

## RIM 102A SPECIFICATIONS FOR IDENTIFYING ADMINISTRATIVE AND OPERATIONAL RECORDS

Records	ARCS or ORCS?	Reason
<b>1. Central agency operational records</b>	ORCS (and program-specific ongoing records schedules)	ARCS does not apply to the records of central agencies that document the unique mandated functions of these agencies (e.g., Corporate Procurement Solutions, Office of the Comptroller General, Queen's Printer, BC Public Service Agency). These records are operational, and need to be covered by an ORCS. Central agencies classify their administrative records (i.e., those records that document their internal administrative activities, rather than their operational government-wide functions) under ARCS.
<b>2. Administrative and common records that reflect operational functions</b>	ARCS	ARCS should be used for administrative records and certain types of common operational records (e.g., committee files, reference material). That is, use ARCS for any records that meet the criteria for an ARCS secondary, as long as the retention schedule is appropriate and the records are not already scheduled under an ORCS or an ORS.
<b>3. Unscheduled operational records</b>	draft ORCS or interim logical system	ARCS cannot be applied to unscheduled operational records. It is not possible to know whether the schedules provided by ARCS are appropriate without the analysis of ORCS development and the associated legal review, (e.g., a legal requirement to retain operational project files for a certain period, or an archival requirement to transfer certain records to the government archives). Arrange these records in a way that makes sense and meets business requirements. Contact your Records Officer about developing a schedule.
<b>4. Records covered by special schedules</b>	ARCS or ORCS	Records covered by special schedules must be retained in accordance with the retention and disposition requirements of those schedules. Some of these (e.g., official file copies of records covered by the <i>Executive Records Special Schedule 102906</i> ) should be managed in the office recordkeeping system. These records should be organized according to ARCS and ORCS, for filing and retrieval purposes only.

For explanations of terms such as ARCS, ORCS, ongoing records schedules (ORS), Special Schedules, administrative records, common records, and operational records, see the [RIM Glossary](#).