

File: 292-30/BCER-2024-001

May 29, 2024

VIA ELECTRONIC MAIL:

Dear _____ :

**Re: Request for Access to Records – Confirmation
*Freedom of Information and Protection of Privacy Act (FOIPPA)***

The BC Energy Regulator (BCER) received your request for information under FOIPPA for:

Copies of:

- **delegation of authority charts for the *Information Management Act*, as applicable;**
- **interoffice memoranda about freedom of information and records/information management;**
- **Metadata Application Profiles and records disposition models, as well as associated policies and procedures and implementation plans and reports;**
- **office of primary responsibility designations/matrices;**
- **policies and procedures regarding eDiscovery/Legal Requests for Records; and**
- **technical manuals for records management systems**

Date range: January 1, 2021 to May 21, 2024.

We will make every effort to provide the information available to you under FOIPPA as quickly as possible. FOIPPA allows 30 business days for us to respond to your request; therefore, we will be responding on or before July 10th, 2024.

However, you should also be aware that the Act does allow, in limited circumstances, for the 30-day time period to be extended and for fees to be charged. We will notify you as soon as possible if there will be a requirement to extend the time limit for responding to your request or to charge fees. If you have any questions now or during the processing of your request, please contact the BCER at: FOIIntake@bc-er.ca.

Sincerely,

D. Keough

BC Energy Regulator

Immersive reader

IM Corner

Frost, Mahia
Director, Records & Information Management

Privacy Management Program – officially launched!!

News from your RIS branch! This month we launched the official Privacy Management Program in the BCER. Our privacy management program helps ensure the BCER is equipped to manage and protect any personal information in our custody or under our control. It also helps provide transparency and accountability by ensuring we document our privacy practices.

We have published resources for the BCER Privacy Management Program:

1. [BCER Privacy Management Program \(PMP\) Plan](#) – this plan includes the elements required for a successful privacy program – to ensure any collection, use or disclosure of personal information (PI) by employees or our contracted service providers is done in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).
2. [Privacy Impact Assessments \(PIAs\)](#) – a risk assessment tool used for each initiative we undertake, PIAs identify initiatives that involve the collection, use or disclosure of Personal Information and offer solutions to keep us FOIPPA-compliant or support an acceptable level of risk. The PIA process demonstrates we have done our necessary due diligence. You can find a resource library of completed PIAs on the Energy Exchange.
3. Training (new 15 minute training video: [Privacy 101](#)) and guidance material, including [FOI and Privacy Protection Guidance for Contractors](#)

Our PIA process has been in place for a while, and most of you know if you start a new initiative, reach out to Julie Davidson. This next step of having a privacy management plan in place, guidance for contractors, and training has rounded out our program and increases staff awareness of good Privacy Practices.

Thank you for your time.

And remember – keep Privacy Protection in mind!!

From: Frost, Mahia
Sent: Thursday, December 14, 2023 4:48 PM
To: Communications
Subject: RE: Content Call for Pipeline

Below the line is the content for the IM Corner of the Pipeline. Thank you, Communications!

Happy Holidays BCER!

As you close 2023, and ready for the new year, you may be taking the time to clean up and ready your email as well. We support this, so recently provided some foundational Information Management training on transitory records: [Information Management 101 - Transitory Information Training Session Recording](#). If you didn't come to one of the sessions, please watch the video to be sure you have a good understanding of what you can delete and what you should not.

The short version of the message is to make sure you know which records are transitory; then delete those transitory records so your inbox is more manageable, free of unnecessary clutter, and you can find what you need, when you need it.

Here are the links provided during the training:

- [Information Management on the Energy Exchange](#)
- [Transitory Information Video \(4 minutes\)](#)
- [Email Management in an FOI World Video \(5 minutes\)](#)
- [Email Best Practices](#)
- [Documenting Decisions Training Video \(10 minutes\)](#)
- [Managing Transitory Information Guide](#)

Cheers to you all – it's been a pleasure to work with you this year.



Mahia Frost (she/her)
Director, Records & Information Management
Mahia.Frost@bc-er.ca

Victoria
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 419-4423
F. 250-419-4403

