

GOVERNMENT RECORDS SERVICE GUIDE
ARCS and ORCS USER GUIDE

ARCS and ORCS User Guide

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1. Introduction

1.1 General

This document explains the purpose, organization, and elements of the *Administrative Records Classification System (ARCS)* and *Operational Records Classification Systems (ORCS)*. It is designed to help you understand, interpret and use *ARCS* and *ORCS*.

1.2 What are ARCS and ORCS?

ARCS and *ORCS* are integrated records classification and scheduling systems that facilitate the efficient and systematic organization, retrieval, storage, and disposition of the government's records. *ARCS* is the government standard for **administrative records**. *ORCS* are specific to **operational records**.

Administrative records are common to all offices. They support functions such as the management of facilities, property, materiel, finance, personnel, and information systems, as well as committee activities, agreement development, contract management, information services and obtaining legal opinions.

Operational records are unique to each government organization. They support its operations and services in carrying out the functions for which it is responsible according to statute, mandate, or policy.

A **classification component** is required in most records schedules. Classification helps with filing and retrieval of records in an office recordkeeping system. It links records to one another and their business context. Classification reflects the functions, activities and purposes the records serve, as well as their value to the creating agency.

ARCS and *ORCS* are also records scheduling systems. A **records schedule** is a timetable that governs the life span of a record from creation and active use, to semi-active storage (if needed), and final disposition (destruction, transfer to the government archives, or other.)

Government records must be disposed of according to approved records schedules. These schedules prescribe timetables that govern the records **life cycle** for the purposes of ensuring that:

- records are retained as long as required for business purposes,
- records with permanent value are identified and protected, and
- other records are routinely destroyed when no longer needed.

For a selection of *ORCS* currently in use, see the [Government Records Service records management](#) web site and go to the *ORCS* e-library page.

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2. How to Read a Primary

The **primary**, a function- or subject-based grouping of records, is the basic building block of *ARCS* and *ORCS*. Primaries are identified with a five-digit number in *ORCS* (three or four digits in *ARCS*) and a descriptive title. Primaries are subdivided into two-digit secondary classifications.

The first primary in each section is called a section default primary. It provides general information relating to primaries throughout the section.

The fictional sample primary on pages 14-15 includes pointers to text that explains each annotated element of the primary. Where necessary, these explanations will cover any variations between the *ORCS* and *ARCS* format.

Please note that this fictional sample primary is presented in the current approved format for *ORCS*. *ORCS* approved prior to 2012, and amendments to them, appear in a slightly different format.

2.1 Primary Number and Title

Each primary has a primary number and a title that appear at the top of each page of the primary. The primary title describes the function of the records grouped under the primary.

2.2 Scope Note

The scope note describes the administrative or operational function to which the records relate, and the activities and/or work processes leading to records creation. It provides information general to the entire primary, and a high level description of the purpose, uses, content, and context of creation of the records, and to show the relationships among the records within the primary.

2.3 Office of Primary Responsibility (OPR)

The OPR is the office responsible or accountable for the activity or function documented in the records, and therefore maintains the official or master record in order to satisfy operational, financial, legal, audit, and other requirements. All other offices are non-OPR offices.

OPR in *ORCS*

In *ORCS*, the name of the OPR appears in a statement beneath the cross-references. (If the OPR for a specific secondary is different, an OPR note appears under that secondary.) In the fictional sample primary, the Unidentified Flying Objects Branch is

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the OPR. All other offices holding records covered by this primary are non-OPR with a retention and disposition of SO nil DE.

All new and recently amended *ORCS* have a standard non-OPR retention period and final disposition of SO nil DE.

OPR in ARCS

OPR names do not appear in *ARCS*. Ministries and agencies designate the OPR based on their individual requirements. *ARCS* has a standard non-OPR retention period and final disposition of SO nil DE. For advice about determining your ministry's or agency's *ARCS* OPRs, contact your Records Officer.

Non-Office of Primary Responsibility (non-OPR)

Any office that holds a copy of a record but is not accountable or responsible for the activity documented in it is considered non-OPR. There can be many non-OPR offices for any given record.

