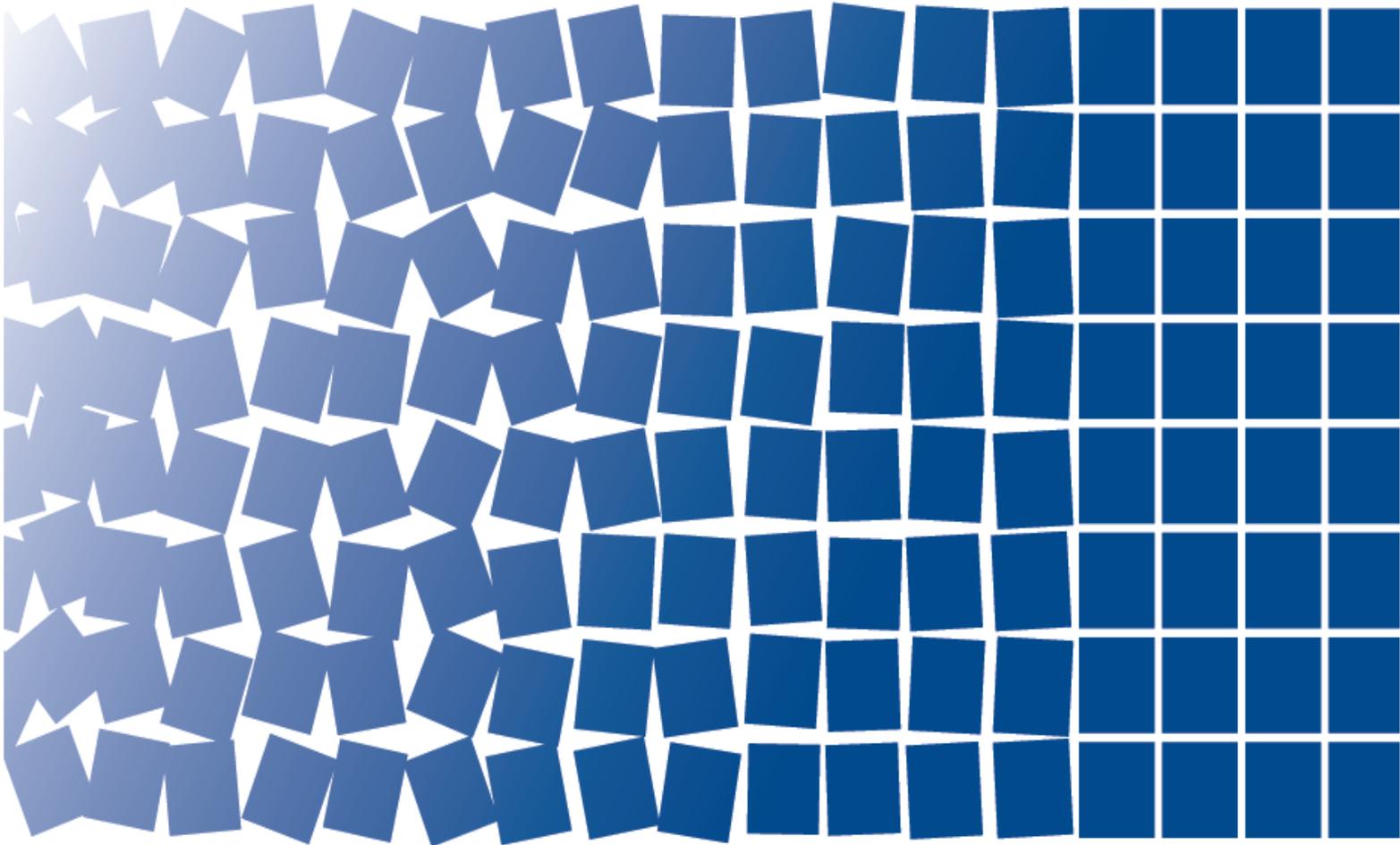


WOMEN'S EQUALITY OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Women’s Equality ORCS* , in ascending order (i.e., the most recent changes appear first). Each amendment is uniquely identified as follows:

- **Formal amendments:** Schedule application number assigned to the amendment and used during the review and approval process; e.g., 123456.
- **Administrative amendments:** ADAM plus a registration number issued by Government Records Service (GRS); e.g., ADministrative AMendment number thirty-eight is ADAM 38.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes

Original schedule approval date: July 29, 1997

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
ADAM 055	2015/05/22	31000	Revised primary 31000 to make the ORCS applicable to records of Stopping the Violence Funding only up to the point in 2008 that the function was transferred to the Ministry of Public Safety and the Solicitor General
117476	2008-05-28	26000	Added primary 26000 to cover records relating to liaison with other ministries, the federal government, and other sectors to address seniors issues, as well as research projects on seniors issues
143954	2005-02-21	31000	Primary 31000 revised to include records relating to Stopping the Violence Funding, and Stopping the Violence Management Information System added to systems section

RECORDS RETENTION AND DISPOSITION AUTHORITY

This is a recommendation to amend the above-noted records schedule.	
Title:	
<i>Women's Equality Operational Records Classification System</i>	
Description and Purpose:	
<p>The purpose of this amendment is to add a primary classification to this ORCS for records relating to working with other ministries, the federal government, and other sectors to address seniors issues through public policy, legislation, programs, and services.</p> <p>This amendment also includes research projects on seniors' issues and provincial representation at federal/provincial/territorial meetings.</p> <p>For further descriptive information about these records, please refer to the attached schedule.</p>	
Date range: ongoing	Physical format of records: see attached schedule
Annual accumulation: cubic meters	
Recommended retention and disposition: scheduled in accord with attached records schedule.	

<p>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</p> <p><u><i>B. Nancy</i></u> <u>July 26, 2007</u> Records Officer Date</p> <p><u><i>[Signature]</i></u> <u>Aug 7/07</u> Executive Director/ADM Date</p> <p><u><i>Sheela Wynne</i></u> <u>Aug 8/07</u> Deputy Minister/Corporate Executive Date</p> <p>THE PUBLIC DOCUMENTS COMMITTEE CONCURS:</p> <p><u><i>[Signature]</i></u> <u>16 Apr 2008</u> Chair, PDC Date</p>	<p>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:</p> <p style="text-align: right;"><u>May 27, 2008</u> Date</p> <p>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:</p> <p style="text-align: right;"><u>[Signature]</u> <u>May 28 2008</u> Date</p>
--	---

OTHER STATUTORY APPROVALS:

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

Schedule No.

117476

Amendment No.

143439

CONTACT:

RECORDS MANAGEMENT APPRAISAL:

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

These records are created and received under the authority of *Ministers of State Expected Results for the 2005/2006 Fiscal Year Regulation* (B.C. Reg. 48/2005) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Working with other ministries, the federal government, and other sectors to address seniors' issues through public policy, legislation, programs, and services.

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

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

Records Analyst

2007-07-12
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

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

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

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

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

Archivist

2007-07-12
Date

The undersigned endorses the appraisal recommendations:

Director, Corporate Information Management Branch

2007-07-12
Date

Schedule No. 117476

RECORDS RETENTION AND DISPOSITION AUTHORITY

Amendment No. 143954

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

Title: Women's Equality operational records classification system, amendment 1

Ministry of Community, Aboriginal and Women's Services
Women's Services and Child Care Department

Description and Purpose:

The purpose of this amendment is to: add a classification for the women's services web site; rename and revise primary 31000 to include records related to Stopping the Violence Services funding; add secondaries for electronic, input and output records related to the Stopping the Violence Management Information System (STV MIS) to primary 31000; and add an Information Systems Overview for the STV MIS to describe and schedule the system. This amendment also reduces the retention period for STV program funding files (31000-30), previously named transition house case files, from 102 years to 50 years.

For further descriptive information about these records, please refer to the attached schedule.

Date range: 1966 ongoing

Physical format of records: see attached schedule

Annual accumulation: n/a cubic meters

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

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

D. Nacey March 23/04
Records Officer Date
Karen Mellis Lyp March 30/04
Executive Director/ADM Date
[Signature] March 30/04
Deputy Minister/Corporate Executive Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:
[Signature] 3 JUN 04
Chair, PDC Date

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

Jan 31, 2005
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

Feb 21, 2005
Date

OTHER STATUTORY APPROVALS:

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

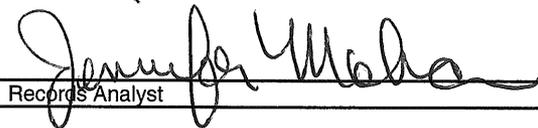
CONTACT: Bea Nacey, Ministry Records Officer, 387-9174

RECORDS MANAGEMENT APPRAISAL:

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

Functional duplicates are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.


Records Analyst


Date

ARCHIVAL APPRAISAL:

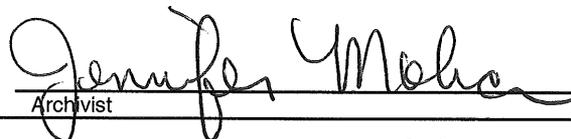
This appraisal documents the recommendation for final disposition.

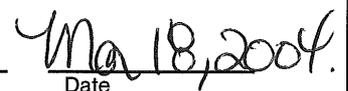
The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

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

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

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


Archivist


Date

The undersigned endorses the appraisal recommendations:


Director, Corporate Records Management Branch


Date

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

WOMEN'S EQUALITY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Women's Services Division.

These records document the functions of the Women's Policy Branch and the Stopping the Violence and Regional Programs Branch. These programs focus on funding, managing and administering programs to support community-based prevention projects, counselling programs for women who have experienced violence, transition house programs for women and children leaving abusive relationships, children who witness abuse and women's centres. They also provide policy analysis and research support to government on issues that affect women.

The classification system is arranged in two functional sections: Women's Issues, and Violence.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal and audit requirements. The government archives has reviewed the final disposition to ensure that records having residual values to government or historical values are preserved.

The Office of Primary Responsibility (OPR) for women's issues is the Women's Policy Branch. The OPR for violence against women is the Stopping The Violence Branch.

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

(continued on next page)

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

	<u>A</u>	<u>SA</u>	<u>FD</u>
1) <u>Policy and Procedures</u> (secondary -00 throughout ORCS)	SO	5y	FR
FR = Throughout this ORCS, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.			
2) <u>Issues/Projects Case Files</u> (secondary -20 throughout ORCS)	SO+1y	2y	FR
These records document the issues and projects relating to each specific primary.			
FR = The government archives will fully retain these records because of their significant evidential and historical values.			
3) <u>Individual Casework Files</u> (secondaries 20000-30 and 30000-30)	SO+2y	nil	FR
These records document the records of individuals who have sought the assistance of ministry staff on highly personal and confidential matters.			
FR = The government archives will fully retain these records. Individual casework files inform policy and program planning in the ministry, and therefore have significant evidential value. They also contain valuable historical information about women and violence.			
4) <u>Community Profiles</u> (secondaries 20110-30, 20120-30, 20130-30, 20140-30, 20150-30, 20160-30)	SO	nil	FR
These records document services and organizations for communities, community development information; statistics and related information.			
FR = The government archives will fully retain these records because of their significant evidential and historical values.			

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
5) <u>STV Funded Program Data Analysis Reports</u> (secondary 31000-05)	SO	nil	FR
<p>These records document the utilization of provincially funded services that support women who have experienced violence and their children who have witnessed it.</p> <p>FR = The government archives will fully retain one copy of each final Stopping the Violence (STV) funded program data analysis report because the reports summarize the utilization of provincially funded services that support women who have experienced violence and their children who have witnessed it.</p>			
6) <u>STV Program Funding Files</u> (secondary 31000-30)	SO+1y	49y	SR
<p>These records document operating funding provided to eligible registered non-profit societies that operate transition houses, safe homes, second stage houses, outreach, multicultural services, and counselling programs for women who experienced violence and for children who witnessed it.</p> <p>SO = upon expiry or termination of the contract, and when no longer required for reference purposes</p> <p>50y = The 50-year retention period is based on the unlikelihood of someone bringing a claim with respect to care they received in a transition house funded by the government, more than 50 years after the event.</p> <p>Ministry legal counsel have advised that there is a possibility there may be information on the files with respect to complaints involving compliance with the service contract, and that the record of that complaint and how it was handled would be on the file.</p> <p>SR = The government archives will selectively retain STV program funding files because they provide evidence of the types of provincially funded programs and services for women who have experienced violence and their children who have witnessed it. These files complement the STV policy and procedure files, STV</p>			

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

funded program data analysis reports, and STV issues files, which are fully retained by the government archives. The STV program funding files provide specific details about arrangements for delivery of these services in communities across the province.

A representative sample of approximately one box per year will be retained to ensure a selection of files from different agencies and communities over time.

- | | | | | |
|----|--|-------|----|----|
| 7) | <u>Funding Files</u>
(secondary 31000-40, 50) | SO+1y | 6y | DE |
|----|--|-------|----|----|

These records document core funding and project funding.

SO = upon expiry or termination of the contract, or if applicable, upon disbursement of grant money

7y = The seven-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s.3)

- | | | | | |
|----|---|----|-----|----|
| 8) | <u>Electronic Records</u>
(secondary 31000-03) | SO | nil | DE |
|----|---|----|-----|----|

The following electronic database is covered by this ORCS: STV Funded Agency Management Information Data (STV MIS) The Information System Overview section provides information about the electronic system, inputs and outputs and routine back-ups. Notes under the relevant ORCS secondary provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

- | | | | | |
|----|--------------------------|----|-----|----|
| 9) | <u>All Other Records</u> | SO | nil | DE |
|----|--------------------------|----|-----|----|

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. These records have no enduring value to government at the end of their scheduled retention periods.

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Schedule No.	117476
Accession No.	see ORCS "Introduction" part 2.6.1 (c)

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to: Authorize a one-time disposal of the records described below
 Establish an ongoing Records Retention and Disposal Schedule
 Amend an existing Records Schedule with Schedule No. _____

Record Series, Subject Section, Records Classification System, or Application Title:
Women's Equality Operational Records Classification System

Ministry: **Ministry of Women's Equality**
 Division:
 Branch:

Description and Purpose: Administrative Operational Both
The Women's Equality Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by all offices of the Ministry of Women's Equality: Policy, Evaluation Branch; Stopping the Violence and Regional Programs Branch; and Community Programs Branch (which includes regional offices).

