and rerouting significant sections of the original Cariboo Wagon Road. This project was carried out with partial funding and direction from the federal government and was well underway before the creation of the Department of Highways.

The government archives will fully retain records of the Vancouver Island Highway Project, as it served as a test case for implementing the recommendations of the 1987 *Report of the Commissioner Inquiry into the Coquihalla and Related Highway Projects*. The records of the project are evidence of how the government developed a consistent and managed procedure for funding and delivering major infrastructure projects, before formalizing it in legislation in 1993.



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**30900      INFRASTRUCTURE INVESTMENT PROJECT DELIVERY      A      SA      FD**

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offices prior to the end of 1955, provided they have not been incorporated into a "history" file, are fully retained under secondary 30800-17.

DE: These case files can be destroyed at the end of their retention periods because records of significant projects from the pre-2001 period are fully retained under secondary 30900-40. Case files from this period are voluminous, not consistently organized, and contain excessive transactional and technical detail. Furthermore, the ministry historically removed key case file records and incorporated them into separate collections to support the maintenance and operation of built infrastructure. These records, known as road or bridge history files, will be appraised as part of a separate *ORCS*. The annual reports of the ministry from this period are quite detailed and provide a summary record of the significant projects that were delivered or underway in a given year, and these are fully retained under *ARCS*.

NOTE: Discrete records of design and engineering support provided to a specific project should be classified as part of the case file for the project they relate to, even if they were retained in the operational records of the organization that provided the support.

NOTE: Records from this period that were removed from the context of their creation and incorporated into a set of records that were used for a different function, such as road and bridge history files, should be classified under the secondary in this *ORCS*, or other applicable *ORCS*, that covers that function.

NOTE: For records of projects completed prior to the end of 1955, see secondary 30800-17.

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END OF PRIMARY

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### 31000 INDIGENOUS RELATIONS

Records relating to developing, supporting, and documenting relationships between the ministry and Indigenous communities, including relationships concerning the use of reserve land that are governed by section 35 of the federal [Indian Act \(R.S.C., 1985, c. I-5\)](#). Activities include providing expert advice to ministry decision makers on issues that affect the relationship, engaging with communities to maintain and build the relationship, tracking the community's interactions with the ministry and the ministry's commitments to the community, developing research material, and in the case of relationships governed by the federal *Indian Act*, carrying out section 35 actions with respect to reserve land.

This primary does not cover records of consultations the ministry carries out in relation to the aboriginal and treaty rights defined in the federal [Constitution Act, 1982](#). Such consultations are typically carried out in relation to an infrastructure project or the acquisition or disposition of property, and the records must consequently be classified in the case file for the activity they relate to; however, nothing in this ORCS prevents or discourages the creation of separate-but-identical records to support separate functions - see explanatory note below.

NOTE: While ministry-initiated section 35 actions with respect to reserve land resemble property-related actions covered under primary 31510, they are classified under this primary because bands do not have title to reserve land under the *Indian Act*. Under the *Act*, the federal government is responsible for ensuring that the reserve is set apart "for the use and benefit of a band", and the federal government must consent to the change in land use. These requests consequently bring the ministry into the existing relationship between the federal government and the band, and the outcome of the action will have an ongoing effect on the relationship between all three parties.

For copies of Orders in Council relating to section 35 actions, and related documents that are created and used purely for general reference, see [ARCS secondary 358-20](#).

For records created or received for the purpose of carrying out formal consultations with Indigenous communities on acquiring and disposing of property and securing or removing tenure in situations where section 35 of the *Indian Act* does not apply, see the appropriate case file secondary under primary 31510.

For records created or received for the purpose of carrying out formal consultations with Indigenous communities on the delivery of a ministry infrastructure project, see also the appropriate case file secondary for project delivery under primary 30900.

For research request tracking spreadsheets, see [ARCS secondary 100-05](#).

For routine cooperation and liaison between BC government ministries and with other governments and governmental organizations, such as notifications and information exchange, see [ARCS secondary 230-20](#).