2.4 Secondary Number and Title

Secondary numbers and titles cover specific record series or groupings of records relating to the function covered by the primary. Secondary numbers link the records to the retention and disposition schedule, and the secondary title describes the records. The combination of the two-digit secondary number with the primary number forms the file number (e.g., 100-20 or 23120-04).

There are three types of secondaries: reserved secondaries, subject secondaries, and case file secondaries.

2.4.1 Reserved Secondaries

Reserved secondaries cover records series that are repeated in several primaries. For example, secondaries -00 and -01 are reserved throughout *ARCS* and in all *ORCS*.

Secondary -00 is reserved for "Policy and procedures" records; that is, records that document the requirements for how an organization carries out its business. This includes draft and approved policy documents, working materials and correspondence, precedent-setting documents, procedural guidelines and manuals, and standards documentation.

Secondary -01 is reserved for "general" records that cannot be classified in specified subject or case file secondaries. Use secondary -01 when:

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- The document does not relate to any of the existing secondaries, but does fall within the primary

AND

- The document contains information of a general nature and does not reflect actions or decisions of the creating office.

Note that the retention period for secondary -01 is generally shorter than related subject or case file secondaries. The designated final disposition is almost always destruction.

Do not use the -01 General secondary for records that relate to two or more of the subject or case files secondaries. Instead, file the record in each relevant secondary. Where appropriate, provide a cross-reference between files.

2.4.2 Subject Secondaries (-02 to -19)

Secondary numbers -02 to -19 are used for specific subjects and other non-case file series. These are commonly referred to as subject files.

Subject files may be coded to aid in retrieval. Coded subject files usually consist of many different files, each dealing with a different aspect of the same subject. Codes may take the form of names, titles, abbreviations, or other alphabetic/alphanumeric codes. An oblique (/) separates the code from the secondary number.

In the fictional sample primary, secondaries -03 (Extraterrestrial reports and statistics) and -04 (Visits by unidentified extraterrestrials) are subject secondaries.

2.4.3 Case File Secondaries (-20 and higher)

A case file secondary number is used for a set of records that document similar and time-limited transactions with respect to a person, event, product, organization, or other entity. The records within each file or data set are generally consistent with other records in the same series. For example, the same types of forms may appear in every file. Case file series are assigned secondary numbers -20 and higher (-30, -40, -50, etc.).

For physical records and unstructured data, individual files within case file series are usually identified with a file code. The code identifies the specific person, event, project, or other entity covered by the file. Codes can take many forms (e.g., proper names, acronyms, unique system-generated numbers and alphanumeric). For guidelines on developing file codes, see **4 How to Name Files and Documents**.

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In the fictional sample primary, secondaries -20 (Extraterrestrial registrant case files) and -30 (Extraterrestrial Registration System) are case file secondaries.

2.5 Cross References

Cross references point users to other related classifications. Cross references link the primary to related primaries and secondaries, both within the *ARCS* or *ORCS* and in related records schedules.

2.6 Retention Period and Final Disposition

The retention period and final disposition linked to each secondary indicates how long records should be retained in active storage space, when or if they should be transferred to semi-active storage (i.e., offsite storage for physical records, nearline storage or other digital equivalent for digital records), what their final disposition will be, and when that will take place.

Retention information for each secondary is indicated in the A (Active), SA (Semi-active), and FD (Final Disposition) columns to the right of the secondary title. The abbreviations used in each column are explained in **2.7 Retention Terms**.

2.6.1 Active (A) Retention Period

The active column indicates the length of time a record is retained in the active phase of its life cycle. Active records are used frequently and therefore are maintained in the creating office.

Entries in the active column use the designations of "SO", or "CY" or "FY", and when applicable, have an additional time period indicated. For example:

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.

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

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financial records relating to the prior fiscal year, but created or received after March 31, on the file for the prior fiscal year.