These records document the following functions: stopping violence against women, shrinking the economic equality gap, and ensuring that health issues for women are addressed equitably.

For further descriptive information about these records, please refer to the attached executive summary.

Dates: 1966 ongoing	Physical Format of Records: see attached schedule
Extent: 2.5 m3/year Cubic Metres	No. of Pieces: n/a
Have documents been microfilmed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is the information in this record series recorded in any other form besides microfilm? <input type="checkbox"/> Yes (See Records Management Appraisal) <input checked="" type="checkbox"/> No

Recommended Retention:
 Dispose immediately Dispose on _____ day of _____, _____
 Dispose in accord with attached disposal instructions.
 Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:
 Destruction Full Retention by Archives Selective Retention by Archives
 Scheduled in accord with attached Records Retention and Disposal Schedule.

<p>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</p> <p><i>[Signature]</i> Feb. 13/97 Director, Executive responsible for records Date</p> <p><i>[Signature]</i> Feb 17/97 Deputy Minister/Corporate Executive Date</p> <p>_____ Minister Date</p> <p>THE PUBLIC DOCUMENTS COMMITTEE CONCURS:</p> <p><i>[Signature]</i> 6 March 1997 Chairman PDC/Provincial Archivist Date</p>	<p>THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:</p> <p>_____ O.I.C. Number Date</p> <p>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.</p> <p>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY</p> <p>JUL 29 1997 ON _____ Date</p>
---	--

OTHER STATUTORY APPROVALS:

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

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

Ministry contact, title, and telephone:

Bea Nacey, Ministry Records Officer, 356-0593

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

Functional duplicates are indicated under appropriate classification headings.

Women's programs have existed in the British Columbia Government since 1966, and records in the custody of the Ministry of Women's Equality reflect this.

The retention and final disposition guidelines have been established in consultation with the Ministry Records Officer and staff and managers of all branches conducting operational functions in the creating agency.


Records Analyst

97/02/12
Date

ARCHIVAL APPRAISAL:

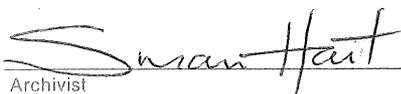
This appraisal documents the recommendation for final disposition.

The final disposition recommendations in the *Women's Equality Operational Records Classification System* protect records considered to have archival values. The specific reasons for retaining certain groups of records are stated within the *ORCS*, as well as in the Executive Summary.

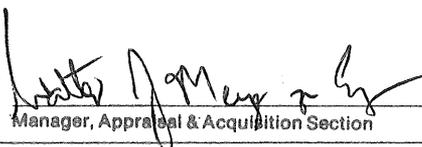
Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that unnecessary duplicates, transitory materials, and ephemera may be discarded.


Archivist

97/02/12
Date


Manager, Appraisal & Acquisition Section

97/02/12
Date

The undersigned endorse the appraisals and recommendations:

Deputy Provincial Archivist

Date


Ministry Records Officer

Date

97/02/12

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

WOMEN'S EQUALITY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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EXECUTIVE SUMMARY

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SECTION 2 30000 - 39999 VIOLENCE

ISO SECTION STV MIS STOPPING THE VIOLENCE MANAGEMENT INFORMATION
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

HOW TO USE ORCS

For further information, call your Records Officer,
Bea Nacey, 387-9174

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

HOW TO USE ORCS

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 - 1.2 What is an ORCS?
 - 1.3 Introduction to the *Women's Equality ORCS*
- PART 2 How to Read a Primary**
- 2.1 Primary Number and Title
 - 2.2 Scope Note
 - 2.3 Cross References
 - 2.4 Records Retention and Disposition Schedule
 - 2.4.1 Active Retention Period Column
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 - 2.4.3 Final Disposition Column
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(continued on next page)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

PART 1

THE OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

1.1 General Introduction

The purpose of this chapter of the ORCS Manual is to explain the nature, purpose, and usage of the ORCS. This chapter is a training tool which should be read by anybody attempting to classify, file, retrieve, or dispose of records covered by the ORCS. It is also a reference tool which can help users understand how to implement the ORCS and interpret specific parts of it.

This chapter is organized into three parts. Part One gives an overview of ORCS in general and an introduction to this ORCS in particular. Part Two explains how to read a primary, the basic building block of the ORCS. Part Three gives detailed background information on the records management system used by the BC Government, and procedures for using the ORCS as part of this system.

1.2 What is an ORCS?

ORCS is a combined records classification and scheduling system that facilitates the efficient and systematic organization, retrieval, storage, and destruction or permanent retention of the government's operational records.

A standard classification system such as ORCS is the cornerstone of an effective records management program. Each ORCS is tailored to fit the specific operational records relating to a function or program of government.

ORCS is also a records scheduling system. A records schedule is a timetable that governs the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

The records schedules incorporated into ORCS ensure that all operational records are retained for sufficient periods of time to meet the legal, operational, audit, fiscal or other requirements of government. A records schedule identifies those records that have enduring values and provides for their transfer to the government archives. Records schedules also provide for the timely destruction of routine operational records when they are no longer required to support the government's operational functions.

An integral part of the ORCS is the Information System Overview (ISO) Section, which ensures that electronic records are properly identified and scheduled. For further explanation of the ISO, see 3.11.

What are Operational Records?

Operational records relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Operational records are distinct from administrative records and are unique to each government organization.

Operational records are created in a variety of media, including: textual records, photographs, sound recordings, motion picture films, video recordings, audio-visual materials, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, and cartographic materials. Records exist in a number of different physical formats, such as paper, microfilm, and electronic records.

Records documenting administrative functions that are common to all government offices are classified in the government-wide *Administrative Records Classification System (ARCS)*. Administrative records document and support functions such as the management of finances, personnel, facilities, property, or information systems. They also document common management processes, including committees, agreements, contract management, public information services, information and privacy, records management, postal services, legal opinions and other similar functions. Although these records are considered administrative, they may have considerable operational importance. For example, a committee may make decisions which affect ministry or agency policy. The *ARCS* manual is available in hardcopy from your Records Officer, or online at <http://www.bcarchives.gov.bc.ca/ARCS/index.htm>

Some categories of records or data have special retention and disposition requirements and are handled by special records schedules. These schedules are standardized for all ministries and agencies, and cover both administrative and operational records. They can be used effectively to dispose of records not covered by *ARCS* and *ORCS*.

The following categories of special records schedules are provided in the *ARCS* manual:

Schedule No.	Schedule Title
112907	Commission of Inquiry Records
112910	Computer System Electronic Backup Records
102903	Electronic Mail
102906	Executive Records
102908	Record Copies of Published Maps
102905	Special Media Records (photographs, motion pictures etc.)
102902	Transitory Electronic Records
102901	Transitory Records
112913	Unsolicited Records
112914	Voice Mail Records
102904	Word Processing Records
112916	Year 2000 (Y2K) Project Documentation and Test Data Records

See the special schedules section of the *ARCS* manual for a description of these records and the records retention and disposition schedules covering them. For further guidance on applying these schedules, contact your Records Officer.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The Purpose of ORCS

ORCS facilitates the efficient management of operational information by:

- providing a tool for executive control of recorded information;
- ensuring that needed information can be accessed quickly and accurately;
- ensuring that records are available to protect the fiscal, legal, operational, audit and other liabilities of government for required periods of time;
- providing for the timely destruction of routine operational records that are no longer required and ensuring that records of enduring value are retained by the government archives;
- providing a framework for the audit and review of operational functions;
- providing a legal basis on which the integrity, authenticity, and completeness of operational records may be established; and
- ensuring that electronic records are appropriately documented and scheduled, in relevant primaries and/or in the Information System Overview (ISO).

Responsibility for ORCS

Corporate Records Management Branch (CRMB) is responsible for establishing standards for the development of ORCS for the operational records of public bodies covered by the *Document Disposal Act* (RSBC 1996, c.99).

Each ministry, government agency, and Crown corporation has a designated person responsible for implementing and coordinating records management procedures. This records officer, usually known as the Ministry Records Officer or Corporate Records Officer, should be contacted for further information whenever necessary. If you cannot determine who your records officer is, call CRMB at 387-1321.

The BC Archives is responsible for preserving and providing access to records of enduring value to the province. The BC Archives takes care of records that are no longer needed by their creating agencies and have been appraised by an archivist for full or selective retention. In scheduling terms, these records have become inactive and have final disposition designations of full or selective retention. Records in BC Archives custody can be accessed through the BC Archives Reference Room, located at 655 Belleville Street, Victoria, or through the BC Archives website at <http://www.bcarchives.gov.bc.ca>. Access is subject to provisions of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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1.3 Introduction to the Women's Equality ORCS

The operational records in this ORCS relate to the operations and services provided by your division in carrying out the functions for which it is responsible according to statute, mandate, or policy. These records document programs designed to stop violence against women and to address social, economic, and health issues affecting women.

This ORCS covers all operational record series created or received by your division since November 1991. It does not cover files closed before that date. To obtain approval for disposition of such records, contact your Records Officer.

ORCS are divided into two types of sections: one or more numbered sections covering broad groupings of primary subjects corresponding to major operational functions and program activities; and an Information System Overview Section, which identifies and describes electronic records. This ORCS includes the following sections:

Section Number	Primary Numbers	Section Title
Section 1	20000-29999	Women's Issues

Covers records relating to women and social issues. This includes records relating to health, housing, education, employment, community programs, human rights, discrimination, as well as divorce and family life.

Section Number	Primary Numbers	Section Title
Section 2	30000-39999	Violence

Covers records relating to women and violence. This includes records relating to counselling services, elder abuse, and violence against women, as well as violence prevention training and public education.

ISO	STV MIS	Stopping the Violence Management Information System
-----	---------	---

Covers the review and analysis of client usage information collected from funded agencies (e.g., transition houses, safe homes, and counselling providers) that deliver services to women who have experienced violence.

Within each section, primaries are presented in numerical order and grouped as follows:

- First, there is a section default primary, which provides general information relating to the whole section and to records repeated in other primaries throughout the section ("reserved secondaries" - see 2.6.1).
- The section default primary is followed by all the other primaries, arranged in alphabetical order.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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- Groups of related primaries, called "primary blocks", appear together, indicated by two-part titles and an initial "general" primary (for example, "Client Group Issues - General" and "Client Group Issues - Families").

As well as the sections consisting of primaries and the ISO section, the *ORCS* has several other parts:

- Executive Summary (provides a high-level overview of the *ORCS*)
- Table of Contents
- How to Use *ORCS* (this section)
- Glossary of Terms (provides useful definitions of records management terminology used throughout the *ORCS*)
- Index (aids in classifying and finding records - see 3.6 for further discussion)
- Appendices (provides codes and other information useful for classifying and understanding the records - see 3.6 for further discussion)

This *ORCS* was reviewed by Corporate Records Management Branch staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Women's Services Division. This means that this *ORCS* is a legally binding document, i.e., it has statutory authority.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

PART 2

HOW TO READ A PRIMARY

Although the structure of this *Operational Records Classification System* has been described earlier in this section, you will need to know more about its basic building block, the primary, in order to apply the ORCS schedule effectively.

The following is a sample primary in which each element is annotated with a number. The pages following the sample primary explain the elements, as listed below.

- 2.1 Primary Number and Title
- 2.2 Scope Note
- 2.3 Cross References
- 2.4 Records Retention and Disposition Schedule
 - 2.4.1 Active retention period column
 - 2.4.2 Semi-active retention period column
 - 2.4.3 Final disposition column
- 2.5 Office of Primary Responsibility (OPR)
- 2.6 Secondary Number and Title
 - 2.6.1 Reserved secondaries
 - 2.6.2 Secondaries -02 to -19 (subject secondaries)
 - 2.6.3 Case file secondaries (-20 and higher)
 - 2.6.4 Coded series
- 2.7 Key of Terms (Abbreviations in Footer)
 - 2.7.1 Terms used in the active and semi-active disposition columns
 - 2.7.2 Terms used in the final disposition column
 - 2.7.3 Other terms
- 2.8 Freedom of Information and Protection of Privacy Flags
- 2.9 Explanatory Notes
 - 2.9.1 Qualifiers
 - 2.9.2 Other notes
- 2.10 Physical Format Designations
- 2.11 Vital Records Flags

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

23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING

A SA FD

Records relating to the registration of extraterrestrial visitors to the province. An extraterrestrial is any sentient being originating from another planet, regardless of appearance or ancestry.

2.2 Extraterrestrials are registered and tracked to ensure they do not contravene federal and provincial legislation by attempting world domination, body-snatching, or other anti-democratic activities. Registrants must provide identifying information and report regularly to the ministry liaison assigned.

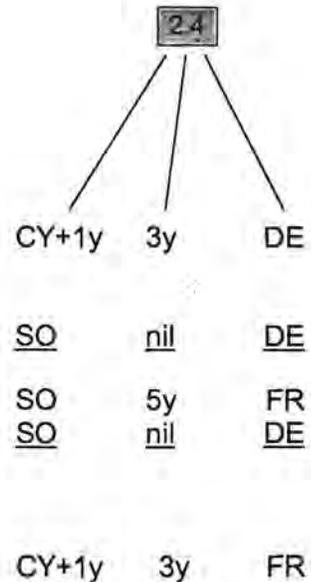
Record types include registration forms, reference materials, photographs, videotapes, correspondence, memoranda, and reports.

2.3 For a description of the Extraterrestrial Registration System (ERS), see Information System Overview (ISO) section. For records relating to diplomatic etiquette and protocol used in communication with representatives of foreign governments, see ARCS primary 415.

2.5 Unless otherwise specified below, the ministry OPR (Unidentified Flying Objects Branch) will retain these records for:

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

- 00 Policy and procedures - OPR - non-OPR
-01 General
-02 Complaints and inquiries
-03 Extraterrestrial reports and statistics



FR = The government archives will fully retain these records because they document and analyse extraterrestrial visitors to the province.