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The ministry OPR is Regional Operations or Properties and Land Management Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>31000</b>	<b>INDIGENOUS RELATIONS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
	<b>-00 Policy - final</b> (includes final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this primary and developed for use by the ministry) (arrange by category if necessary, and then by policy name)	SO	5y	FR
	<p>RETENTION STATEMENT</p> <p>Transfer to government archives five years after policy is replaced or becomes irrelevant.</p> <p>SO: when the policy is replaced or becomes irrelevant</p> <p>FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS.</p> <p>NOTE: For policy development files, see secondary 31000-15.</p>			
	<b>-01 General</b>	CY+1y	nil	DE
	<p>RETENTION STATEMENT</p> <p>Destroy at the end of the second calendar year.</p>			
	<b>-02 Procedural advice and guidance</b> (covers the process of providing general procedural advice to ministry decision makers at all levels, including advice on how to carry out formal consultations with Indigenous communities, how to deal with tenure issues on reserve lands, and generally on how to manage the ministry's relationship with Indigenous communities) (includes correspondence, notes, and reference material used as a basis for providing advice)	SO	10y	DE
	<p>RETENTION STATEMENT</p> <p>Destroy ten years after request for advice and guidance on the matter has been concluded or abandoned.</p> <p>SO: when request for advice and guidance on the matter</p>			



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<b>31000</b>	<b>INDIGENOUS RELATIONS</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	has been concluded or abandoned			
	10y: The retention period allows a reasonable period of time for the ministry to refer back to the records in regard to advice and guidance provided in response to a request.			
<b>-05</b>	<b>Historical tenure and road research files</b> (covers research into the history of the ministry's actions with respect to highway tenure through reserve lands, when the research was assembled for general reference purposes, or when it was not incorporated into the relevant case file due to historical filing practices) (includes historical road research files, final reports and summary research materials, correspondence, notes, annotations, and copies of source material)	<b>SO</b>	<b>5y</b>	<b>FR</b>
	<b>RETENTION STATEMENT</b> Transfer to government archives five years after the highway that was the subject of the research has been discontinued and closed.			
	<b>SO:</b> when the highway that was the subject of the research has been discontinued and closed			
	<b>FR:</b> The government archives will fully retain these records as they provide context to decisions documented in records scheduled for full retention under secondary 31000-20, particularly in relation to government decisions not to pursue highway tenure on certain reserves or in certain circumstances, when the rationale may be not be well documented elsewhere.			
	<b>NOTE:</b> When the ministry creates or collects research for the purpose of carrying out a particular property action or the delivery of a specific infrastructure project, classify the records as part of a case file for the activity the research was created or collected to support. See cross references under primary description.			
<b>-15</b>	<b>Policy development files</b> (includes briefing notes, correspondence, drafts and working materials)	<b>SO</b>	<b>10y</b>	<b>DE</b>
	<b>RETENTION STATEMENT</b> Destroy ten years after the policy is approved and distributed			



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31000	INDIGENOUS RELATIONS	A	SA	FD
	<p>or development is abandoned.</p> <p>SO: when the policy is approved and distributed or development is abandoned</p> <p>DE: Policy development files may be destroyed because final/approved policies are fully retained under secondary 31000-00.</p> <p>10y: The retention period allows a reasonable period of time for the ministry to refer back to the records in regard to decisions made during policy development.</p>			
	<p><b>-16 Issues management, engagement and relationship building</b>            (covers engagement with Indigenous communities, identifying and raising issues that may require action by the ministry, and monitoring the ministry's fulfilment of commitments it has made to Indigenous communities outside of those provided for in formal agreements)            (includes correspondence, agendas, discussion notes, plans, and status and other reports)</p> <p>RETENTION STATEMENT            Transfer to government archives five years after ministry determines that records are no longer required for reference purposes.</p> <p>SO: when no longer required for reference purposes</p> <p>FR: The government archives will fully retain these records as they document the scope of issues that the Indigenous community and the ministry may have been dealing with at any given time, including matters that members of the Indigenous community may have brought forward themselves, rather than as a direct response to a particular ministry proposal or activity.</p>	SO	5y	FR
	<p><b>-17 Consultation - direction and monitoring</b>            (covers providing direction and support to consultation activities the ministry undertakes with Indigenous communities in fulfilment of its constitutional obligations, and monitoring the ministry's adherence to the agreements that result; ministry activities that may require consultation include the delivery of infrastructure projects and the acquisition and disposition of property)            (includes correspondence, meeting notes, research material,</p>	SO	5y	FR

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**31000      INDIGENOUS RELATIONS      A      SA      FD**

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drafts, and copies or originals of the agreements themselves)

**RETENTION STATEMENT**

Transfer to government archives five years after term of agreement is concluded, and ministry determines that records are no longer required for reference purposes

SO:      when term of agreement is concluded, and ministry determines that records are no longer required for reference purposes

FR:      The government archives will fully retain these records as they document the representations made by the Indigenous community regarding the impact of a specific ministry activity, the ministry's responses, and the agreement that was reached. The records consequently capture both the ministry's and the Indigenous community's understanding of their respective positions in a specific context and at a particular point in time, and complement records retained under other classifications in this primary that document the broader, ongoing relationship.