We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

From: Communications <communications@bc-er.ca>

Sent: Friday, December 1, 2023 1:14 PM

To: Lythall, Sherry <Sherry.Lythall@bc-er.ca>; Pulos, Eloise <Eloise.Pulos@bc-er.ca>; Barker, Julie <Julie.Barker@bc-er.ca>; Bates, Julia <Julia.Bates@bc-er.ca>; Kirkpatrick, Jennifer <Jennifer.Kirkpatrick@bc-er.ca>; Cave, Joel <Joel.Cave@bc-er.ca>; Boorman, Taylor <Taylor.Boorman@bc-er.ca>; Fan, James <James.Fan@bc-er.ca>; Wynne-Chesniak, April <April.Wynne-Chesniak@bc-er.ca>; Borissov, Theodora <Theodora.Borissov@bc-er.ca>; Howes, Ken <Ken.Howes@bc-er.ca>; Birk, Ravinder <Ravinder.Birk@bc-er.ca>; Mitchell, Rob <Rob.Mitchell@bc-er.ca>; Malcolm, Tim <Tim.Malcolm@bc-er.ca>; Korolek, Leslie <Leslie.Korolek@bc-er.ca>; Milner, Erica <Erica.Milner@bc-er.ca>; Clemen, Pam <Pam.Clemen@bc-er.ca>; Cepeliauskas, Anton <Anton.Cepeliauskas@bc-er.ca>; Armstrong, Peter <Peter.Armstrong@bc-er.ca>; Smith, Rob <Rob.Smith@bc-er.ca>; Mathews, Derek <Derek.Mathews@bc-er.ca>; France, Scott <Scott.France@bc-er.ca>; Frost, Mahia <Mahia.Frost@bc-er.ca>; Parfitt, Lannea <Lannea.Parfitt@bc-er.ca>; Gerlach, Lisa <Lisa.Gerlach@bc-er.ca>; Davidson, Julie <Julie.Davidson@bc-er.ca>; Keough, Dana <Dana.Keough@bc-er.ca>; Story, Robert <Robert.Story@bc-er.ca>; Fraser, Amy <Amy.Fraser@bc-er.ca>; Hewitt, Kate <Kate.Hewitt@bc-er.ca>; Bentley, Kelly <Kelly.Bentley@bc-er.ca>; Johnson, Justine <Justine.Johnson@bc-er.ca>; Rolick, Ryan <Ryan.Rolick@bc-er.ca>; White, Katelyn <Katelyn.White@bc-er.ca>; Mackay, Allison <Allison.Mackay@bc-er.ca>; Siriunas, Kristofer <Kristofer.Siriunas@bc-er.ca>; Athanasopoulos, Pana <Pana.Athanasopoulos@bc-er.ca>; Babulic, Sean <Sean.Babulic@bc-er.ca>; Charters, Megan <Megan.Charters@bc-er.ca>; Louie, Amy-Jade <Amy-Jade.Louie@bc-er.ca>; van Besouw, Jordan <Jordan.vanBesouw@bc-er.ca>; Stefik, Ron <Ron.Stefik@bc-er.ca>; Stark, Nicole <Nicole.Stark@bc-er.ca>; Grace, Chuck <Chuck.Grace@bc-er.ca>; Edgar, Matt <Matt.Edgar@bc-er.ca>; Hohnsbehn, Cathy <Cathy.Hohnsbehn@bc-er.ca>; King, Linda <Linda.King@bc-er.ca>; Mathews, Suzanne <Suzanne.Mathews@bc-er.ca>; Bhuyan, Gouri <Gouri.Bhuyan@bc-er.ca>; Nazareth, James <James.Nazareth@bc-er.ca>; Parsonage, Kevin D <Kevin.Parsonage@bc-er.ca>; O'Neill, Sean <Sean.O'Neill@bc-er.ca>; Smith, Peter E <Peter.Smith@bc-er.ca>; Workman, Bob <Bob.Workman@bc-er.ca>; Jenneson, Madison <Madison.Jenneson@bc-er.ca>; Unruh, Butch <Butch.Unruh@bc-er.ca>; Person, Darryl <Darryl.Person@bc-er.ca>; Remenda, Alicia <Alicia.Remenda@bc-er.ca>; Goldie, Lyle <Lyle.Goldie@bc-er.ca>; Paynton, Sean C <Sean.Paynton@bc-er.ca>; Scheck, Devin C <Devin.Scheck@bc-er.ca>; Anderson, Justin <Justin.Anderson@bc-er.ca>; Bromba, Rebecca <Rebecca.Bromba@bc-er.ca>; Rauscher, Tarilee <Tarilee.Rauscher@bc-er.ca>; Osmond, Andrew <Andrew.Osmond@bc-er.ca>; Weatherill, Shannon M <Shannon.Weatherill@bc-er.ca>; Bozarth, Donna L <Donna.Bozarth@bc-er.ca>; Calder, Shelley A <Shelley.Calder@bc-er.ca>; Stark, Ryan <Ryan.Stark@bc-er.ca>; Erickson-Fearon, Candace <Candace.Erickson-Fearon@bc-er.ca>; Wigglesworth, Zandra <Zandra.Wigglesworth@bc-er.ca>; Curnow, Nicole <Nicole.Curnow@bc-er.ca>; Jin, Genevieve <Genevieve.Jin@bc-er.ca>; Miller, Leah <Leah.Miller@bc-er.ca>

Subject: Content Call for Pipeline

Good morning,

This is a call-out for articles or information for the next edition of [Pipeline](#), our staff newsletter.

The deadline for submissions for this edition will be **December 15th**. Please ensure you send your articles to communications@bc-er.ca

Should you have any questions, please let us know.