2.6.2 Semi-active (SA) Retention Period Column

Semi-active records are used only occasionally and therefore may be more cost-efficiently and securely stored away from the office. Semi-active records retain administrative, operational, fiscal, audit, or legal value for the ministry or agency that created the records. Store semi-active records in approved records storage facilities; when electronic records change to semi-active status, location changes may be noted in electronic recordkeeping systems. Electronic semi-active records may be stored in secure nearline storage in your office recordkeeping system. (See RIM 422 2.1 *Using Approved Records Storage Facilities*).

In the fictional sample primary, the extraterrestrial reports and statistics (secondary -03) are semi-active for three years.

2.6.3 Final Disposition (FD) Column

The final disposition column indicates that records with enduring value to the BC Government are preserved and those that have no enduring value are destroyed. Records are eligible for final disposition when their active and semi-active retention periods have expired.

In the fictional sample primary, extraterrestrial reports and statistics (secondary -03) are fully retained. This means they will be transferred to the custody of, and can be accessed only through, the government [archives](#). The fictional Extraterrestrial Registration System (secondary -30) will be destroyed when the function supported by the database is no longer performed by government.

2.7 Retention Terms

A variety of terms and abbreviations are used in the active, semi-active and final disposition columns (see **3 Key to ARCS/ORCS Codes and Acronyms**).

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

a. Calendar-based abbreviations

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

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w	=	week
m	=	month
y	=	year
CY	=	Calendar Year (1 January to 31 December)
FY	=	Fiscal Year (1 April to 31 March)

b. SO = Superseded or Obsolete

"SO" identifies records for which retention is dependent upon the occurrence of some event or action. For routine records, "SO" is used to allow records to be retained for a flexible period, until they are no longer useful for reference or informational purposes.

In the fictional sample primary, non-OPR policy and procedures files (secondary -00) are designated "SO".

For case files and some subject files, "SO" may be used to identify the specific action, event, or the completion of a procedure that triggers file closure. This trigger is described in an explanatory note labelled "SO:".

In the fictional sample primary, Extraterrestrial registrant case files (secondary -20) are active for SO+3y, with SO defined as "when extraterrestrial visitor leaves the province". The OPR will close the file when the visitor leaves, and retain it in active storage space for three years afterwards, after which the records may be transferred to offsite or nearline storage.

c. NA = Not Applicable

"NA" is used when records are not covered by the secondary at a specified stage of their lifecycle. The reasons for the "NA" designation are stated in a note under the secondary.

In the fictional 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.

d. nil = no semi-active retention period

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

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Many types of government records remain active as long as they serve an administrative or operational function, after which, they have no semi-active retention period and are ready for final disposition.

In the fictional sample primary, the semi-active period for records in non-OPR offices is designated as nil. This means that the records are ready for destruction (as designated in the final disposition column) upon expiry of the active period and authorization of the Records Officer.

2.7.2 Terms Used in the Final Disposition Column (FD)

All disposition of government records must be in accordance with relevant legislation and policy; see RIM 501 *Records Destruction*, and ministry/agency procedures. The final disposition of records can be full retention, selective retention, destruction, or other disposition as explained below.

a. FR = Full Retention

"FR" means that a government archivist has determined that all of the records covered by a secondary have enduring value and will be preserved in their entirety for the government archives. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, and other items which are not an integral part of the record series. The reasons for full retention may be explained in an "FR" statement.

In the fictional sample primary, Extraterrestrial reports and statistics (secondary - 03) are FR "because they document extraterrestrial visitors to the province."

b. SR = Selective Retention

"SR" means that a government archivist has determined that a portion of these records may have enduring value and should be retained by the government archives. The reasons and criteria for selective retention may be explained in an "SR" retention definition.

In the fictional 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 retention definitions may include instructions to identify the records that are eligible for archival retention; for physical files, this may require boxing those files separately from those to be destroyed. The instructions for fictional sample extraterrestrial registrant case files require the OPR to box records selected for

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retention in the government archives separately from those identified for destruction.

c. DE = Destruction

The final disposition of records that have insufficient enduring value to justify their preservation is physical destruction. In some cases, especially in section default primaries, the destruction is justified with a "DE" note.

d. OD = Other Disposition

"OD" means that the final disposition of the records will be through permanent transfer from the BC Government to another entity. A final disposition "OD" note will provide information relating to the disposition.

e. NA = Not Applicable

Where appropriate, some government records are reclassified to a new primary and/or secondary at the end of their active or semi-active retention period. The final disposition of such records is "NA".