NOTE:      While records of direction and support to consultation are retained under this secondary, records of a ministry organization's own decision making process with respect to consultation it carries out to support project delivery or property acquisition or disposal should be classified under the secondary that applies to that activity. Given the significant overlap between those activities and the activity described in this secondary, it is understood that duplicate records, including agreements, may be retained under both classifications and scheduled separately. See note under primary 30900.

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**-19      Treaty and benefits agreements - coordination of input      SO      5y      FR**

(covers coordinating the ministry's input into treaty negotiation, the negotiation of reconciliation agreements, and the negotiation of benefits agreements initiated at the provincial level, such as natural gas pipeline benefits agreements with land transfer provisions)

(includes correspondence, meeting notes, research material, and summary reports)

**RETENTION STATEMENT**

Transfer to government archives five years after ministry determines that records are no longer required for reference

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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 [Government Records Officer](#).

31000	INDIGENOUS RELATIONS	A	SA	FD
	<p>purposes.</p> <p>SO: when ministry determines that records are no longer required for reference purposes</p> <p>FR: The government archives will fully retain these records as they document the ministry's assessment of the expected local impact of treaties and agreements directed at the federal or provincial level on its relationships with Indigenous communities and on the provincial transportation network, at the time those treaties and agreements were being negotiated; as such, they provide context that places the ministry's relationship with Indigenous communities within the framework of the higher-level federal and provincial relationship.</p>			
<b>-20</b>	<p><b>Case files - section 35 actions with respect to reserve land</b>            (covers the planning and completion of a ministry action with respect to reserve land under section 35 of the federal <i>Indian Act</i> (R.S.C., 1985, c. I-5), and coordinating with the Indigenous community on transfers of property carried out in relation to such an action)            (includes plans, research reports, correspondence, legal surveys, maps, sketch plans, environmental assessments, documentation on discussions with the band and any agreements that result, records documenting the fulfilment of the terms of that agreement, and correspondence with the federal government; for a transfer of land out of a reserve or into a reserve, may also include copies of property acquisition and disposal documentation)            (arrange by name of band and reserve)</p> <p>RETENTION STATEMENT            Transfer to government archives 72 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of.</p> <p>SO: when highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of</p> <p>72y: The retention period ensures that the records remain available to the ministry for the life of the youngest band member qualified to act as an elector under the <i>Indian Act</i> at the time the transfer or change took place.</p>	SO	72y	FR

**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 [Government Records Officer](#).

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**31000 INDIGENOUS RELATIONS**

**A SA FD**

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FR: The government archives will fully retain these records as they document actions taken and precedents set in the course of an ongoing relationship between the provincial government, the band, and the federal government concerning the use of reserve land. As this relationship is not limited to highways matters, the records may be relevant to the Indigenous community for determining its rights and holding government accountable, while the provincial government may also rely on the records to understand the history of the relationship and to inform its future decisions with respect to the Indigenous community. Furthermore, since reserve land is held by the federal government under the *Indian Act*, the provincial government may require the records as evidence of precedents that could support its position on questions of procedure or jurisdiction, particularly the provisions of the *Indian Act* that concern the province's role regarding section 35 actions on reserve land.

NOTE: For records of the ministry's acquisition of property following the completion of a section 35 action, see the property acquisition case file under secondary 31510-20.

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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 [Government Records Officer](#).

**31510 PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION**

Records relating to the acquisition, management, or disposal of land and interests in land on behalf of the minister or the BC Transportation Financing Authority, as well as the securing or removal of provincial public highway tenure or other forms of tenure when both of the following conditions apply:

- it is carried out in accordance with the [Transportation Act \(SBC 2004, c. 44\)](#) and/or the [Expropriation Act \(RSBC 1996, c. 125\)](#), and preceding provincial legislation,
- it is not an action carried out under section 35 of the federal [Indian Act \(R.S.C., 1985, c. I-5\)](#).