2.7

(continued on next page)

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

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

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

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23120	<u>EXTRATERRESTRIAL REGISTRATION AND TRACKING</u>	(continued)			
-04	Visits by unidentified extraterrestrials (includes reference materials relating to visits and visitors as yet unconfirmed and unidentified)		SO	NA	NA
	NA = Reclassify records to appropriate case file under secondary 23120-20 when visitor is identified.				
	2.8 FOI: As extraterrestrials may present a threat to provincial security, access to these records is restricted under the <i>Freedom of Information and Protection of Privacy Act</i> (RSBC 1996, c. 165, s. 15(1)(b)).				
P/B	-20 Extraterrestrial registrant case files (arrange by registration number) (includes textual records and photographs)		SO+3y	300y	SR
	2.9 SO = when extraterrestrial visitor leaves the province				
	NOTE: The OPR will store extraterrestrial registrant case files under ongoing RCS accession number 99-9111.				
	303y = This ensures that the file can be reopened if the extraterrestrial returns later in its lifetime.				
	SR = The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. All files relating to green extraterrestrials will be retained. All other files will be boxed separately and destroyed.				
VR	-30 Extraterrestrial Registration System (ERS) (electronic database)		SO	nil	DE
	2.10 SO = when the function supported by the database is no longer performed by government				
	2.11				

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI - Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records
I:\430-30\ufo_orcs.doc:2001/07/01	Schedule 777777	ORCS/UFO
		HOW TO USE - 11

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

2.1 Primary Number and Title

Each heading covering a functional or subject grouping of records is allocated a unique five-digit primary number and title within ORCS. This primary is used to classify all information related to the relevant subject or function, regardless of its physical format.

2.2 Scope Note

The scope note describes the functions, uses and content of the records that are to be classified within a primary records classification. A scope note indicates the operational function to which the records relate and outlines the activities and/or work processes leading to records creation. It will also give a general statement about the record types (memos, forms, reports, etc.) and media (photographs, video recordings, etc.) covered, in a paragraph beginning "Includes" or "Record types include". If this paragraph does not appear to be comprehensive, the information should appear in "includes" qualifiers under the relevant secondaries.

2.3 Cross References

Cross references link the primary to related primaries, both within the ORCS and in ARCS. This information can be used to help determine whether records should be classified in a different place, and to ensure that related records can be viewed together. If electronic records are included or referred to in the primary, a reference for the Information System Overview (ISO) section will be included.

2.4 Records Retention and Disposition Schedule

Every ORCS includes a record retention and disposition schedule that indicates how long records should be retained in active storage space, when they should be transferred to semi-active storage, when they should be disposed of, and what their final disposition will be.

Scheduling information for each record series is indicated in the three columns to the right of the classification system information. These columns are headed A (Active), SA (Semi-active), and FD (Final Disposition). They correspond with the active, semi-active, and inactive phases of the life cycle of the record. The abbreviations used in each column are explained in 2.7, "Key of Terms."

For further information regarding the scheduling system used in ORCS, see 3.7.

2.4.1 Active Retention Period Column

The active (A) column indicates the length of time a record should be retained in the active phase of its life cycle.

Active records are used frequently and therefore are retained and maintained in the office space and equipment of the user.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Entries in the active column often use the designations of "CY" or "FY", with an additional time period indicated. The following are examples of how to apply and interpret the active retention period using "CY" and "FY".

CY+1y

Maintain all records created or received within the calendar year (1 January to 31 December) together until the end of the calendar year. Then retain them for an additional calendar year.

FY+1y

Maintain all records created or received within the fiscal year (1 April to 31 March) together until the end of the fiscal year. Then retain them for an additional fiscal year. When required by financial administration policy and procedures, place financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

For information about Superseded or Obsolete (SO) and other terms and abbreviations used in the active retention period column, see 2.7.1. For file maintenance guidelines see 3.8.1.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are active for the calendar year (CY) of their receipt or creation, plus one more year.

2.4.2 Semi-active Retention Period Column

The semi-active (SA) column indicates the length of time a record will be retained in the semi-active phase of its life cycle.

Semi-active records are those that are used only occasionally and therefore need not be maintained in the expensive office space and equipment of the ministry or agency responsible for them. Semi-active records still retain administrative, operational, fiscal, audit, or legal value for the ministry or agency which created the records. Storage of semi-active records in economical, off-site facilities until all values have lapsed results in significant savings.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are semi-active for three years. This means they will be transferred to off-site storage until no longer needed, or in other words until the semi-active period is over. If required, these records may be retrieved from off-site storage during their semi-active phase.

For boxing and transfer instructions for semi-active records, see 3.9.

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2.4.3 Final Disposition Column

The final disposition (FD) column ensures that records with enduring value to the Province are preserved and those that have no enduring value are destroyed.

Records are eligible for final disposition when they become inactive, that is, when their active and semi-active retention periods have lapsed.

In the sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained when they become inactive. This means they will enter the custody of the government archives and can only be accessed through the BC Archives Access Services (655 Belleville Street, phone 387-1952, website <http://www.bcarchives.gov.bc.ca>). Complaints and inquiries (secondary -02) will be destroyed under the primary default schedule.

2.5 Office of Primary Responsibility (OPR)

The retention and disposition requirements for records that are duplicated in central service or headquarters branches and field offices normally differ. In recognition of these differing requirements, every *ORCS* primary contains two statements regarding the levels of responsibility for records within a ministry or agency (known as the "unless and except statements").

For each primary, *ORCS* distinguishes between the office having primary responsibility for a category of records (OPR) and all other offices which hold copies of the same records (non-OPRs). The OPR is the office that has been designated the holder of the official record for the ministry. The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies are non-OPR offices and maintain their copies for a shorter retention period. All non-OPR retention periods and final dispositions are underscored.

In the sample primary, the Unidentified Flying Objects Branch is the OPR. All offices holding records covered by this primary are non-OPR.

For secondaries that have retention or disposition requirements different from the default retention and disposition values established for the primary, the OPR and/or non-OPR retention periods are listed in the columns to the right of the records classification.

Offices that have primary responsibility for the retention and disposition of records classified in each primary are responsible for retaining those records as the OPR. The Records Officer is responsible for tracking changes to OPRs as reorganizations occur, and for ensuring that OPRs and Corporate Records Management Branch are aware of these changes.

2.6 Secondary Number and Title

Secondary numbers and titles designate specific series or groupings of records relating to the function covered by the primary. Secondary titles describe specific types of records and secondary numbers link them to the records retention and disposition

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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schedule. The two-digit secondary number is added to the five-digit primary number to form a complete file number, for example, 23120-04.

All offices must use the same secondary number to refer to the same series or grouping of records. Standardization ensures continuity and consistency in retention and disposition of operational records.

Three types of secondaries exist within *ORCS*: reserved secondaries, subject secondaries, and case file secondaries.

2.6.1 Reserved Secondaries

Reserved secondaries are secondary numbers used to cover records series which are repeated in several primaries.

There are two kinds of reserved secondaries: those reserved throughout the specific *ORCS* or a section of it, and those reserved throughout all government records schedules (in *ARCS* and every *ORCS*).

Secondaries reserved within a specific *ORCS* are given generic titles and are listed in the section default primaries. Section default primaries contain all relevant notes (qualifiers, final disposition statements, etc.) for the reserved secondaries; these notes may also appear in relevant primaries. To find out whether a secondary included in a particular primary is reserved, check the section default primary.

Secondaries -00 and -01 are reserved throughout all *ORCS* and in *ARCS*.

Secondary number -00 is always reserved for "Policy and procedures" records. These files are used for records concerning operational functions, policies, procedures, regulations, and records which set precedents, reflect management decisions and usage, or document general goals and acceptable procedures of the creating ministry or agency. They include correspondence and other records relating to draft and approved policies on a specific subject including actual policy statements, interpretations of policy, development and discussion of policy, and policy decisions.

Secondary number -01 is always reserved for "general" records that cannot be classified in the specified subject or case file secondaries. Within each primary, the standardized secondary -01 is reserved as a general file. Records which meet one or more of the following criteria may be filed in the general file:

- The document does not relate to any of the existing secondaries, but does fall within the primary.
- There is no existing classification number for the document. The general number is used TEMPORARILY, until the subject is significant enough to warrant creating a new primary or secondary number and title. If you need to use the general secondary in this way, contact your Records Officer and see 3.14, regarding amendment and update of *ORCS*.
- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note when filing anything under secondary -01 that its retention period may be shorter than that of the related subject or case file secondary, and/or the related secondaries

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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may be scheduled for selective or full retention for the government archives. If this is the case, it is imperative that the file be reclassified before disposition.

If a document relates to two or more secondaries, you should be more precise and file the original or a photocopy of the record in each specific file. It is not appropriate to file such documents under "General" because this will cause access and scheduling problems.

2.6.2 Secondaries -02 to -19 (subject secondaries)

Within a primary, secondaries -02 to -19 represent files for specific subjects and other non-case file series, that is, records filed chronologically in one file folder (e.g., inquiries or reports). These are commonly referred to as subject files. In the sample primary, secondaries -03 (extraterrestrial reports and statistics) and -04 (visits by unidentified extraterrestrials) are subject secondaries.

While the files covered by most subject secondaries can be organized chronologically, some need to be broken down into files covering different aspects of the same subject, different types of report, or some other organization. In these cases, subject secondaries may be coded. For an explanation of coded series, see 2.6.4.

2.6.3 Case File Secondaries (-20 and higher)

Case file series consist of many different files relating to a common function or activity. Each case file contains records pertaining to a specific time-limited entity, such as a person, event, project, transaction, product, organization, etc. The component records within each file in a case file series are generally consistent; that is, a file may contain a variety of documents (such as forms, correspondence, reports, and photographs), but this variety will be consistent with other files in the same series (for example, the same form may appear in every file). Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.). In the sample primary, secondaries -20 (extraterrestrial registrant case files) and -30 (the Extraterrestrial Registration System) are case file secondaries.

2.6.4 Coded Series

Case file secondaries are usually subdivided through the use of codes. A code identifies the specific person, event, project, or other entity covered by the file. Codes can take the following forms: proper names; acronyms, or alphanumeric codes developed within government. Consult your Records Officer if you wish to develop an appendix for your own set of codes.

In special cases, subject files may also be coded to facilitate retrieval (e.g., studies on different aspects of one interprovincial agreement). Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject.

In references to coded files, an oblique (/) separates the identifying code from the secondary number.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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In the sample primary, secondary -20 is indicated to be a coded case file series with a qualifier "(arrange by registration number)". A reference to one of these files might read "23120-20/000326".

2.7 Key of Terms (Abbreviations in Footer)

The key at the bottom of each ORCS page indicates the abbreviations used. An explanation of how to read and interpret the records schedule and the possible abbreviations for each of the three columns follows below.

2.7.1 Terms Used in the Active and Semi-Active Retention Period Columns

The purposes of the Active (A) column and the Semi-Active (SA) column are explained in 2.4.1 and 2.4.2 respectively.

The following abbreviations are used, in combination with numbers, to indicate how long records will be kept in the office or offsite:

w = week

m = month

y = year

CY = Calendar Year (1 January to 31 December)

FY = Fiscal Year (1 April to 31 March)

SO = Superseded or Obsolete

"SO" identifies records that must be retained as long as they are useful and for which an active retention period cannot be predetermined because retention is dependent upon the occurrence of some event. This retention category is used in ORCS in the following different ways:

i) Routine Records

"SO" is commonly used to indicate the active retention period for routine records which are useful only for reference or informational purposes and which usually have no legal, fiscal, or audit values. In those cases, "SO" is not defined by a specific event or action. Rather, it is used to delegate to the creating offices the authority to decide when the records have no further value and are ready for storage or disposition.

The most common form of delegated disposition authority is:

<u>Active</u>	<u>Semi-Active</u>	<u>Final Disposition</u>
SO	nil	DE

This retention category is used throughout ORCS to streamline the disposition of records with short-term retention value, especially for non-

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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OPR records. It delegates the entire responsibility for retention and disposition of the records to the ministry or agency responsible for them. Records with the above retention and disposition schedule may be destroyed when no longer required for operational purposes. In the sample primary, non-OPR policy and procedures files (secondary -00) are routine records which are designated SO.

For information on destruction services, contact your Records Officer.

ii) Specific Definition of SO

"SO" is also used to identify the active retention period for records that must be retained until a case is closed or some other specified event occurs. In those cases, it is not possible to predetermine the length of time a file may be open and required for active use, and "SO" is defined in terms of some specific action, event, or the completion of a procedure.

In the sample primary, extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". This means that the OPR will retain each file in active storage space for three years after the relevant visitor has left, after which the records will be transferred to off-site storage.

NA = Not Applicable

"NA" is used for records that, for some reason, are not covered by the secondary at the specified stage of their life. This is usually because the records are reclassified at the semi-active or inactive period, with some files moving to a different secondary from others, so they can be scheduled appropriately. The reasons for the "NA" designation may be stated in a "NA =" note, or in an "SO =" note or some other note under the secondary, as appropriate. In the sample primary, visits by unidentified extraterrestrials files (secondary -04) have a semi-active and final disposition of "NA" because files are reclassified to secondary -20 when the visitor is identified.

nil = no semi-active retention period

"Nil" is used in the semi-active column to identify records with no semi-active retention period.

Many types of government records remain active as long as they serve an operational function. When their usefulness for that function ceases, they have no semi-active retention period. If they have any residual operational, legal, fiscal, or other values, ORCS may specify in the final disposition column that they are to be transferred to the government archives. Otherwise, the final disposition of such records is usually physical destruction.

In the sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that as there is no semi-active period, the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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2.7.2 Terms Used in the Final Disposition Column

The purpose of the final disposition column (FD) is explained in 2.4.3.

Some government records contain information or data that has long-term value to the agency responsible for them, the government generally, and/or to the public. These records are part of the documentary heritage of the Province of British Columbia and are transferred to the custody of BC Archives for archival preservation. The final disposition of operational records with enduring value can be full retention, selective retention, or destruction, as explained below.

FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value. BC Archives, also known as the government archives, preserves records designated FR in their entirety. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera (often published material of short-term value), and other items which are not an integral part of the record series. The reasons for full retention are explained in an "FR =" statement. In the sample primary, extraterrestrial reports and statistics (secondary -03) are FR "because they document and analyse extraterrestrial visitors to the province."

SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records have enduring value and should be retained. BC Archives, also known as the government archives, preserves a selection of the records designated SR, following explicit criteria. The reasons and criteria for selective retention are explained in an "SR =" statement. In the sample primary, extraterrestrial registrant case files (secondary -20) are SR "because they document extraterrestrial visitors to the province" and the selection criteria is to retain "all files relating to green extraterrestrials."

SR statements often include instructions requiring staff to box selected records separately from those to be destroyed. They may also require staff to help identify records to be retained under the selection criteria specified; this may involve consultation with the Records Officer and with an archivist from Corporate Records Management Branch. The instructions for extraterrestrial registrant case files require that after records to be retained are identified, they are to be boxed separately from records to be destroyed.

Do not destroy records scheduled for selective or full retention. For instructions on how to box and transfer archival records to off-site storage, see 3.9.

Most government records serve no further purpose to government or to the public once they become inactive. The final disposition of such records is:

DE = Destruction

The final disposition of inactive records that have no residual value or insufficient public value to justify their preservation is physical destruction. In

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some cases, especially in section default primaries, the destruction is justified with a "DE =" note.

Some government records are reclassified in a new primary and/or secondary at the end of their active or semi-active retention period or are alienated from government, either through sale, gift, or loan at the time of their final disposition. The final disposition of such records is:

NA = Not Applicable

See explanation of NA in 2.7.1.

2.7.3 Other Terms

The purpose of the other terms which appear in the key of terms is explained in other sections; see references below:

FOI =	Freedom of Information/Privacy	see 2.8
OPR =	Office of Primary Responsibility	see 2.5
PIB =	Personal Information Bank	see 2.8
PUR =	Public Use Record	see 2.8
VR =	Vital Record	see 2.11

2.8 Freedom of Information and Protection of Privacy Flags

All Personal Information Banks (PIB) and Public Use Records (PUR) must be flagged within BC Government records classification systems (see glossary for definitions). The flags are placed in the left-hand column, next to the relevant secondary. In the sample primary, the extraterrestrial registrant case files secondary (-20) is flagged as a PIB.

In certain instances, a more specific justification as to why the information contained in a record series is restricted, in whole or in part, from public disclosure is required for inclusion in the records classification system. In those cases, a special form of explanatory note ("FOI =") is used to explain the access restrictions for the secondary and to point to the section of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) that allows for the exemption. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) has an FOI note which quotes section 15 (1)(b) of the Act to justify restricting access.

For further information about FOI issues, see 3.10.

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2.9 Explanatory Notes

Explanatory notes are used in the ORCS to provide information critical to understanding the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of documents. They essentially function as scope and content notes for specific secondaries. The two types of explanatory notes are qualifiers and other notes.

2.9.1 Qualifiers

Qualifiers provide information that will help users know what to expect when they actually view the files covered by a secondary. They are provided directly under the relevant secondary title, indented and placed in curved brackets. They are presented below in the order in which they appear below a secondary:

- "Includes" qualifier: this lists types or forms of records covered by the secondary. If there is no includes qualifier, see the "Includes ..." sentence in the scope note for this information. In the sample primary, the visits by unidentified extraterrestrials secondary (-04) "includes reference materials relating to visits and visitors as yet unconfirmed and unidentified."
- "Arrange" qualifier: this gives the method of arrangement. In the sample primary, the extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."
- Physical format qualifiers: see 2.10 for an explanation of this qualifier.

2.9.2 Other Notes

Other notes provide information to assist with applying schedules to the records; they also assist with comprehending the nature of the records and providing access to them. They are presented below in the order in which they may appear below a secondary.

- OPR =** This note provides the name of the office of primary responsibility if it is different from the primary default OPR. See discussion of OPR in section 2.5.
- SO =** This note explains when a file designated SO should be closed. See discussion of SO in section 2.7.1.
- ##y =** This note gives reasons for active and/or semi-active retention periods which are longer than seven years. In the sample primary, there is a "303y =" note under secondary -20.
- NA =** This note explains why the usual active, semi-active, or final disposition designation does not apply, usually because records have been reclassified or transferred to another agency. See discussion of NA in section 2.7.1.
- SR/FR/DE =** These notes explain why records are being selectively or fully retained, or (if not self-evident) why they are being destroyed. See discussion of these notes in section 2.7.2.

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- FOI:** This note explains issues of confidentiality relating to the records. See discussion of the FOI note in section 2.8.
- NOTE:** This note provides any other useful information related to the scope of the secondary, such as history of the records, volume of the records, filing procedures, whether there is an ongoing accession number, or location of copies. In the sample primary, secondary -20 has a note specifying that when the files go offsite, they will be stored "under ongoing RCS accession number 99-9111." For discussion of ongoing accession numbers, see section 3.9.1(b).

2.10 Physical Format Designations

All government records, regardless of physical format, must be classified under either an *ARCS* or an *ORCS* secondary number. Different physical format versions are all part of a single record series if the information content remains the same, with only the physical format varying. For example, there may be a paper (or "hardcopy") version and a microfilm version of the same series.

When records are held in several different physical formats each version is identified and scheduled under the same *ORCS* secondary, unless the versions do not contain identical information or retention schedules vary. In those cases, the physical formats have separate secondaries, with the format identified in the secondary title rather than in a qualifier. The physical format designation is expressed as a qualifier under the secondary title. Retention periods are specified for each physical format designation, unless the primary's default retention periods apply. In the sample primary, the Extraterrestrial Registration System (secondary -30) is identified in a qualifier as an electronic database.

Some physical format designations used in *ARCS* and *ORCS* are: paper, microfiche, microfilm, computer output microfiche (COMfiche), computer output microfilm (COM), electronic database, electronic records, and optical disk.

A physical format designation is not used for the purpose of designating records in "special media" (sound recordings, audio-visual materials, maps, photographs, etc.). Information about special media is conveyed, instead, in an "(includes)" qualifier or in the paragraph of the scope note beginning "Includes" or "Record types include". All the records in a file are covered by the same retention schedule, regardless of media. Related information in an electronic database is subject to the same schedule; for example, in the sample primary, registration information in the ERS (secondary -30) concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

NOTE: ORCS approved prior to 2000 may contain secondaries with physical format qualifiers with different retention schedules.

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2.11 Vital Records Flags

Vital records are those containing information essential to the functioning of government during and after a disaster, and essential for preserving the rights of citizens (see glossary for more detailed definition).

Corporate Records Management Branch recommends that the vital records (VR) of a ministry or agency be flagged within a records classification system. The flag is placed in the left-hand column, directly in front of the secondary that it qualifies. In the sample primary, the Extraterrestrial Registration System (secondary -30) is flagged as a vital record.

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PART 3

ORCS AND AN EFFECTIVE RECORDS MANAGEMENT SYSTEM

3.1 The Purpose of ORCS

ORCS is a standard classification system for operational records. It is a system for the identification and management of operational records regardless of physical format (paper files, microfilm, optical disk, etc.) or media (maps, photographs, videotapes, etc.). It helps you find the information you need, when you need it, at the least possible cost. ORCS also provides a framework to manage the retention and disposition of records. With ORCS you can identify and preserve the essential and dispose of the valueless in a timely fashion.

ORCS integrates three vital records management concepts into one comprehensive management plan for your operational records. ORCS is organized to serve as a retrieval aid, a records classification system, and a records retention and disposition schedule.

A records schedule is a timetable describing and governing the lifespan of a record from the date of its creation through the period of its active and semi-active use, to the date of its disposition, either by destruction, transfer to the custodianship of the government archives, or removal from the control of the Government of British Columbia.

The records schedules incorporated into ORCS identify records of permanent value; protect the operational, audit, legal, and fiscal values of all records; and permit the routine, cost-effective disposition of inactive records.

3.2 Records and Recorded Information

The *Document Disposal Act* (RSBC 1996, c.99) establishes approval requirements for the retention and disposition of records and recorded information. An ORCS is approved under the provisions of the *Document Disposal Act* and describes types of operational records and specifies their retention periods.

The *Document Disposal Act* uses the term "record" as defined in the *Interpretation Act* (RSBC 1996, c. 238, s. 29). Record is defined broadly to include all recorded information regardless of physical format or media:

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

This definition applies to all recorded information created, kept, used, or filed by the ministries, commissions, boards, and other institutions of the Executive Government of British Columbia to which the *Document Disposal Act* applies.

The *Document Disposal Act* establishes procedures for the approval of the records schedules and classification systems developed by Corporate Records Management Branch, government ministries, and other government agencies. This ORCS was

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reviewed by Corporate Records Management Branch staff, your executive, the Public Documents Committee, and the Select Standing Committee on Public Accounts (commonly called the Public Accounts Committee). It was then approved by resolution of the Legislative Assembly. That resolution established this *ORCS* as the retention and disposition schedule for the operational records of the Women's Services Division. This means that this *ORCS* is a legally binding document.

3.3 An Effective Records Management System

An effective records management system has five essential elements to aid retrieval and maintenance:

- the classification and scheduling system
- the file list
- finding aids (indexes and cross-reference guides)
- filing and maintenance procedures
- boxing and transfer instructions

3.4 The Classification System

A standard classification system such as *ORCS* is the cornerstone of an effective records management system. The classification gives an indication of what records are created and used by the ministry or agency and how the records are placed within a records system. The sections, primaries, scope notes, and secondaries of *ORCS* not only indicate standard classification and filing categories, but also aid access and guide retrieval.

ORCS is organized to facilitate records classification, retrieval, retention, and disposition. It is a block numeric records classification system based upon the federal government's model for the development of classification systems.

ORCS is a classification system based upon function and subject. Each functional or subject grouping of records is assigned a unique five-digit number which is called a primary number and is the system's main building block. This number is used to classify all information related to a subject or function, regardless of physical format.

Primaries which form a logical group of related subjects or functions are assigned sequential numbers in what is called a primary block. Each block contains primary subjects subordinate to the major function of the block.

Primaries are arranged in alphabetical order by title, except for the first primary within a section or primary block. The first primary is the general or "section default" primary and contains records of a general nature relevant to the entire section or primary block. The numerical arrangement of the section or primary block is sufficient to permit expansion and amendment.

A primary may cover a variety of types of records or files, such as policy and procedures, general and routine files, subject files, and case files. Each type is designated by a secondary number. Secondary numbers describe and delineate specific types or series of records. When a greater detail of files is required for any subject, the subordinate files may be coded.

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A secondary may cover records created in various physical formats (such as paper, microfilm, microfiche, and optical disk) and media (such as maps, photographs, videotapes). Records in different physical formats may contain the same information but be scheduled differently (for example, the paper and microfilm versions of the same file). Records in different media often contain different information but are filed and scheduled together (for example, textual records and photographs concerning the same building).

A secondary may be flagged for special access and preservation considerations, as a Personal Information Bank (PIB), Public Use Record (PUR), or a Vital Record (VR); see explanations of these terms in 2.8 and 2.11.

For a detailed analysis of primaries and secondaries, see Part 2, "How to Read a Primary."

The classification system is the basis for other finding aids, such as file lists and indexes. ORCS describes all of the operational records which might exist in an office responsible for the functions covered by the ORCS. The file list documents those files that have actually been opened. See 3.5 and 3.6 for discussions of file lists and other finding aids.

3.4.1 Staff Responsibilities and Procedures

Corporate Records Management Branch (CRMB) recommends that each staff member be responsible for classifying documents which he or she creates. This includes recording the complete primary and secondary number on the top right hand corner of the document before it is printed, photocopied, filed, or distributed. Over time, your correspondents will begin to quote your file number on return mail and less incoming mail will require classification.

CRMB also recommends that the staff member responsible for opening, logging, and distributing incoming mail classify all incoming mail before it is distributed to the addressee. If that individual is unable to classify an individual item, he or she should refer it to the recipient for a primary and secondary number.

Each staff member is encouraged to organize working papers according to ORCS.

One individual within each filing area should have overall responsibility for the central filing system, ensuring that filing procedures, file lists, and finding aids are accurately maintained. He or she will liaise with the staff member responsible for procuring records equipment and supplies. This individual will also check classifications assigned by others and, in the event of amendments, will update the mail logs, file lists, etc.

3.4.2 Classifying Records

It is important to be consistent in assigning primary and secondary numbers, as filing and retrieval is dependent upon the classification number assigned to a document.

Corporate Records Management Branch recommends that a memo deal with only one subject. Occasionally, it may be necessary to photocopy a document which deals with more than one subject, place it on two or more files and cross-reference it appropriately.

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If the document has more than one page, only photocopy the first page and cross-reference it to the location of the complete document.

Records are classified based upon how they will be referenced and retrieved. In order to select a classification number, first read and understand the document. The subject is not always obvious. When the document deals with more than one subject and you are having difficulty classifying it, think about where someone other than yourself would look first for the information.

When classifying the document, use the alphabetic subject index and/or the broad subject approach to find the appropriate secondary. Remember that the secondary relates to the subject and purpose of the document and not necessarily the sender or recipient.

a) Alphabetic Subject Index

To use the index, think of various subject terms which describe the record. Look under that term or synonyms in the index. Locate a number, and then refer to that primary block in the classification system to ensure that the number is the best possible one. Reading the primary scope notes will clarify whether or not a document should be classified in a given primary. Often the cross-references listed below the scope note will lead to a more appropriate primary. If the appropriate classification proves difficult to locate, you may want to contact your Records Officer and suggest an update to the index. For a discussion of the index, see 2.4.

b) Broad Subject Approach

When it is difficult to describe a document in subject terms, decide under which of the main primary headings the record is most likely to fall. Turn to the list of primaries for the most relevant ORCS section, pick one or more primaries which might be applicable and then browse through those primaries, reading scope notes and reviewing secondary numbers and titles. Choose the most appropriate primary and secondary and classify the document accordingly.