2.8 Personal Information Banks, Privacy and Vital Records

Personal Information Banks (PIB)

The *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165, s. 69 (1)) defines a PIB as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol, or other particular assigned to an individual. PIBs can be identified in *ARCS* and *ORCS*. In the fictional sample primary, the "PIB" acronym appears to the left of the Extraterrestrial registrant case files secondary (-20). In *ARCS*, PIBs are identified with a note underneath the relevant secondary (see *ARCS* 1385-20).

Freedom of Information and Protection of Privacy Act

Information contained in a record series may be restricted, in whole or in part, from public disclosure. A special "FOI" explanatory note is used to explain the access restrictions and to point to the section of the *Freedom of Information and Protection of Privacy Act* that allows for the exemption. In the fictional sample primary, the Extraterrestrial registrant case files secondary (-20) has an FOI explanatory note which quotes section 15 (1)(b) of the *Act* to justify restricting access.

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Vital Records

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, government and corporate bodies. In the fictional sample primary, the Extraterrestrial Registration System (secondary -30) is identified as a vital record (VR).

2.9 Explanatory Notes and Qualifiers

Explanatory notes are used in *ARCS* and *ORCS* to help you understand the records, to explain office procedures and practice, and to summarize provisions governing the creation, processing, accessing, and disposition of records. There are two types of explanatory notes: qualifiers and other notes.

Qualifiers

- Qualifiers provide information that will help you organize and access the files covered by a secondary. They appear directly under a secondary title, in curved brackets. Qualifiers may list types and forms of records covered by the secondary (these begin "includes ..."), give methods of arrangement (these begin "arrange"), designate the physical format, or provide other pertinent information
- In the fictional sample primary, the Extraterrestrial registrant case files secondary (-20) instructs records creators to "arrange by registration number."

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Other Notes

The notes below are presented in the order in which they may appear below a secondary.

OPR:	Provides the name of the office of primary responsibility if it is different from the primary default OPR.
SO:	Explains when a file designated SO should be closed.
##y:	Gives reasons for active and/or semi-active retention periods that are longer than seven years. In the fictional sample primary, there is a "303y =" note under secondary -20.
NA:	Explains why the usual active, semi-active, or final disposition designation does not apply.
SR/FR	Explains why records are being selectively or fully retained.
DE:	Explains (if not self-evident) why records are being destroyed.
OD:	Explains that a permanent transfer is being made from government to another entity.
FOI:	Explains issues of confidentiality relating to the records.
NOTE:	Provides 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.

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2.10 Fictional Sample Primary

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the [Document Disposal Act \(RSBC 1996, c. 99\)](#) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

2.1	23120 EXTRATERRESTRIAL REGISTRATION AND TRACKING			
	Records relating to the registration of extraterrestrial visitors to the province. Extraterrestrials are registered and tracked to ensure they do not contravene provincial legislation. Registrants must provide identifying information and report regularly to the government liaison.			
2.2		Record types include registration forms, reference materials, photographs, videotapes, correspondence and reports.		
	For a description of the Extraterrestrial Registration System (ERS), see the Systems Section.			
2.5	For operational policy, see primary 23100.			
	For records relating to diplomatic etiquette and protocol, see ARCS primary 415.			
	For reference material/topical files, see ARCS secondary 358-20.			
2.3	The ministry OPR is Unidentified Flying Objects Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.			
			2.6	
23120	EXTRATERRESTRIAL REGISTRATION AND TRACKING		A	SA
	All non-OPR offices will retain these records for:		SO	nil
	-01 General		CY+1y	3y
	-03 Extraterrestrial reports and statistics		CY+1y	3y
2.4	FR: The government archives will fully retain these records because they document extraterrestrial visitors to the province.			
	-04 Visits by unidentified extraterrestrials		SO	NA
	NA: reclassify to secondary 23120-20 when visitor confirmed			NA