These records may document the negotiation of acquisition and disposition agreements, property expropriation and litigation, tracking of maintenance activities, the development of rental or lease agreements, the assessment of prior ministry actions with respect to a property and their impact on tenure, formal consultations with Indigenous communities in relation to aboriginal and treaty rights, stakeholder consultations, and the evaluation of options for action.

For a description of the Property Acquisition Inventory Management System (PAIMS) and the Property Acquisition Tracking System (PAT) and derivatives, see the Systems Section.

For records relating to actions carried out under section 35 of the *Indian Act* with respect to reserve lands, see secondary 31000-20.

For reference material/topical files, see [ARCS secondary 358-20](#).  
For the roster of surveyors, see [ARCS secondary 1070-03](#).

The ministry OPR is Property and Land Management Branch or Regional Operations, unless otherwise noted below. See specific secondaries for OPR retention schedules.

<b>31510</b>	<b>PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	All non-OPR offices will retain these records for:	SO	nil	DE
	<b>-00 Policy - final</b> (includes final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this primary and developed for use by the ministry) (arrange by category if necessary, and then by policy name)	SO	5y	FR
	RETENTION STATEMENT Transfer to government archives five years after policy is replaced or becomes irrelevant.			
	SO: when the policy is replaced or becomes irrelevant			

**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 [Government Records Officer](#).

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<b>31510</b>	<b>PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS.

NOTE: For policy development files, see secondary 31510-15.

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<b>-01</b>	<b>General</b>	CY+1y	nil	DE
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RETENTION STATEMENT  
Destroy at the end of the second calendar year.

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<b>-03</b>	<b>General property inquiries and research</b>	SO	nil	DE
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(covers inquiries or research concerning properties that the ministry has not acquired and does not plan to acquire, and for which it does not claim or seek tenure)  
(includes correspondence and copies of research material)

RETENTION STATEMENT  
Destroy when ministry determines that records are no longer required for reference purposes.

SO: when ministry determines that records are no longer required for reference purposes

NOTE: As these records can document the reasoning behind a conclusion that the ministry does not have a legal interest in, or ownership of, a particular property, the ministry may choose to keep them active and available for reference for an extended period. Ministry staff may need to refer to these records for the following reasons: to provide consistent responses to future inquiries about the same property; to review the original conclusion in response to a challenge or new information becoming available; and to contact stakeholders who may have inquired about it in the past, in case the conclusion is subsequently reversed. Do not destroy these records without consulting ministry staff responsible for carrying out these reviews.

NOTE: If research leads to a finding that a highway has been legally established in accordance with the [Transportation Act \(SBC 2004, c. 44\)](#) and preceding legislation, classify records required to establish this

**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 [Government Records Officer](#).

31510	PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION	A	SA	FD
finding under secondary 31510-20.				
-10	<p><b>Historical gazette notices and accompanying drawing or plan defining the gazetted area</b>            (includes ministry reference copy of <i>BC Gazette</i> notices and associated Road Survey Plans prepared for the purpose of establishing public highway rights of way under the <a href="#">Highway Act (RSBC 1996, c. 188)</a> and preceding legislation, up to the point that the practice was discontinued in 1987)</p> <p>RETENTION STATEMENT            Transfer to government archives after all parts of the public highway referred to in the <i>BC Gazette</i> notice has been discontinued and closed, and all parts of the property have been sold, transferred out of the ministry's control, or otherwise disposed of.</p> <p>SO: when all parts of the public highway referred to in the <i>BC Gazette</i> notice has been discontinued and closed, and all parts of the property have been sold, transferred out of the ministry's control, or otherwise disposed of</p> <p>FR: The government archives will fully retain these records as they document a key means by which the government established tenure on travelled roads and thus provide context to the associated property records that are fully retained in secondary 31510-20; moreover, since the registrar of the <i>BC Gazette</i> was not required under the <a href="#">Regulations Act (RSBC 1996, c. 402)</a> to publish the drawings and plans that the notices referred to, the copy held by the originating ministry should be considered the authoritative version.</p>	SO	nil	FR
-15	<p><b>Policy development files</b>            (includes briefing notes, correspondence, drafts and working materials)</p> <p>RETENTION STATEMENT            Destroy five years after the policy is approved and distributed or development is abandoned.</p> <p>SO: when the policy is approved and distributed or development is abandoned</p> <p>DE: Policy development files may be destroyed because final/approved policies are fully retained under</p>	SO+5y	nil	DE



**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 [Government Records Officer](#).

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31510	PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION	A	SA	FD
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secondary 31510-00.