3.5 The File List

The file list is a listing of every file created by or currently in use within an office. An accurate file list is an essential tool, as it documents the creation and existence of government records. It assures the integrity and authenticity of records and may serve as legal evidence.

The file list is vital to ORCS and is a primary tool for the retrieval, control, and maintenance of records. The *Administrative Records Classification System (ARCS)* specifies that file lists will be maintained and classified under ARCS 423 "Records Management - File Control". ARCS 423-03 classifies current lists covering both operational and administrative files.

The file list is also a ready retrieval guide. For the frequent user, it indicates which files have been opened and quickly directs the user to the proper primary and secondary. If a file does not appear on the current file list, a file may be opened under the appropriate primary and secondary. File lists should be regularly updated.

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3.6 Other Finding Aids

A wide variety of finding aids may be created and used to facilitate retrieval and classification of operational records. These include subject and keyword indexes, automated retrieval systems, file tracking systems, and lists of case file codes and corresponding titles.

Offices may also develop indexes to meet special needs, including subject cross-reference indexes, automated keyword indexes, proper name indexes, geographic location indexes, etc. The indexes themselves are classified in *ARCS* 423-05. Please note that they are selectively retained by the government archives.

The index contains an alphabetical listing of primary and secondary subjects, frequently used terms, organizations, form titles or numbers, etc. This index is the main access point by which the user may quickly locate a subject and the appropriate primary. For commonly used subjects or forms, the index allows rapid access into the classification system in order to determine a primary number.

As a further aid in the retrieval and classification of administrative and operational records, Corporate Records Management Branch provides *ARCS Online* web site links to lists of standard codes compiled by various ministries and agencies of the British Columbia Government. For information about using coded series, see 2.6.4. For guidance in developing codes, see *ARCS* Appendix A.

3.7 The Scheduling System

An essential element of *ORCS* is the retention and disposition schedule. This schedule is based on the concept that records have a three-stage life cycle.

During the "active" stage, records are needed for frequent reference and updates. At this stage, therefore, records are maintained and stored in the offices of the ministry or agency responsible for the records.

During the "semi-active" stage, records are needed for occasional reference and/or for legal, fiscal, or audit purposes. At this stage records are transferred to the off-site storage facilities provided by Records Centre Services, Corporate Records Management Branch (see 3.9 for boxing and transfer instructions).

When records retrieval ceases, and records no longer have any operational, administrative, legal, fiscal, audit, or other primary values, the records become "inactive," and are ready for final disposition. Based on archival appraisal decisions, the final disposition may be to destroy the records, or to fully or selectively retain them for the government archives.

By retaining records for the retention periods specified in the records schedule, creating offices comply with statutory, regulatory, and policy requirements to maintain certain types of information and data. By disposing of records as specified in the records schedule, creating offices ensure that records of enduring value are preserved for the province, in accordance with Legislature-approved *ORCS*.

The three stages of the records schedule are expressed in three columns on the right-hand side of the primary page, beside the relevant classification information (primary

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numbers, titles, and notes). These columns are labelled "A" for active, "SA" for semi-active, and "FD" for final disposition. Appropriate numbers and abbreviations appear in these columns beside the relevant secondaries, indicating what should be done with the records during each stage of the schedule. Notes below the secondaries give any needed explanation and instructions about implementing the schedule.

For further information on the records retention and disposition schedule as it appears in a primary, refer to section 2.4.

3.8 Filing and Maintenance Procedures

Filing and maintenance procedures are essential to the use and maintenance of any record-keeping system. They are vital to records control. They establish rules for consistency of classification and control of location and access. They provide a set of regular operations for identifying records, incorporating them into the classification system, controlling their use, and disposing of them when no longer required.

The basic activities involved in filing and maintenance are:

- mail management
- sorting
- registration
- classification
- indexing and cross-reference
- location control
- filing
- charge-out
- distribution
- recall and search
- re-filing
- physical maintenance
- purging
- retention and disposition

Requirements for records retrieval, control, and maintenance vary from office to office, and filing and maintenance procedures should reflect these needs. There are a variety of methods and systems which can provide effective operations for these basic functions. Contact your Records Officer for advice.

Use of *ORCS* does not dictate a specific set of procedures for registration, indexing, location, charge-out, etc. Rather, *ORCS* is flexible so that it can fit into a wide variety of record-keeping environments.

To effectively implement and maintain *ORCS*, offices should develop and document records management procedures. Filing and maintenance procedures are classified in *ARCS* 423-00. Your Records Officer can help to develop appropriate procedures for your office.

3.8.1 File Maintenance

An *ORCS* covers many types of operational records stored in various physical formats. The ministry or agency responsible for the records has special needs and requirements

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for its filing system. Each ministry or agency must establish standards for maintaining their files. The following system of file maintenance works well.

When incoming mail and other records have been classified, they are filed in folders labelled with the complete primary and secondary number and corresponding title.

Government has standardized the use of letter size file folders, paper and filing equipment wherever possible. The purpose of ending the use of legal size files is to reduce government costs by eliminating the necessity of having both legal and letter size papers for records and correspondence. Contact your Records Officer for further information about this important choice.

File folder labels are increasingly generated by records management databases, however it will sometimes be necessary to generate a label manually. Prepare the file folder label with the primary and secondary number on the left and the title on the right. It is not necessary to type the full title in all cases. Type the portions of the title which make the label meaningful. Common sense is used to prepare labels which are concise, yet distinguish files adequately.

The actual file sequence and physical location within the office will be dictated by access requirements and indicated on the file list.

Prepare documents for filing by checking that the primary and secondary number is indicated, paper clips are removed, and duplicate copies of no further value are discarded. Documents should be filed in chronological order with the oldest on the bottom.

In the case of flimsy paper, such as teletype documents and facsimile documents not produced on bond paper FAX machines, photocopy the information onto bond paper prior to filing and discard the flimsy copy. Flimsy paper facsimile documents rapidly deteriorate and the information they contain is lost when this procedure is not followed.

Monitor the files for bulk and when the paper thickness exceeds the scoring on the bottom of the folder, close the full folder and start a new one labelled volume 2, 3, 4, etc. Place a coloured paper as the top document in order to indicate that a file is closed. Indicate on that coloured sheet the date range and where future information will be filed. Related volumes are stored together while they are active, and older ones are placed in semi-active storage when their active retention period expires. If multi-volume sets are frequently opened under a single classification, this may indicate the need to create new, more specific classifications.

Where possible, sheets should be fastened in the file folder. When this is not possible or for ease in culling files at the end of the year, Corporate Records Management Branch recommends attaching documents to a file back sheet. The file back should be labelled with the fiscal or calendar year and classification number. Use a closed file notice for each file back when the file is closed and mark on it the method and date of final disposition (e.g., "for DE on 1 April 1999"; "for SR on 1 January 2010"; "for FR on 1 April 2001").

Minimize misfiling in the following ways:

- keep file labels legible and simple
- maintain 3-4 inches of free space on each file shelf or drawer

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- place papers in folders so they do not go beyond the scoring on the folder or cover the file label
- write the correct file number or heading on each document or underline it if it appears in the text

3.8.2 File Circulation

To avoid loss of files, especially when numerous staff refer to the same records, use circulation or "out" cards when removing a folder from the cabinet. Write the borrower's initials on the out card. Only remove papers for photocopying and return the papers to their original location in the file. Return files promptly after use.

When photocopies are made for use as working papers, mark them clearly as a "copy" with a stamp which uses a colour of ink other than black.

3.9 Boxing and Transfer Instructions

The records schedules contained in ORCS specify the active, semi-active, and inactive phases of the life cycle of the record and provide for the efficient and systematic transfer of semi-active and inactive records to the off-site storage facilities provided by Records Centre Services, Corporate Records Management Branch. Each office should document instructions and procedures for the regular boxing and transfer of records to off-site storage. (For further discussion of records scheduling, refer to 2.4 and 2.7.)

In some cases the records schedule will provide for the immediate destruction of records when they are no longer active. In this case, contact your Records Officer. The Records Officer can provide you with information about the availability of recycling and/or destruction services. Use appropriate forms and procedures as instructed by your Records Officer and **notify your Records Officer before any destruction of records occurs.**

To identify records suitable for boxing, review the files against the ORCS schedules annually and determine what operational records have become semi-active or inactive during the past year. If your office uses an automated database to track files, it may be possible to generate this list automatically. When the list is ready and records are boxed, contact your Records Officer to report that you have semi-active or inactive scheduled operational records which are ready for transfer. Your Records Officer will then request off-site storage and retrieval services from Records Centre Services.

If accumulations of active records produce space problems in office areas before the annual review, contact your Records Officer.

3.9.1 Accession Numbers

Records Centre Services issues and tracks all accession numbers. An accession number is a number identifying a group of records to be transferred, and is used to label, transfer and store records. Each box within an accession is given a unique box number by adding sequential numbers, beginning with number one, to the accession number. The full number must appear on the label of each box.

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For the purposes of illustration, we will use 91-0123 as an example of an accession number. No office should use it to prepare records for transfer!

Box Number: 91-0123-01

91-0123 = the accession number issued by Records Centre Services
-01 = the first consecutive box number in accession 91-0123

There are two types of accession numbers: one-time and ongoing.

a) One-time Accession Numbers

A one-time accession number is used by a single office for a one-time transfer of records to Records Centre Services. For further information about one-time accession numbers, contact your Records Officer.

b) Ongoing Accession Numbers (OANs)

Corporate Records Management Branch may establish ongoing accession numbers for categories of administrative or operational records which can be transferred to off-site storage or archival custody year after year. The purpose of an OAN is to group together the same type of records from the same office, and facilitate transfer of those records. The OAN for a category of records must only be used for future transfers of the same type of records.

The "NOTE" format indicated below is used in ORCS to annotate secondary numbers and titles to which an OAN applies.

NOTE: The OPR will store [SECONDARY TITLE] under ongoing RCS accession number 91-0123.

If 91-0123 were a real OAN, the office to which it was issued would use it for a specific record series or category of records. Accession number 91-0123 is reserved for use by the same office for the same record series until box number 9999 is reached. Then, please ask your Records Officer to obtain a new OAN from Records Centre Services.

An ongoing accession number differs from a one-time number in that box numbers within an accession are always consecutive. For example, if box numbers 91-0123-1 to 91-0123-10 were transferred in July 1991 and ten more boxes were ready for transfer in October 1992, the box numbers used in October 1992 would begin with the next unused number (i.e., in October 1992 numbers 91-0123-11 to 91-0123-20 would be used).

The OAN uniquely identifies the transferring office and the category of records which may be transferred as part of the accession.

If several offices are responsible for transferring records of the same type to semi-active storage or archival custody, each office will be assigned its own OAN. Other special arrangements may be made in consultation with your Records Officer and Records Centre Services.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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3.9.2 Transfer of Records to Off-Site Storage

Records Centre Services manages off-site storage for all records having a scheduled semi-active retention period, and for all inactive records scheduled for selective or full retention. Contact your Records Officer if you have concerns about the following:

- if a records schedule does not provide for semi-active storage for a record series which, in your opinion, requires it
- if a records schedule does not provide for the archival retention of a record series which does, in your opinion, have evidential or historical value, or
- if you require off-site storage for active records.

a) Arranging Boxes

Organize records for transfer as follows: (These guidelines are based on the ARS 517 "Authority to Apply Approved Schedule" Standards and Orientation Guide).

1. Do not put files covered by different retention and disposition schedules (ARCS - 100001 or ORCS) in the same box.
2. Box records scheduled for destruction (DE) separately from records scheduled for selective retention (SR) or full retention (FR).
3. Box SR records separately from FR records. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
4. If records have no scheduled semi-active retention period and a scheduled final disposition of SR or FR (e.g., SO, nil, SR), box them separately from all other records. Arrange the files within the box by primary and secondary number. Contact your Records Officer if your office does not generate a sufficient volume of records to allow for full separate boxes.
5. Place records of the same or similar retention periods and date ranges in the same box.
6. Whenever possible, box records of the same type together (e.g., case file series or large subject file series should be boxed together).
7. If records have different semi-active retention periods, box first by retention period and then within retention period by primary and secondary numbers.

b) Box Numbering

Arrange and number boxes that have similar classifications, date ranges, retention periods and final dispositions consecutively according to the date range of the records (e.g., accounts payable, fiscal year 1994/95 in boxes 1 & 2; accounts payable, fiscal year 1995/96 in boxes 3 & 4; accounts payable, fiscal year 1996/97 in boxes 5 & 6).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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c) Boxes With Varied Classifications, Retention Periods And Date Ranges

Please consult with your Records Officer when records within a box have varying classifications, retention periods and date ranges.

Records Centre Services provides off-site storage for all inactive records scheduled for selective or full retention. If a records schedule does not provide for the archival retention of a record series which does, in your opinion, have historical, archival, or other residual values, contact your Records Officer to propose that the schedule be amended.

3.10 Freedom of Information and Protection of Privacy

The purpose of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) is to ensure that the public has the right to access government records and to protect personal information about an individual from unauthorized collection, use or disclosure by public bodies. That legislation affects the design, development, retention scheduling, and implementation stages of all operational and administrative records classification systems.

To determine whether your records are outside the scope of the legislation, whether your records contain personal or confidential material, and what procedures for information disclosure exist within your ministry or agency, contact your Director/Manager of Information and Privacy. If you have questions specific to file operations or procedures, contact your Records Officer. For information about FOI notes in the ORCS, see 2.8.

3.11 Electronic Records and the Information System Overview

Information that has been created, collected, maintained and/or retained by a government ministry or agency is classified and scheduled within ORCS, regardless of media or physical format. The additional technical information required for the scheduling of electronic records is documented using the standard format for the Information System Overview (ISO) and Information System Overview for a Subsystem (ISOS). See the ISO section of this ORCS.