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23120	EXTRATERRESTRIAL REGISTRATION AND TRACKING	A	SA	FD
PIB	-20 Extraterrestrial registrant case files (arrange by registration number)	SO+3y	300y	SR
	SO: when extraterrestrial visitor leaves the province			
	303 y: allows for file to be reopened if registrant returns			
	SR: The government archives will selectively retain these records because they document the effect of extraterrestrial visitors on the province. Files relating to green extraterrestrials will be selected for transfer to the archives; all other files will be destroyed. The office will box physical files relating to green extraterrestrials separately to facilitate this.			
	FOI: Access is restricted under the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)			
VR	-30 Extraterrestrial Registration System (ERS)	SO	nil	DE
	SO: when the function supported by the database is no longer performed by government			

END OF PRIMARY

Key to ARCS/ORCS Codes and Acronyms

2015/07/02 Schedule 222222 *ETRT ORCS* SECT 1-3

2.7

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3. KEY TO ARCS/ORCS CODES AND ACRONYMS

The following codes and acronyms are used throughout each *ORCS* and in *ARCS*:

Records schedule titles: **ARCS** = *Administrative Records Classification System*

ORCS = *Operational Records Classification System*

Office information: **OPR** = Office of Primary Responsibility

Records life cycle: **A** = Active

SA = Semi-active

FD = Final Disposition

Active and semi-active periods: **CY** = Calendar Year

FY = Fiscal Year

NA = Not Applicable

SO = Superseded or Obsolete

w = week

m = month

y = year

Final dispositions: **DE** = Destruction

FR = Full Retention

SR = Selective Retention

OD = Other Disposition

Special flags: **FOI** = Freedom of Information/Privacy

PIB = Personal Information Bank

VR = Vital Records

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4. HOW TO NAME FILES AND DOCUMENTS

Many files may be classified under one ARCS/ORCS secondary. Standard naming conventions and codes can make all the difference for retrieval over time, particularly in the digital environment.

Implementing good document and file names supports the following objectives¹:

- Facilitates better access to and retrieval of electronic documents
- Allows sorting of documents in logical sequence (e.g. version #, date)
- Helps users to identify the items they are looking for easily
- Helps keep track of versions of documents

FILE NAMING BEST PRACTICES	
File and Document Names	Provide a unique, concise, meaningful title that will aid in retrieval. Use standard terms (also known as “controlled vocabulary”). Keep title short if possible; a long one may be truncated in a digital system. Avoid repeating information that is provided by the context (i.e., ARCS/ORCS primary and secondary titles). If possible, avoid sensitive information.
Codes and acronyms	Use standard abbreviations, acronyms, and alphanumeric codes, if these are available (see some useful sources below), or use codes generated by a registration system or a database, or develop your own (see tips below).
Standard terms/ controlled vocabulary	Consistency is essential for efficient keyword searches and other online searches. Identify standard terms and always use them (e.g., if the same item can be referred to as a “box”, “enclosure”, or “container”, a search for all files with “box” in the title will yield incomplete results).
Structure and punctuation	Arrange data elements in logical order and use consistent wording, punctuation and spelling (e.g., if one name is “UFO branch weekly update 2015-07-20”, search problems will result if the next name is “Weekly update – UFOB – July 27 th 2015”). Avoid punctuation that is incompatible with common software (safe choices are a dash – or an underscore _). <i>Dates Tip: using the YYYY-MM-DD format ensures the documents will sort in chronological order.</i>
Version control	It may be useful to indicate “version 1” or to consistently add terms such as “CURRENT”, “DRAFT”, “REVIEW COPY”, “SUPERSEDED”, “CLOSED”, “FINAL”, “APPROVED”, to document or file titles. Ensure these notes are updated so that you don’t end up with 3 “CURRENT” versions of the same document or file.
Documentation	Document your standard terms, codes, abbreviations, and acronyms, and structure so that current and future users know what they mean, and can update them when necessary (file a list under ARCS 100-05, or develop a register of codes).