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<b>-20</b>	<b>Case files - acquiring property and securing tenure</b>	SO	25y	FR
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(covers the acquisition of a specific and legally described property or group of properties and the securing of provincial public highway tenure or property interests by any of the means provided for in legislation, including dedication, expropriation, arterial designation, land transfer, Crown grant, and development approval, from the point that the ministry either identifies a property for acquisition or acknowledges the need to secure tenure; also covered are situations where the ministry makes a finding after the fact that tenure and/or ownership has been established)

(includes correspondence, approved acquisition plans, research reports concerning historical actions that would cause a travelled road to be deemed a highway under legislation or which would otherwise affect tenure or property interests, legal surveys, maps, sketch plans, appraisals and appraisal reviews, assessment data, notes, Record of Negotiation and other supporting documentation regarding negotiations with owners, documentation on coordination with other government bodies with an interest in the property, expropriation documentation and agreements, documentation on consultations with Indigenous communities and any resulting accommodation or benefit agreement, spending authority approvals, signed offers and compensation agreements, conveyance and closing documents, copies of certificate of title and other land title documents, documentation on crown land grants, copies of gazette notices and OICs relating to the property, statutory right of way agreements benefiting the ministry, statutory right of way plans supporting the establishment of a gazetted highway, and any other documents required to establish and prove which specific property was acquired or legally created as provincial public highway or other ministry property interest and subject to what conditions)

(arrange by Property Services number or other unique property identifier)

**RETENTION STATEMENT**

Transfer to government archives 25 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of; if the property was neither acquired, nor tenure secured, transfer to government archives 25 years after the ministry abandoned the intent to acquire it.

SO: when highway has been discontinued and closed and all parts of the property have been sold or transferred

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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 [Government Records Officer](#).

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<b>31510</b>	<b>PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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out of the ministry's control, or otherwise disposed of; if the property was neither acquired, nor tenure secured, when the ministry abandoned the intent to acquire it

25y: As issues can take a long time to be discovered in relation to property that the ministry once owned but has since disposed of, the retention period allows the ministry approximately one generation to account for its actions and answer challenges to its jurisdiction and right of authority and use for public purpose during the property life cycle.

FR: The government archives will fully retain these records as they document government's acquisition of land for transportation purposes and the basis for its authority to use land for these purposes in all parts of the province. Taken as a whole, these records are a comprehensive summary record of the development and expansion of the province's public highway network, and one that provides evidence of the circumstances that prevailed at the time the property was added to the network, including its condition, who owned it, and how it was used.

The records remain significant even after government closes the highway and disposes of the property, because they document a government action that often has a lasting impact, initially as a result of constructing the infrastructure, and subsequently by enabling more intensive land use, resource extraction and settlement. The state of the land at the time of disposition is, moreover, captured in the records of property disposition, which are fully retained under secondary 31510-40 and thus complement and complete these acquisition records.

People affected by the acquisition, and who may have been consulted or offered input at the time of acquisition, include the property interest holders, Indigenous communities, adjacent landowners, municipalities, and recreational land users. The acquisition records can consequently remain relevant to determining their rights and holding government accountable even after the land has been disposed of, particularly in regard to assurances they may have been given when government first acquired the

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>31510</b>	<b>PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
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property. They may also make challenges concerning any perceived discrepancy between what government acquired and what it actually disposed of.

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<b>-35</b>	<b>Case files - managing property</b>	<b>SO</b>	<b>25y</b>	<b>DE</b>
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(covers the management of fee simple property, including property held for future transportation needs, property awaiting disposition, ferry terminals, and abandoned rail and recreational corridors; activities include the administrative transfer of responsibility for the acquired fee simple property asset within the ministry, negotiation and management of leases and licenses, routine maintenance and renovation, dealing with issues such as trespass, responding to inquiries, periodically assessing whether the highway is surplus to ministry needs, and periodically assessing whether the fee simple property is surplus)

(includes approved lease and license agreements, reviews and assessments of lease and license agreements, maintenance and renovation plans and reviews, activity tracking, surplus fee simple property evaluations and declarations in cases where the property is not found to be surplus, inquiries and responses, and correspondence)  
(arrange by Land Inventory System number or other property identifier)

**RETENTION STATEMENT**

Destroy 25 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of.