The Information System Overview (ISO) serves three main purposes:

- to provide a high-level description of the function and information content of the system, in other words a map of the data managed by the system and the major stages through which it flows while being processed;
- to document the records-keeping context of the system by identifying how the system and related records are classified in the ORCS;
- it may be used to schedule the electronic system by indicating when its active life ends and what the final disposition will be.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Electronic records (that is, the records created and maintained on an electronic system) are scheduled as secondaries like all other forms of records, as well as being documented in the ISO. An electronic system may be scheduled in the Information System Overview Section, and also may be included under the primary covering the function or activity to which it relates; for example, the Extraterrestrial Registration System (ERS) appears as secondary -30 in the sample primary. A system related to functions covered by an entire section of the *ORCS* will appear in the section default primary, or if it relates to the entire *ORCS*, in the *ORCS* default primary. Information in the database relating to specific entities is covered by the schedules relating to the relevant case files; for example, the registration information in the ERS concerning a specific extraterrestrial can be purged when the relevant extraterrestrial registrant case file (under secondary -20) becomes inactive.

Electronic mail (or "e-mail") should be classified and filed under the secondaries covering the relevant functions and activities. For further information on e-mail, see special schedule 102903 in the *ARCS* manual.

3.12 Implementation of ORCS

Each ministry, government agency and Crown corporation has a designated officer responsible for implementing and coordinating records management procedures. This records officer, often called the Ministry Records Officer (or MRO) or Corporate Records Officer (CRO), should be contacted for further information whenever necessary. If you cannot determine who your Records Officer is, call Corporate Records Management Branch at 387-1321.

The Records Officer plans and coordinates the implementation of *ORCS*.

The eight requirements for implementation and maintenance of *ORCS* are:

1. Executive support.
2. A records management policy.
3. An implementation and training plan.
4. Designated responsibilities for implementation and maintenance of *ORCS*.
5. Designated offices of primary responsibility for types of operational records requiring multiple levels of retention.
6. Training in *ORCS* and general records management for support staff in a training program established by your Records Officer.
7. Established procedures for the storage and retrieval of semi-active records and disposition of inactive records.
8. Established maintenance, review, and update procedures under the administration of the Records Officer.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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3.13 Advisory Services

Corporate Records Management Branch provides limited advisory services to assist records officers with the implementation and maintenance of ORCS. Your Records Officer is available to help you establish efficient filing procedures and effective records administration. Other services which may be provided by your Records Officer are as follows:

- project planning and coordination assistance
- file conversions
- a records management training program
- selection of filing equipment and supplies
- assistance with retrieval systems, indexes, file tracking, and active records control
- off-site storage and retrieval of semi-active records
- disposition of inactive records
- transfer of permanently valuable records to archival custody
- automation of records management functions

3.14 Amendment and Update of ORCS

Maintenance of ORCS, including the use of primaries and secondaries, is a joint responsibility of the records holder and the Records Officer.

Effective maintenance depends upon:

- trained records staff
- documented policies and procedures
- coordination and review by the Records Officer
- designated responsibilities for:
 - records classification
 - maintenance of indexes and file lists
 - other record and file operations

Corporate Records Management Branch (CRMB) maintains the master edition of this ORCS and is responsible for administering the amendment and review process. The Records Officer is responsible for advising CRMB of proposed amendments. Amendments take effect upon the approval of the Legislative Assembly. Distribution of amendment pages and implementation of amendments is a responsibility of the ministry or agency.

Filing instructions and explanations of changes accompany the distributed amendments. After updating the ORCS, insert the instructions behind the Register of Amendments, located at the front of the ORCS manual. Date and sign the Register of Amendments.

Offices should refer proposals for new primaries and secondaries or other suggested changes to their Records Officer, who will in turn refer them to Corporate Records Management Branch (CRMB). Proposals will be jointly reviewed by CRMB staff and the Records Officer. While awaiting formal approval, "interim secondaries" may be established. These must be different from any existing secondary numbers and titles.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Include records covered by interim secondaries in file lists, and highlight them on the Records Officer's copy of each file list. Once interim secondaries are approved, they will be included in future editions of the ORCS.

Changes in the status of primaries, secondaries, and scope notes will be highlighted on the far left of each relevant primary page, in two ways:

- || Double vertical bars indicate a proposed change at the primary or secondary level or to a scope or explanatory note. Proposed changes may be used for classification purposes, but require the approval of the Legislative Assembly before they may be used for records disposition actions.
- A bullet indicates a change at the primary or secondary level which has been approved by the Legislative Assembly.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

S E C T I O N 1

W O M E N ' S I S S U E S

P R I M A R Y N U M B E R S

2 0 0 0 0 - 2 9 9 9 9

Section 1 covers records relating to women's social issues. This includes records relating to health, housing, education, employment, community programs, human rights and discrimination, as well as divorce and family life.

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

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

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 1

20000 - WOMEN'S ISSUES - 29999

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	<u>A</u>	<u>SA</u>	<u>FD</u>
20000 <u>WOMEN'S ISSUES - GENERAL</u>			
Records not shown elsewhere in the women's issues section which relate generally to social, economic, employment and other issues affecting women and services to women. Includes correspondence, memoranda, and reports.			
The provincial government's women's program and services are described in the web site classified under this primary.			
Record types include correspondence, reports, and website.			
NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.			
Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for:	CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
- OPR	SO	5y	FR
- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
FR = The government archives will fully retain for their evidential value all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. Draft and duplicate material which hold no evidential value may be purged and discarded.			
-01 General			
-02 Complaints and inquiries	SO	nil	DE
-03 Gender lens (a perspective that identifies the needs of women and men and allows them to be met)			
-04 Women's services internet web site	SO	nil	DE
OPR = Women's Services and Child Care Department			

(continued on next page)

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A SA FD

20000 WOMEN'S ISSUES - GENERAL (continued)

SO = When the web site is altered, updated redesigned or closed

DE = As the web site is updated, superseded/obsolete versions of documents on it may be destroyed in accordance with approved retention schedules. When the web site is closed, it can be destroyed after relevant schedules have elapsed and/or the documents have been classified elsewhere.

NOTE: This web site (www.mcaws.gov.bc.ca/wsc) provides general information about the provincial government's programs and services for women, including transition houses, stopping the violence programs, counselling programs for children who witness abuse, and links to related web sites. Because this is a simple web site, an information system overview for a web site has not been developed.

NOTE: All documents presented on this web site are classified under appropriate secondaries within this ORCS or in ARCS.

-20 Women's issues/projects case files SO+1y 2y FR

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

PIB -30 Individual casework files SO+2y nil FR
 (includes records of individuals who have sought the assistance of ministry staff on highly personal and confidential matters)

(continued on next page)

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

20000 WOMEN'S ISSUES - GENERAL (continued)

SO = when case is closed

FR = The government archives will fully retain these records. Individual casework files inform policy and program planning in the ministry, and therefore have significant evidential value. They also contain valuable historical information about women and violence.

A= Active
SA = Semi-active
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A SA FD

20100 COMMUNITY PROGRAMS - GENERAL

Records relating to community programs not shown elsewhere in this primary block. Regional coordinators work with communities to plan and deliver services for women and assist them in accessing funds for community projects. Includes correspondence, memoranda and reports.

For operational funding and contracts with transition houses, see ARCS primary 1150.

For transition house programs and services, see primary 31000.

For women's centre programs and services, see primary 20160.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-20	Community issues/projects case files (includes projects under government initiatives such as BC 21)		SO+1y	2y	FR

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
20120 <u>COMMUNITY PROGRAMS - KOOTENAY REGION</u>			
Records relating to the support, delivery, promotion and development of services which respond to the needs of women in the Kootenay Region. Includes correspondence, memoranda and reports.			
For operational funding and contracts with transition houses, see <i>ARCS primary 1150</i> .			
For transition house programs and services, see primary 31000.			
For women's centre programs and services, see primary 20160			
Unless otherwise specified below, the ministry OPR (Nelson and Cranbrook region offices) will retain these records for:	CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures	SO	5y	FR
	- OPR		
	- <u>non OPR</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Complaints and inquiries	SO	nil	DE
-20 Kootenay region issues/projects case files	SO+1y	2y	FR
SO = when issues/project is no longer active			
-30 Community profiles	SO	nil	FR
(includes description of services and organizations for communities; community development information; statistics; and related information)			
(arrange alphabetically by community name)			
SO = when community involvement is no longer required			
FR = The government archives will fully retain these records because of their significant evidential and historical values.			

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FD = Final disposition	NA = Not Applicable	SR = Selective Retention
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A SA FD

20150 COMMUNITY PROGRAMS - OKANAGAN REGION

Records relating to the support, delivery, promotion and development of services which respond to the needs of women in the Okanagan Region. Includes correspondence, memoranda and reports.

For operational funding and contracts with transition houses, see *ARCS primary 1150*.

For transition house programs and services, see primary 31000.

For women's centre programs and services, see primary 20160

Unless otherwise specified below, the ministry OPR (Vernon regional office) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE

-20 Okanagan region issues/projects case files SO+1y 2y FR

SO = when issues/project is no longer active

-30 Community profiles SO nil FR
 (includes description of services and organizations for communities; community development information; statistics; and related information)
 (arrange alphabetically by community name)

SO = when community involvement is no longer required

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
20160	<u>COMMUNITY PROGRAMS - VANCOUVER ISLAND/COAST REGION</u>				
	Records relating to the support, delivery, promotion and development of services which respond to the needs of women in the Vancouver Island/Coast Region. Includes correspondence, memoranda and reports.				
	For operational funding and contracts with transition houses, see <i>ARCS primary 1150</i> .				
	For transition house programs and services, see primary 31000.				
	For women's centre programs and services, see primary 20160				
	Unless otherwise specified below, the ministry OPR (Duncan and Courtenay regional offices) will retain these records for:	CY+2y	3y	DE	
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-20	Vancouver Island/Coast region issues/projects case files		SO+1y	2y	FR
	SO = when issues/project is no longer active				
-30	Community profiles (includes description of services and organizations for communities; community development information; statistics; and related information) (arrange alphabetically by community name)		SO	nil	FR
	SO = when community involvement is no longer required				
	FR = The government archives will fully retain these records because of their significant evidential and historical values.				

A= Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A SA FD

20200 COMMUNITY PROGRAMS - WOMEN'S CENTRES

Records relating to liaison activities with community-based women's centres to ensure that access to services and information is broadly available to women throughout the province. Includes correspondence, memoranda and reports.

For information relating to core grants provided to organizations and societies, see ARCS primary 1150

Unless otherwise specified below, the ministry OPR (Regional offices) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-20	Women's centres issues/projects case files		SO+1y	2y	FR

SO = when issue/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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

CY = Calendar Year
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	<u>A</u>	<u>SA</u>	<u>FD</u>		
21100 <u>ECONOMICS – PENSIONS</u>					
Records relating to pensions, including early retirement provisions, widows' pensions and retirement savings plans. Includes correspondence, memoranda and reports.					
Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for:					
	CY+2y	3y	DE		
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:					
	<u>SO</u>	<u>nil</u>	<u>DE</u>		
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Canada Pension Plan				
-04	Public services pension plan				
-05	Superannuation plan				
-06	Workers' compensation pension				
-20	Economic pension issues/projects case files		SO+1y	2y	FR

SO = when issue/project is in longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values

A= Active
SA = Semi-active
FD = Final disposition
PIB = Personal Information Bank
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CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week m = month
y = year

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DE = Destruction
SR = Selective Retention
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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22100	<u>EDUCATION – APPRENTICESHIP AND TRADES TRAINING</u>			
Records relating to women's participation in non-traditional trades including retraining and skills development. Gender-inclusive recruitment and training programs are designed to overcome the traditional pattern of gender segregation in job training and the workplace, and ultimately help produce economic equality. Includes correspondence, memoranda and reports.				
Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for:		CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
				- OPR
		<u>SO</u>	5y	FR
				- <u>non OPR</u>
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries	SO	nil	DE
-03	Gender equity (the outcome of being fair to women and men)			
-04	Non-traditional trades programs			
-05	Women in trades			
-20	Apprenticeship and trades training issues/projects case files	SO+1y	2y	FR

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A SA FD

22110 EDUCATION – TRAINING AND CAREER DEVELOPMENT

Records relating to the development and the provision of training and career development programs for women and girls. Includes correspondence, memoranda and reports.

For information relating to apprenticeship, see primary 22100.
 For information relating to non-traditional trades, see secondary 22100-05.
 For information relating to non-traditional jobs, see secondary 22500-04.

Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-20	Training and career development issues/projects case files		SO+1y	2y	FR

SO = when issue/project is in longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values

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A SA FD

22505 EMPLOYMENT – EMPLOYMENT EQUITY

Records relating to eliminating biases in hiring processes. The focus is primarily on groups which are identified as under-represented in the labour force: women, visible minorities, aboriginal peoples and persons with disabilities. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Aboriginal				
-04	British Columbia public service				
-05	Disable persons				
-06	Visible minorities				
-20	Employment equity issues/projects case files		SO+1y	2y	FR

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FR = The government archives will fully retain these records because of their significant evidential and historical values

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22510 <u>EMPLOYMENT – SELF-EMPLOYMENT</u>				
Records relating to programs, information and assistance for women entrepreneurs. Includes correspondence, memoranda and reports.				
Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for:		CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>5y</u>	FR <u>DE</u>
-01	General		<u>nil</u>	<u>DE</u>
-02	Complaints and inquiries		SO	nil
-03	Women in business		nil	DE
-20	Self employment issues/projects case files		SO+1y	2y
			FR	

SO = when issue/project is in longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values

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	<u>A</u>	<u>SA</u>	<u>FD</u>		
22520 <u>EMPLOYMENT – WORK AND FAMILY</u>					
Records relating to balancing work and family life, as well as the quality of work life. Includes correspondence, memoranda and reports.					
Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for:					
	CY+2y	3y	DE		
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:					
	<u>SO</u>	<u>nil</u>	<u>DE</u>		
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Working conditions				
-20	Work and family employment issues/projects case files		SO+1y	2y	FR

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	<u>A</u>	<u>SA</u>	<u>FD</u>		
23140 <u>HEALTH – REPRODUCTION</u>					
Records relating to reproduction issues such as reproductive technologies, reproductive hazards at work and freedom of choice. Includes correspondence, memoranda and reports.					
Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for:					
	CY+2y	3y	DE		
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:					
	<u>SO</u>	<u>nil</u>	<u>DE</u>		
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Freedom of choice				
-04	Menopause				
-05	Midwifery				
-06	Reproductive hazards at work				
-07	Reproductive technologies				
-20	Reproduction issues/projects case files		SO+1y	2y	FR

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	<u>A</u>	<u>SA</u>	<u>FD</u>
23500 <u>HOUSING</u>			
Records relating to specific housing issues affecting women. Includes correspondence, memoranda and reports.			
Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for:	CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures			
			- OPR
	<u>SO</u>	5y	FR
			- <u>non OPR</u>
	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General			
-02 Complaints and inquiries	SO	nil	DE
-03 Affordable housing			
-04 House security			
-05 Senior housing			
-06 Tenancy rights			
-20 Housing issues/projects case files	SO+1y	2y	FR

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A SA FD

24000 HUMAN RIGHTS AND DISCRIMINATION – GENERAL

Records relating to human rights and discrimination issues affecting women and girls not shown elsewhere this primary block. Includes correspondence, memoranda and reports.