¹ This list of objectives is derived from the Alberta Government Information Management guide entitled “Naming Conventions for Electronic Documents” (August 2005); see page 1.

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TIPS FOR DEVELOPING ALPHANUMERIC CODES

Codes that consist of letters and/or numbers can be used to develop common reference terms and, where required, unique identifiers for specific documents or files. Electronic folder retrieval codes may also be in a separate searchable field, allowing for flexibility in using a full name or word.

One good approach is to use four-letter codes built upon the words in the full name, e.g., ICIY (Inter-ministerial Committee on International Youth Year). If the name only has three significant words, use the second letter of the third, e.g., EWCE (East-West Centre), or simply abbreviate the first word, e.g., AUST (Australia).

Optionally, use additional letters and/or use numbers. A longer combination of letters and numbers can help ensure that each code is unique.

Standard codes

Use these standard codes where applicable rather than developing your own codes. Many are available on BC Government websites or elsewhere online.

Ministry codes (3 digits)	The BC Government's Chart of Accounts uses a three-digit code to identify ministries. The chart is available on page 20, courtesy of the Office of the Comptroller General.
Local government codes within BC	Local government codes (for municipalities, regional districts and improvement districts) CivicInfoBC http://www.civicinfo.bc.ca/directories
School district codes (SD followed by 1- or 2-digit number)	Ministry of Education http://www.discoveryourschool.gov.bc.ca/schooldistricts
Provincial and territorial codes (2 letters)	Canada Post http://www.comeexplorecanada.com/abbreviations.php

For ARCS files, alphanumeric codes can be particularly useful in coding such things as:

- administrative meetings (primary [102](#))
- agreements (primary [146](#))
- associations, clubs and societies (primary [160](#))
- committees (primary [200](#))
- conferences and events (primary [220](#))
- cost-sharing arrangements and claims (primary [950](#))
- legislation (primary [125](#))
- publications (primary [312](#))
- schools (primary [230](#))

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Index and Glossary Terms – see [RIM Glossary](#) for definitions of terms that appear in bold blue text

Active records	Legal custody
Administrative records	Non-Office of Primary Responsibility
Administrative Records Classification System	Office of Primary Responsibility
Archives	Offsite storage
Classification system	Operational records
Destruction of records	Operational Records Classification System
Electronic Records	Primary
Electronic Systems	Records schedule
Final disposition	Secondary
Full retention	Selective retention
Inactive records	Semi-active records
	Transitory records