SO: when highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of

25y: As issues can take a long time to be discovered in relation to property that the ministry once owned, but has since disposed of, the retention period allows the ministry approximately one generation to account for its actions, and to discover impacts to the property that resulted from leased or licensed activities.

NOTE: For administrative convenience, these records may be classified as part of the disposition case file under secondary 31510-40 if the work was done in the course of disposing of property; similarly, legacy records of management activities that were placed on the acquisition file may remain under secondary

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>31510</b>	<b>PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION</b>	<b>A</b>	<b>SA</b>	<b>FD</b>
	31510-20 provided they assume the corresponding retention period.			
<b>-40</b>	<b>Case files - discontinuing and closing highway tenure and disposing of property</b> (covers the discontinuing and closing of provincial public highway and disposal of property assets by any of the means indicated in legislation, from the point the decision to discontinue and close the highway or dispose of the property interest is approved; activities include planning, coordinating with other ministries, conducting surveys, preparing notices, carrying out environmental assessments and Indigenous consultation, doing other due diligence, getting the property ready for sale or transfer, marketing, consulting potential buyers or recipients of the transfer, negotiating with the buyer or recipient of the transfer, and arranging and completing the sale or transfer) (includes the approved surplus property declaration, highway discontinuing and closure approval forms, surveys, gazette notices, statutory right of way plans supporting a highway closure, statutory right of way agreements granting part of an interest in land, appraisals, planning reports indicating highest and best use and evaluating disposal options, environmental assessments and certifications, documentation on consultations with Indigenous communities and any resulting agreement, documentation on the negotiation and completion of the sale or transfer, and any other documents required to establish and prove which specific property was disposed of or had tenure removed, and all associated correspondence) (arrange by property identifier)  RETENTION STATEMENT Transfer to government archives 25 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of.  SO:      when highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of  25y:      As issues can take a long time to be discovered in relation to the disposition of property, the retention period allows the ministry approximately one generation to account for its actions and answer challenges to its jurisdiction and right of authority and use for public purpose during the property life cycle.  FR:      The government archives will fully retain these	SO	25y	FR

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**31510      PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION      A      SA      FD**

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records as they complement and complete the records of the development of the province's public highway network, which are fully retained under secondary 31510-20, by showing where the network was discontinued and closed and providing evidence of the circumstances that prevailed at the time, including the property's condition, adjoining land uses, and buyers. The history of railway abandonment provides many examples of how transportation property disposition can give rise to a variety of completely new land uses, such as intensive urban development, rights of way for new kinds of infrastructure, habitat restoration, and recreational trails.

People affected by these changes, who may have been consulted or offered input at the time of acquisition and/or disposition, include Indigenous communities, adjacent land owners, municipalities, and recreational land users. The disposition records can consequently remain relevant to determining their rights and holding government accountable, particularly in regard to assurances regarding future land uses that government would permit or encourage in the area. They may also make challenges concerning any perceived discrepancy between what government disposed of and what it originally acquired.

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**-50      Legal survey case files      SO      7y      DE**

(covers managing legal survey requests, including survey assignment, contract preparation, estimation, evaluation, carrying out survey roster and eligibility list processes, negotiation and plan registration)

(includes correspondence, methodologies, estimates, contracts, and copies of plans)

**RETENTION STATEMENT**

Destroy seven years after plans have been registered with the Land Title Office and any required compliance activity has been completed, or seven years after the ministry abandons the process.

SO:      when plans are registered with the Land Title Office and any required compliance activity has been completed, or when the ministry abandons the process

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**31510      PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION      A      SA      FD**

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7y:      The retention period ensures that records are available for reference if a problem with the survey emerges after it has been registered; it also allows a reasonable period of time for an abandoned process to be resumed.

NOTE:      Provincial properties staff, District Offices, and project offices will classify their current and past records of this process under this secondary.