For information relating to workplace sexual harassment, see primary 22500.

Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for: CY+2y 3y DE

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

- | | | | | | |
|-----|--|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Equal rights | | | | |
| -04 | Gender bias | | | | |
| | (policies and practices that have the effect of excluding women and other groups, and/or assigning them to subordinate roles in society) | | | | |
| -05 | Job discrimination | | | | |
| -06 | Sexual harassment | | | | |
| -07 | Sexual orientation | | | | |
| -08 | Women and girls in sport | | | | |
| -09 | Women of colour | | | | |

-20 Human rights and discrimination issues/projects case files SO+1y 2y FR

SO = when issue/project is in longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values

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		<u>A</u>	<u>SA</u>	<u>FD</u>
24100	<u>HUMAN RIGHTS AND DISCRIMINATION – FEMINISM</u>			
Records relating to feminism (the theories and practices aimed at political, social and economic equality of the sexes). Includes correspondence, memoranda and reports.				
Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for:		CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
		- OPR	SO	5y
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>
-01	General			
-02	Complaints and inquiries	SO	nil	DE
-03	Feminist movement			
-04	Women’s groups			
-05	Women’s rights			
-20	Feminism issues/projects case files	SO+1y	2y	FR

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 y = year

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
24110	<u>HUMAN RIGHTS AND DISCRIMINATION - IMMIGRANTS/ REFUGEES</u>				
	Records relating to human rights and discrimination issues affecting immigrant women. Includes correspondence, memoranda and reports.				
	Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for:	CY+2y	3y	DE	
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>	
-00	Policy and procedures	- OPR - <u>non OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Deportation of immigrants/refugees				
-04	Immigrant population				
-05	Immigration				
-20	Immigrants/refugees issues/projects case files		SO+1y	2y	FR
	SO = when issue/project is in longer active				
	FR = The government archives will fully retain these records because of their significant evidential and historical values				

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A SA FD

25000 JUSTICE SYSTEM – GENERAL

Records relating to the justice system and women, as well as the legal rights of women not shown elsewhere in this primary block. Includes correspondence, memoranda and reports.

For information relating to custody and access, see secondary 20500-03

For information relating to correctional programs, see primary 25010.

Unless otherwise specified below, the ministry OPR (Women’s and Senior’s Policy Branch) will retain these records for: CY+2y 3y DE

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

- | | | | | | |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | FR |
| | | - <u>non OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Civil rights | | | | |
| -04 | Gender equity
(the outcome of being fair to women and men) | | | | |
| -05 | Family law | | | | |
| -06 | Legal aid | | | | |
| -07 | Legal system | | | | |

-20 Justice system issues/projects case files SO+1y 2y FR

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A SA FD

26000 SENIORS' ISSUES

Records relating to issues that may affect seniors. This involves research projects on seniors' issues (with the exception of seniors' health care issues) as well as provincial representation at federal/provincial/territorial (FPT) meetings.

Record types include correspondence, minutes, discussion and research papers, and reports.

For briefing notes, see ARCS secondary 280-20.

For elder abuse related to the Stopping the Violence program, see primary 30500.

For research reference material, see ARCS secondary 358-20.

For seniors' health issues, see also the records of the Ministry of Health.

Unless otherwise specified below, the ministry OPR (Women's and Senior's Policy Branch) will retain these records for: CY+2y nil DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Ministers Responsible for Seniors' meeting binders		SO	2y	FR

SO = upon conclusion of meeting, and when no longer require for reference purposes

FR = The government archives will retain these Ministers Responsible for Seniors' meeting binders because they provide evidence of the Province of British Columbia's role in a collaborative approach by federal, provincial and territorial (FPT) governments to address issues and develop strategies relating to an aging population and demographic changes. The records also summarize the work of related senior FPT committees and working groups covered in secondary 26000-20

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>	
26000 <u>SENIORS' ISSUES</u> (continued)				
NOTE: Ministers' meetings are held usually every 18 months and comprise one binder per meeting.				
-03	Seniors' reports and publications	SO	nil	FR
	SO = when no longer required for reference			
	FR = The government archives will retain seniors' reports and publications because they document the provincial government's approach to emerging issues of concern related to the aging population and seniors. The records have evidential, historical, and informational value.			
NOTE: This secondary covers publications and reports produced as a result of the research referred to in secondary -30. It also covers publications that provide information about services and programs for seniors in British Columbia				
-20	FPT seniors-related meeting files (arrange first by year, then by meeting)	SO	2y	DE
	SO = upon conclusion of meeting, and when no longer required for reference purposes			
	DE = FPT seniors-related meeting files may be destroyed because significant issues are documented in minister's meeting binders classified under secondary -02.			
-30	Seniors project files (arrange by project)	SO	2y	DE
	SO = when project is completed, abandoned, or discontinued, and when no longer required for reference purposes			
	DE = Seniors project files may be destroyed because significant projects are documented in Ministers Responsible for Seniors' meeting binders classified under secondary -02			

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A SA FD

26000 SENIORS' ISSUES (continued)

NOTE: Seniors projects include the development of the *Information for Seniors Guide* and Seniors Week and research files on topics such as elder abuse, health, housing, income, mandatory retirement, seniors' advocates, social isolation, training, and sport, recreation and fitness.

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A SA FD

S E C T I O N 2

V I O L E N C E

P R I M A R Y N U M B E R S

3 0 0 0 0 - 3 9 9 9 9

Section 2 covers records relating to women and violence. Violence against women includes: physical or sexual assault; the threat of physical or sexual assault; intimidation; mental and emotional abuse; sexual abuse; neglect; deprivation and financial and sexual exploitation of women. This section includes records relating to counselling services, violence prevention training and public education

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		<u>A</u>	<u>SA</u>	<u>FD</u>
30000	<u>VIOLENCE – GENERAL</u> (continued)			
-20	Violence issues/projects case files	SO+1y	2y	FR
	SO = when issues/project is no longer active			
	FR = The government archives will fully retain these records because of their significant evidential and historical values.			
PIB	-30 Individual casework files (includes records of individuals who have sought the assistance of ministry staff on highly personal and confidential matters)	SO+2y	nil	FR
	SO = when case is closed			
	FR = The government archives will fully retain these records. Individual casework files inform policy and program planning in the ministry, and therefore have significant evidential value. They also contain valuable historical information about women and violence.			

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

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

30100 ABORIGINALS AND VIOLENCE

Records relating to violence against aboriginal women including family violence, prevention of violence and specific projects to address violence in aboriginal communities. Includes correspondence, memoranda and reports.

For information relating to historical sexual abuse in residential schools, see secondary 30650-05.

For information relating to sexual abuse, see primary 30650.

For information relating to sexual assault, see primary 30000.

For information relating to sexual exploitation, see primaries 30700 to 30720.

Unless otherwise specified below, the ministry OPR (Stopping the Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Family violence				
-04	Prevention of violence				
-20	Aboriginal and violence issues/projects/case files		SO+1y	2y	FR

SO = when issue/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30400 COUNSELLING SERVICES

Records relating to counselling services and other treatment programs for women who are victims of assault and childhood abuse. Includes correspondence, memoranda and reports.

For information relating to mental health, see primary 23130.
 For information relating to transition house services, see primary 31000.
 For information relating to witness to violence programs, see secondary 31500-08.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

- | | | | | | |
|-----|------------------------------|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | <u>SO</u> | 5y | FR |
| | | - <u>non OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Counselling methodology | | | | |
| -04 | Crisis and information lines | | | | |

-20 Counselling services issues/projects case files SO+1y 2y FR

SO = when issue\project is no longer active
 FR = The government archives will fully retain these records because of

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
30500 <u>ELDER ABUSE</u>			
Records relating to elder abuse, victimization and violence against elderly women. Includes correspondence, memoranda and reports.			
Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for:	CY+2y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures - OPR	SO	5y	FR
-01 General - <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-02 Complaints and inquiries	SO	nil	DE
-03 Violence against elderly women			
-20 Elderly abuse issues/projects case files	SO+1y	2y	FR
SO = when issue\project is no longer active			
FR = The government archives will fully retain these records because of			

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A SA FD

30600 PREVENTION AND PUBLIC AWARENESS OF VIOLENCE

Records relating to public awareness and the prevention of violence, as well as violence prevention training. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Stopping The Violence and Regional Programs) will retain these records for: CY+2y 3y DE

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

- | | | | | | |
|-----|-------------------------------------|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | <u>SO</u> | <u>5y</u> | <u>FR</u> |
| | | - <u>non OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -03 | Conflict resolution | | | | |
| -04 | School violence prevention programs | | | | |
| -05 | Self-defence | | | | |
| -06 | Violence prevention training | | | | |

-20 Prevention and public awareness issues/projects case files SO+1y 2y FR
 SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30650 SEXUAL ABUSE

Records relating to sexual abuse, including services provided to adult survivors of sexual abuse. Includes correspondence, memoranda and reports.

For information relating to sexual abuse of children and adolescents, see primary 31500.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

- | | | | | | |
|-----|------------------------------------|------------------|-----------|------------|-----------|
| -00 | Policy and procedures | - OPR | SO | 5y | |
| | | - <u>non OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General | | | | |
| -02 | Complaints and inquiries | | SO | nil | DE |
| -03 | Adult survivors of childhood abuse | | | | |
| -04 | False memory allegation | | | | |
| -05 | Residential schools | | | | |
| -06 | Ritual abuse | | | | |

-20 Sexual abuse issues/projects case files SO+1y 2y FR

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30700 SEXUAL EXPLOITATION - GENERAL

Records relating to the manipulation and exploitation of women for sexual purposes not shown elsewhere in this primary block. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

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

-01	General				
-----	---------	--	--	--	--

-02	Complaints and inquiries		SO	nil	DE
-----	--------------------------	--	----	-----	----

-20	Sexual exploitation issues/projects case files		SO+1y	2y	FR
-----	--	--	-------	----	----

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30710 SEXUAL EXPLOITATION - PORNOGRAPHY

Records relating to the undue exploitation of sex or of sex and any one or more of the following subjects: crime, cruelty or violence. Includes correspondence, memoranda and reports.

For information relating to child pornography, see primary 31500.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE
-03	Pornography in the media				

-20 Pornography issues/projects case files SO+1y 2y FR

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

30720 SEXUAL EXPLOITATION - PROSTITUTION

Records relating to prostitution. Includes correspondence, memoranda and reports.

For information relating to juvenile prostitution, see secondary 31500-03.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y 3y DE

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

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Complaints and inquiries		SO	nil	DE

-20 Prostitution issues/projects case files SO+1y 2y FR

SO = when issues/project is no longer active

FR = The government archives will fully retain these records because of their significant evidential and historical values.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A SA FD

• 31000 STOPPING THE VIOLENCE (STV) FUNDING

- Records relating to funding available to registered non-profit societies for the provision of stopping the violence (STV) services.
- STV funding covered by this ORCS consists of program funding (i.e., annual operating funding) for the provision of transition houses (TH), safe homes (SH), and second-stage houses (SS), core funding for umbrella organizations that support member agencies in the delivery of these services, and associated project funding. This ORCS also covers the provision of STV funding for the following services, up to the point that responsibility was transferred to the Ministry of Public Safety and the Solicitor General in 2008: outreach (ORW), multicultural services (MCS), and counselling for women who experienced violence and for children who witnessed abuse (CWWA); core funding for umbrella organizations that support member agencies in the delivery of these services; and, associated project funding.
- Funding is provided according to established criteria for a fixed term. Recipients are required to sign contracts (except on the rare occasions when grants are awarded) that specify the amounts and terms of their funding, their obligations, reporting requirements, and payment schedules. Grants may be awarded for one-time special events such as charity walks.
- Record types include correspondence, contracts, reports, and forms.
- For the Stopping the Violence Management Information System (STV MIS) Information System Overview (ISO), see the ISO section.

For records of STV funding that continued under the Ministry of Public Safety and the Solicitor General and its successors after responsibility was transferred in 2008, use secondary 38920-40 of the *Victim Services and Crime Prevention (VSCP) ORCS*.

Unless otherwise specified below, the ministry OPR (Stopping The Violence And Regional Programs) will retain these records for: CY+2y nil DE

(continued on next page)

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

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		<u>A</u>	<u>SA</u>	<u>FD</u>
31000	<u>STOPPING THE VIOLENCE (STV) FUNDING</u> (continued)			
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	nil	<u>DE</u>
-00	Policy and procedures (includes <i>Complaints Protocol</i>)	- OPR <u>SO</u>	5y <u>nil</u>	<u>DE</u>
-01	General			
-02	Complaints and inquiries	SO	nil	DE
-03	STV funded agency management information data (electronic records)	SO	nil	DE

SO = when no longer required for review and analysis, not to exceed 10 years

NOTE: The data, which is currently on STV MIS, consists of information entered from the data collection forms classified under secondary -04.

NOTE: Reports that provide an analysis of the data are classified under secondary -05. Other reports are generated on an ad hoc basis and are classified under the relevant ORCS or ARCS secondary.

•	-04	STV funded agency monthly data collection forms (includes completed forms)	SO+12m	nil	DE
---	-----	---	--------	-----	----

SO = upon completion of data entry

12m = The 12-month retention period provides sufficient time to resolve discrepancies with the electronic data.