Organization List by Client					Last updated on: 2015-08-18	
Sector	A-ORG / Ministry ID	Ministry Prefix	Ministry Description	Client	Client Description	
1 Health	HE	66	Health	026	Health	
				0HL	Health Special Account	
				0TJ	Trust-Health	
	VS	61	Health	0VC	Vital Statistics	
2 Education	AE	11	Advanced Education	019	Advanced Education	
				062	Education	
				311	British Columbia Training and Education Savings Program	
				0ET	Teachers Act Special Account	
				0TD	Trust-Education	
3 Natural Resources and Economic Development	EN	29	Agriculture	130	Agriculture	
				310	Production Insurance Account	
				0TA	Trust-Agriculture	
		EM	27	Energy and Mines	057	Energy and Mines
					315	Innovative Clean Energy Fund special account
					0TE	Trust-Energy and Mines
		EN	29	Environment	048	Environment
					115	Environmental Assessment Office
					301	Park Enhancement Fund special account
					0SE	Sustainable Environment Fund
					0TF	Trust-Environment
	FO/NR	40/71	Forests, Lands and Natural Resource Operations	050	Forests and Lands	
				128	Natural Resource Operations	
				0AT	BC Timber Sales Account	
				0KR	Crown Land special account	
				0FE	Forest Stand Management Fund	
				0TH	Trust-Forests, Lands and Natural Resource Operations	
				0TM	Trust-Crown Lands	
				0TN	Trust-Crown Lands Minor Trusts	
	MA	51	International Trade	065	International Trade	
	MA	51	Jobs, Tourism and Skills Training	125	Jobs, Tourism and Skills Training	
				0NF	Northern Development Fund	
				0TX	Trust-Jobs, Tourism and Skills Training	
				127	Labour	
				0TW	Trust-Labour	
	MA	51	Small Business and Red Tape Reduction	046	Liquor Distribution Branch	
				132	Small Business and Red Tape Reduction	
	FP	64	Other Appropriations	079	Forest Practices Board	
	EM	27	Natural Gas Development	058	Natural Gas Development	
				0TV	Trust-Natural Gas Development	
	HC	73	Natural Gas Development	131	Housing	
				302	Housing Endowment Fund special account	
4 Transportation	TH	55	Transportation and Infrastructure	034	Transportation and Infrastructure	
5 Social Services	CF	18	Children and Family Development	039	Children and Family Development	
				0TK	Trust-Children and Family Dev	
	SH	46	Social Development and Social Innovation	031	Social Development and Social Innovation	
				0TR	Trust-Social Development and Social Innovation	
6 Other	MA	51	Community, Sport and Cultural Development	060	Community, Sport and Cultural Development	
				300	BC Arts and Culture Endowment special account	
				0F3	Physical Fitness and Amateur Sports Fund	
				0BH	University Endowment Lands Administration Account	
				0TQ	Trust-Community, Sport and Cultural Development	
				114	Auditor General for Local Governemt	
9 Protection of Person and Property	AB	07	Aboriginal Relations and Reconciliation	120	Aboriginal Relations and Reconciliation	
				320	First Nations Clean Energy Business Fund special account	
				0F9	First Citizens Fund	
		AT	15	Justice	010	Public Safety and Solicitor General
					105	Attorney General
					307	Civil Forfeiture Account
					0BR	Corrections Work Program Account
					0FC	Criminal Asset Management Fund
					0AK	Public Guardian and Trustee Operating Account
					0FS	Victim Surcharge Special Account
					0TB	Trust-Attorney General
					0T6	Trust-Public Safety and Solicitor Gen
		FS	36	Justice	055	British Columbia Utilities Commission
		LD	69	Justice	046	Liquor Disctribution Branch
	IP	05	Officers of the Legislature	009	Info and Privacy Commissioner	
	OM	06	Officers of the Legislature	007	Ombudsperson	
	OM	06	Officers of the Legislature	025	Police Complaints Commissioner	
	CY	44	Representative for Children and Youth	109	Representative for Children and Youth	
10 General Government	FI	32	Finance	022	Finance	
				089	Provincial Treasury	
				094	Pacific Carbon Trust	
				068	Public Sector Employers Council	
				0BM	Crown Land Small Business and Revenue	
				0FK	Insurance and Risk Management Account	
				305	Provincial Home Acquisition Wind Up special account	
				0TG	Trust-Finance	
				0TL	Trust-Small Business, Technology and Economic Development	
		LP	35	Finance	090	Pymt Diversion Legal Encumbrance
		PS	70	Finance	100	Public Service Agency
		FI	32	Technology, Innovation and Citizens' Services	112	Technology, Innovation and Citizens' Services
					067	Product Sales and Services BC
					074	Government Agents
		FS	36	Other Appropriations	080	Env Appeal Board and Forest Appeals Commission
		FI	32	Other Appropriations	085	Tax Transfers
	FI	32	Other Appropriations	087	Contingencies	
	FS	36	Office of the Premier	004	Office of the Premier	
	LE	01	Legislation	002	Legislation	
				700	Finance-TBS Budget	
	FS	36	Officers of the Legislature	005	Conflict of Interest Commissioner	
	OM	06	Officers of the Legislature	106	Merit Commissioner	
	AU	02	Officers of the Legislature	003	Auditor General	
	EL	04	Officers of the Legislature	015	Elections BC	
	FI	32	Management of Public Funds and Debt	063	Management of Public Funds and Debt	