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END OF PRIMARY

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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*TRANSPORTATION INFRASTRUCTURE PROJECTS AND DEVELOPMENT*

*OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)*

**SYSTEMS SECTION TABLE OF CONTENTS**

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
CAPITAL PROGRAM SYSTEM (CPS)	2
PROPERTY ACQUISITION INVENTORY MANAGEMENT SYSTEM (PAIMS)	5

## 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 [Government Records Officer](#).

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### CAPITAL PROGRAM SYSTEM (CPS)

#### SYSTEM OVERVIEW

##### **Creating Agency**

Major Projects, Infrastructure, and Properties Department - Planning and Programming Branch

##### **Date of System Description**

January 2020

##### **Purpose**

The Capital Program System (CPS) is used to track and record approvals and other changes to the status of projects, to track and report on expenditures at both the individual project level and in aggregate, and to support the ongoing management of the ministry's long term Transportation Investment Plan (TIP).

##### **Information Content**

CPS contains information on all transportation infrastructure projects that are funded through the ministry and have a cost of \$25K or more, starting from the year 2000. The amount of information about a specific project will vary according to project and time period, but in general CPS will contain, for most projects, the project number, financial coding, project profile and summary information, and expenditure forecasts and updates. It can contain significantly more information depending on what the project manager wishes to document, such as work activities, budgets, and detailed costing and forecasting data. For more recent expansion projects that received funding approval on an individual basis, the system will also contain the Project Funding Agreement (PFA) in draft, submitted, approved, and superseded versions. A separate, limited-access module contains the ministry's working Transportation Infrastructure Plan, which shows planned infrastructure project activities for the next ten years.

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

When a project is entered into CPS, it is assigned a project number and a responsibility code, and the project manager typically adds some basic profile and summary information. When applicable, the project manager will put a draft Project Funding Agreement (PFA) in the system that shows the scope, schedule, and budget for the proposed project. Once it is in final form, the project manager submits the PFA as a request for funding approval to the decision maker indicated in secondary 30850-05. If the PFA is approved, the system is modified to indicate this and it can no longer be edited. If major issues are encountered during project development, the project manager may draft a revised PFA and submit it as a change request. If the change request is approved, the previous PFA is marked as superseded and the revised PFA becomes the approved version in the system.

Regardless of whether a project is funded under a PFA, project managers will fill out and update information about the project as it proceeds, particularly in regard to expenditures. They do this both as a means of tracking progress and to support their management and the decision maker in monitoring and managing overall expenditures. Each project in CPS is furthermore linked to a corresponding entry in Corporate Accounting System (CAS Oracle), which allows actual expenditures to be captured in the system as well. When combined with expenditure forecasts and other statements of expenditure, the system allows project managers, the organizations they report to, and the decision maker to run reports to identify variances that may require intervention, such as underspending and overspending.

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

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The decision maker has full access to a module in CPS that shows the Transportation Infrastructure Plan (TIP), while other users of the system may have partial access. TIP indicates planned infrastructure project development activities for the next ten years, with a window into approved funding for the current year and the next two years. Projects further out may be notional only. At year end, once all financial deadlines have been met, the information in TIP is reconciled with the tracking information that project managers have been entering in the non-TIP modules of CPS throughout the year, as well as with data on actual expenditures drawn from CAS. For multi-year projects, unspent amounts on the actuals side are transferred into TIP as funding for the coming year, and the plan is updated.

For information on the link between CPS and the Property Acquisition Inventory Management System (PAIMS), see the system description for PAIMS.

### **Digital Archives Considerations**

Modules in the system that are designed to be closed to further modification as a result of a Capital Program Board decision being recorded, such as project funding agreements, will contain records that fall into classification 30850-05 in their final and approved form and warrant full retention. Most of the information in this system, however, is project case file information that is regularly updated and scheduled for destruction.