NOTE: STV funded agencies are required to report monthly on the number of clients referred and the number of clients using the services provided. The information is gathered for analysis and program planning purposes. It is currently entered to STV MIS.

(continued on next page)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
31000	<u>STOPPING THE VIOLENCE (STV) FUNDING</u> (continued)			
•	-05 STV funded program data analysis reports	SO	nil	FR
	FR = The government archives will fully retain one copy of each final Stopping the Violence (STV) funded program data analysis report because the reports summarize the utilization of provincially funded services that support women who have experienced violence and their children who have witnessed it.			
	NOTE: These reports contain information dating from fiscal year 1998/99, taken from the electronic data classified under secondary -03.			
	-20 STV issues files	SO+1y	2y	FR
	SO = when issues/project is no longer active			
	FR = The government archives will fully retain these records because of their significant evidential and historical values.			
•	NOTE: This secondary covers researching and formulating recommendations on topical STV issues. General reference information and records received for information purposes are classified under secondary -01. Issues relating to a specific transition house, safe home, second-stage house, or counselling program are classified on the relevant file under secondary -30.			

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
31000 <u>STOPPING THE VIOLENCE (STV) FUNDING</u> (continued)			
• -30 STV program funding files (arrange by society/organization name or number)	SO+1y	49y	SR
SO =	upon expiry or termination of the contract, and when no longer required for reference purposes		
• 50y	The 50-year retention period is based on the unlikelihood of someone bringing a claim with respect to care they received in a transition house funded by the government, more than 50 years after the event.		
	Ministry legal counsel have advised that there is a possibility there may be information on the files with respect to complaints with respect to compliance with the service contract, and that the record of that complaint and how it was handled would be on the file.		
SR =	The government archives will selectively retain STV program funding files because they provide evidence of the types of provincially funded programs and services for women who have experienced violence and their children who have witnessed it. These files complement the STV policy and procedure files, STV funded program data analysis reports, and transition house issues/projects case files, which are fully retained by the government archives. The STV program funding files provide specific details about arrangements for delivery of these services in communities across the province. A representative sample of approximately one box per year will be retained to ensure a selection of files from different agencies and communities over time.		

(continued on next page)

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A SA FD

31000 STOPPING THE VIOLENCE (STV) FUNDING (continued)

NOTE: There are currently two core funded umbrella organizations, the BC/Yukon Society of Transition Houses and the BC Association of Specialized Victim Services and Counselling. Responsibility for funding the latter organization was transferred to the Ministry of Public Safety and the Solicitor General in 2008. See cross reference in primary description.

- -50 STV project funding files (arrange by society) SO+1y 6y DE

SO = upon expiry or termination of the contract, or if applicable, upon disbursement of grant money

7y = The seven-year retention period is based on the six-year limitation period for commencing an action with respect to a contract under the *Limitation Act* (RSBC 1996, c. 266, s. 3).

NOTE: Responsibility for funding projects associated with outreach, multicultural services, and counselling programs for women who experienced violence and for children who witnessed it, was transferred to the Ministry of Public Safety and the Solicitor General in 2008. See cross reference in primary description.

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INFORMATION SYSTEM OVERVIEW SECTION

TABLE OF CONTENTS

ISO TITLE

Stopping the Violence Management Information System

STV MIS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Community Services
Women's Seniors' and Community Services
Stopping the Violence Branch

System Title

Stopping the Violence Management Information System (STV MIS)

Purpose

The purpose of STV MIS is to review and analyze client usage information collected from funded agencies (e.g., transition houses, safe homes, and counselling providers) that deliver services to women who have experienced violence.

Information Content

STV MIS contains the names of funded agencies, contact names, telephone and fax numbers, number of clients referred, number of clients using the services, and types of services used.

Inputs, Processes, and Outputs

Inputs

STV MIS monthly data collection forms.

Processes

STV MIS enables the manipulation of client usage data for management reporting purposes.

Outputs

STV MIS outputs consist of data analysis reports and ad hoc reports which are classified under the relevant *ORCS* or *ARCS* secondary.

Technical Maintenance

Electronic records are maintained on the system until their retention schedule is completed. (This usually parallels the schedule for related paper records.) The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

Classification

Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

Electronic Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Secondary No.

31000-03

Secondary Title

STV funded agency management information data

Inputs**Secondary No.**

31000-04

Secondary Title

STV funded agency monthly data collection forms

Outputs**Secondary No.**

31000-05

Secondary Title

STV funded program data analysis reports

Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in *ARCS*.
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.

System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

WOMEN'S SERVICES

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

INDEX

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

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

This index contains an alphabetical listing of:

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

Cross-references:

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

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SUBJECT HEADINGS

PRIMARY NUMBERS

- A -

ABORIGINAL	
- employment	22505
- Federal/Provincial liaison	20050
- health	23000
- issues	20050
- treaty negotiations	20060
- violence	30100
- women's groups	20050
ABUSE	
- adult survivors	30650
- elder	30500
- emotional (children and adolescents)	30300
- emotional (women)	30000
- psychological	30300
- physical (children and adolescents)	30300
- ritual	30650
- sexual (children and adolescents)	30300
- sexual (women)	30650
ADDICTIONS	23110
ADOLESCENTS	
- violence against	30300
ADOPTION	22700
ADULT EDUCATION	22000
ADULT SURVIVORS	30650
APPRENTICESHIP	22100
ASSAULTIVE MEN	25010

- B -

BRITISH COLUMBIA BENEFITS	21000
BRITISH COLUMBIA PUBLIC SERVICE	22505

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SUBJECT HEADINGS

PRIMARY NUMBERS

- C -

CANADA PENSION PLAN	21100
CARE OF THE ELDERLY	22600
CAREER DEVELOPMENT	22110
CARIBOO/PEACE RIVER REGION	20110
CASEWORK FILES	20000, 30000
CHILD ABUSE	30300
CHILD CUSTODY AND ACCESS	20500
CHILD PORNOGRAPHY	30300
CIVIL RIGHTS	25000
COMMUNITY PROFILES	20110-20160
COMMUNITY PROGRAMS	
- Cariboo/Peace River region	20110
- Kootenay region	20120
- Lower Mainland/Southwest region	20130
- North Coast region/Nechako region	20140
- Okanagan region	20150
- Vancouver Island/Coast region	20160
COMMUNITY PROJECTS	20100-20170
COMPLAINTS PROTOCOL	31000
CONFLICT RESOLUTION	30600
CORE FUNDING FILES	31000
CORRECTIONS/PSYCHIATRIC SERVICES	25010
COUNSELLING METHODOLOGY	30400
COUNSELLING SERVICES	30400
CREDIT	21000
CRIMINAL INJURIES COMPENSATION	30000

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
CRISIS AND INFORMATION LINES	30400
- D -	
DATA ANALYSIS REPORT	31000
DATA COLLECTION FORMS	31000
DATING VIOLENCE	30000
DEPENDENT BEHAVIOR	23110
DEPORTATION OF IMMIGRANTS	24110
DISABLED PERSONS	22505
DISCRIMINATION	
- issues	24000 - 24110
- job	24000
DISEASES/CONDITIONS/SYMPTOMS	
- issues	23120
- prevention	23120
DIVORCE	20500
- E -	
ECONOMICS	
- pay equity	21050
- pensions	21100
- poverty	21110
EDUCATION	
- adult	22000
- apprenticeship and trades training	22100
- issues	22000-22110
- projects	22000-22110
- training and career development	22110
ELECTRONIC RECORDS (STV Funded Agency Information Data)	31000
ELDER ABUSE	30500
EMOTIONAL ABUSE OF WOMEN	30000

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SUBJECT HEADINGS

PRIMARY NUMBERS

EMPLOYMENT	
- equity	22505
- insurance	22500
- self-employment	22510
- visible minorities	22505
- work and family	22520
- youth	22500
ENTREPRENEURS	22510
EQUAL RIGHTS	24000
EVALUATIONS	
- transition houses	31000
EXPLOITATION	30700
EXTENDED FAMILIES	22700
	- F -
FALSE MEMORY ALLEGATION	30650
FAMILY	
- elderly	22600
- issues	22600-22700
- law	25000
- life	22700
- maintenance	20500
- relationships	22700
- violence (aboriginal)	30100
FEMALE OFFENDERS	25010
FEMINISM	24100
FEMINIST MOVEMENT	24100
FREE TRADE	21000
FREEDOM OF CHOICE	23140
FUNDED	
- agency management information data	31000
- agency monthly data collection forms	31000
- program data analysis reports	31000

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SUBJECT HEADINGS

PRIMARY NUMBERS

- G -

GENDER BIAS	24000
GENDER EQUITY	
- apprenticeship and trades	22100
- education	22000
- legal system	25000
GENDER LENS	20000
GENDER SOCIALIZATION	22000

- H -

HEALTH	
- aboriginal	23000
- addictions	23110
- children	23000
- diseases	23120
- issues	23000-23140
- mental health	23130
- reproduction	23140
HOMELESS	21110
HOUSE SECURITY	23500
HOUSING	
- affordable	23500
- issues	23500
- senior	23500
HUMAN RIGHTS AND DISCRIMINATION	24000
- feminism	24100
- immigrants/refugees	24110

- I -

IMMIGRANT WOMEN	24110
IMMIGRATION	24110
INDIVIDUAL CASE WORK FILES	20000
IINTERNET WEBSITE	20000

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
ISSUE FILES	31000
- J -	
JOB DISCRIMINATION	24000
JOB SHARING	22500
JUSTICE SYSTEM	25000
JUVENILE PROSTITUTION	30300
- K -	
KNOWN ABUSERS	25010
KOOTENAY REGION	20120
- L -	
LEGAL AID	25000
LEGAL RIGHTS	25000
LEGAL SYSTEM	25000
LOWER MAINLAND/SOUTH WEST REGION	20130
- M -	
MAMMOGRAPHY SCREENING PROGRAM	23120
MATH, SCIENCE AND TECHNOLOGY	22000
MEDIA VIOLENCE	30000
MENOPAUSE	23140
MENTAL HEALTH	
- disorders	23130
- issues	23130
- prevention	23130

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
METIS ISSUES	20050
MIDWIFERY	23140
MONTHLY DATA COLLECTION FORMS	31000
MULTICULTURALISM	24000
- N -	
NON-TRADITIONAL TRADES PROGRAM	22100
NON-TRADITIONAL JOBS	22500
NORTH COAST/NECHAKO REGION	20140
- O -	
OCCUPATIONAL SAFETY	22500
OKANAGAN REGION	20150
- P -	
PAY EQUITY	21050
PENSIONS	21100
PORNOGRAPHY	
- children and adolescents	30300
- in the media	30300
- sexual exploitation	30710
- violence	30000
POVERTY	21110
PREVENTION OF VIOLENCE	
- aboriginal	30100
- school	30600
- self defense	30600
PROGRAM FUNDING FILES	31000
PROJECT FUNDING FILES	31000

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
PROPERTY RIGHTS	20500
PROSTITUTION	
- issues	30720
- juvenile	31500
- sexual exploitation	30300
- violence	30000
PSYCHIATRIC DISORDERS	23130
PUBLIC AWARENESS OF VIOLENCE	30600
PUBLIC SERVICE PENSION	21000
- Q -	
- R -	
REPRODUCTION ISSUES	23140
REPRODUCTIVE HAZARDS AT WORK	23140
REPRODUCTIVE TECHNOLOGIES	23140
RESIDENTIAL SCHOOLS	30650
RESPITE CARE	23000
RETRAINING	22100
RIGHT TO DIE	23000
RITUAL ABUSE	30650
- S -	
SCHOOLS	
- residential	30650
- violence prevention programs	30600
SELF-DEFENSE	30600
SELF EMPLOYMENT	22510
SELF GOVERNMENT	20050

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SENIOR HOUSING	23500
SEPARATION	20500
SEXUAL ABUSE	30650
- adults	30650
- children and adolescents	30300
SEXUAL ASSAULT	30000
SEXUAL EXPLOITATION	30700-30720
SEXUAL HARASSMENT	
- employment	22500
- human rights and discrimination	24000
SEXUAL ORIENTATION	24000
SINGLE PARENTS	22700
SKILLS DEVELOPMENT	22100
SPORTS	24000
STALKING	30000
STOPPING THE VIOLENCE FUNDING	31000
STRENGTHENING FAMILIES	22700
SUPERANNUATION PLAN	21100
- T -	
TAXATION	21000
TENANCY RIGHTS	23500
TRAINING	
- career development	22110
- school violence prevention	30600
- violence prevention	30600
TRANSITION HOUSES (Funding)	31000

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SUBJECT HEADINGS

PRIMARY NUMBERS

TREATY

- commission 20060
- negotiations 20060

TRIBAL COUNCIL

20060

- U -

UNEMPLOYMENT INSURANCE (See EMPLOYMENT INSURANCE)

- V -

VANCOUVER ISLAND/COAST REGION

20160

VIOLENCE

- aboriginal 30100
- against children and adolescents 30300
- against women 30000
- dating violence 30000
- elder abuse 30500
- in the media 30000
- in the workplace 30000
- pornography 30000
- prevention programs 30600
- public awareness 30600
- transition houses 31000
- women with disabilities 30000

VISIBLE MINORITIES

22505

- employment 22505
- health 23000

- W -

WEBSITE

20000

WITNESS TO VIOLENCE PROGRAMS

30300

WORK AND FAMILY

22520

WORKING CONDITIONS

22520

WORKING POOR

21110

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SUBJECT HEADINGS

PRIMARY NUMBERS

WOMEN

- entrepreneurs 22510
- in business 22510
- in sports 24000
- in trades 22100

WOMEN OF COLOUR

- human rights 24000
- violence 30000

WOMEN'S

- aboriginal groups 24100
- centres 20200
- groups 24100
- issues 20000
- rights 24100

WOMEN WITH DISABILITIES

30000

WORKERS' COMPENSATION PENSION

21100

- X-

- Y-

YOUTH EMPLOYMENT

22500

YOUNG OFFENDERS

25010

- Z-