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Capital program system

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Approving funding commitments Classification 30850-05	For decisions made as part of the regular ministry project planning cycle for infrastructure projects in general, transfer to government archives ten years after the cycle during which the decision was made has concluded; for decisions with respect to individual projects and project proposals that are made outside of the regular ministry project planning cycle, such as for projects requiring partnership agreements, transfer to government archives ten years after the project has been completed or the project or proposal has been abandoned, and any concession or similar agreement under which the project was carried out has expired
Monitoring the fulfilment of funding commitments and projecting future commitments Classification 30850-07	For monitoring with respect to multiple projects, destroy ten years after the end of the planning cycle during which the activity took place; for monitoring of individual projects, destroy ten years after the project has been completed or abandoned, and any concession or similar agreement under which the project was carried out has expired, including agreements that cover the long-term operation of built infrastructure.
Case files - post-2001 projects funded by agreement Classification 30900-20	Destroy 34 years after the capital asset or assets that resulted from the project are destroyed or replaced, or 34 years after the ministry permanently transfers ownership of the asset or assets to another organization; if no capital asset results, destroy 34 years after the ministry determines that the project is complete, or that it has been abandoned.
Case files - post-2001 projects - general Classification 30900-30	Destroy 79 years after the ministry determines that the project is complete or that it has been abandoned.

For additional classification details, including retention rationales, click on the links above.  
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW

## 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 [Government Records Officer](#).

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### PROPERTY ACQUISITION INVENTORY MANAGEMENT SYSTEM (PAIMS)

#### SYSTEM OVERVIEW

##### **Creating Agency**

Ministry of Transportation and Infrastructure

##### **Date of System Description**

January 2020

##### **Purpose**

The system holds the ministry's official summary record of the acquisition of property for ministry purposes; it is also used to track information needed to manage fee simple lands.

##### **Information Content**

PAIMS holds some or all of the following information about a given property acquisition:

- the acquisition project/product name, the Property Service file name, financial coding, information about agents responsible, and other relevant information
- the PAIMS-generated Property Service file number, known as the PS number and used as a standard identifier for a property file during an acquisition or disposition action
- data about the property itself, including title and legal description, civic address, the parcel and take, holders of an interest in the property and the type of interest held
- data about the offer agreement and about the compensation provided, including the amount, to whom it was provided, and for what purpose
- an electronic copy of one or more survey plans that have been registered
- the portion of the acquired property that has been identified as surplus, and information about leases and licenses that the region may allow during the period that it manages the surplus property.

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

The region in which the property resides is responsible for both the property and the property records, regardless of whether the property acquisition team reports to a major headquarters project or consists of a small number of regional staff. In either case, the property acquisition team will create a PAIMS entry as early as the planning stage and throughout the acquisition process when each property is identified as required. Different kinds of actions with respect to a property may prompt the creation of a new PS number as an identifier for the relevant file; for example, the file for an action that addressed a portion of previously acquired property may be assigned a PS number different from the one that was used for the initial acquisition file. A separate and additional identifier, the Land Inventory System (LIS) number, is used for records of the final disposition process when it is carried out by a headquarters team, but it is also linked to the applicable PS number.

When financial coding for the project is entered, it creates a link to the CPS system, so that expenditure information related to the acquisition can be entered into CPS and tracked as a cost of the infrastructure project it relates to. Once the acquisition project reaches the point that a spending authorization is ready, the team can use the system to generate an agreement document for all parties to sign, and later a compensation request form indicating the amounts to be requisitioned. If expropriation is required, the system can be used to generate a variety of expropriation notices and forms. After conveyance activities are complete and documents have been registered, the team

## 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 [Government Records Officer](#).

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uploads an electronic copy of the survey plan to the system, updates all fields and adds comments for future reference, and, if applicable, specifies the area of surplus property.

PAIMS contains a module that regional offices can use following acquisition to track acquired property that was identified as a remainder, meaning it was not immediately required for transportation purposes. When the region allows licenses and leases on the property in the course of managing it prior to future use or disposition, it will add details about those arrangements to the remainder property entry.

### **Digital Archives Considerations**

Records in this system are fully retained, with the exception of records of property management.

## 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 [Government Records Officer](#).

### Property acquisition inventory management system

#### DATA RETENTION PLAN

Data Description	Data Retention Period
Case files - acquiring property and securing tenure Classification 31510-20	Transfer to government archives 25 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of; if the property was neither acquired, nor tenure secured, transfer to government archives 25 years after the ministry abandoned the intent to acquire it.
Case files - managing property Classification 31510-35	Destroy 25 years after highway has been discontinued and closed and all parts of the property have been sold or transferred out of the ministry's control, or otherwise disposed of.

For additional classification details, including retention rationales, click on the links above.

For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the [Systems Section FAQ](#).

END OF OVERVIEW