Thank you,



BCER Communications
communications@bc-er.ca

[Office Address Directory](#)
[BCER Web Site](#)

T. 250 794-5203
F. 250-794-5390



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

From: Communications
Sent: Wednesday, September 13, 2023 11:10 AM
To: All Staff DL
Subject: TU 2023-14 BCER Increases Availability and Quality of Digital Records

Good morning,

Technical Update **2023-14 BCER Increases Availability and Quality of Digital Records** has been posted to the BCER's [website](#) and will be distributed to industry and Indigenous Nations shortly.

Thank you,



BCER Communications
communications@bc-er.ca

[Office Address Directory](#)
[BCER Web Site](#)

T. 250 794-5203
F. 250-794-5390



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information is strictly prohibited. If you are not the named recipient, please notify the sender and destroy all copies of this email immediately.

From: Frost, Mahia
Sent: Tuesday, September 12, 2023 3:43 PM
To: Communications
Cc: Keough, Dana; Story, Robert
Subject: RE: Content Call for Pipeline

Hi Allison, here is our submission for September's pipeline's **IM Corner**:

I didn't have time to find a fun little graphic, so hopefully this little guidance piece is enough.

Cheers,

Mahia

Naming Conventions

Having trouble finding final versions of your documents? Are you too often scrolling through lists of documents trying to find the one you are looking for? Naming Conventions could be useful for you!

Here are some best practices:

- 1) Keep file and document names short and meaningful. The document name should make sense to others if the creator is unavailable.
- 2) Spell out acronyms unless they are very commonly known (such as BCER).
- 3) If using a date, use the format "Year-Month-Day" (e.g., YYYY-MM-DD or YYYY-MM or YYYY-YYYY). This will maintain chronological order.
- 4) Document version numbers should be indicated in the file name by using a "v" followed by the version number.
- 5) Include a leading zero for numbers 0-9. This will maintain numeric order. (e.g., v01, v02)
- 6) Avoid descriptive terms regarding format or version (e.g. Draft, Memo) at the start of file names.

We have a short [guide for naming conventions](#) on the Energy Exchange. It's high level - BCER has a wide range of functions so what works for one team may not apply to another. We recommend you have a short conversation with your team to decide what conventions would work best for you, so you are all "on the same page".



Mahia Frost (she/her)
Director, Records & Information Management
Mahia.Frost@bc-er.ca

Victoria
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 419-4423
F. 250-419-4403



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

From: Communications <communications@bc-er.ca>

Sent: Friday, September 8, 2023 10:06 AM

To: Lythall, Sherry <Sherry.Lythall@bc-er.ca>; Pulos,Eloise <Eloise.Pulos@bc-er.ca>; Barker, Julie <Julie.Barker@bc-er.ca>; Bates, Julia <Julia.Bates@bc-er.ca>; Kirkpatrick, Jennifer <Jennifer.Kirkpatrick@bc-er.ca>; Cave, Joel <Joel.Cave@bc-er.ca>; Boorman, Taylor <Taylor.Boorman@bc-er.ca>; Fan, James <James.Fan@bc-er.ca>; Wynne-Chesniak, April <April.Wynne-Chesniak@bc-er.ca>; Borissov, Theodora <Theodora.Borissov@bc-er.ca>; Howes, Ken <Ken.Howes@bc-er.ca>; Birk, Ravinder <Ravinder.Birk@bc-er.ca>; Mitchell, Rob <Rob.Mitchell@bc-er.ca>; Malcolm, Tim <Tim.Malcolm@bc-er.ca>; Korolek, Leslie <Leslie.Korolek@bc-er.ca>; Milner, Erica <Erica.Milner@bc-er.ca>; Clemen, Pam <Pam.Clemen@bc-er.ca>; Cepeliauskas, Anton <Anton.Cepeliauskas@bc-er.ca>; Armstrong, Peter <Peter.Armstrong@bc-er.ca>; Smith, Rob <Rob.Smith@bc-er.ca>; Mathews, Derek <Derek.Mathews@bc-er.ca>; France, Scott <Scott.France@bc-er.ca>; Frost, Mahia <Mahia.Frost@bc-er.ca>; Parfitt, Lannea <Lannea.Parfitt@bc-er.ca>; Gerlach, Lisa <Lisa.Gerlach@bc-er.ca>; Davidson, Julie <Julie.Davidson@bc-er.ca>; Keough, Dana <Dana.Keough@bc-er.ca>; Story, Robert <Robert.Story@bc-er.ca>; Fraser, Amy <Amy.Fraser@bc-er.ca>; Hewitt, Kate <Kate.Hewitt@bc-er.ca>; Bentley, Kelly <Kelly.Bentley@bc-er.ca>; Johnson, Justine <Justine.Johnson@bc-er.ca>; Rolick, Ryan <Ryan.Rolick@bc-er.ca>; White, Katelyn <Katelyn.White@bc-er.ca>; Mackay, Allison <Allison.Mackay@bc-er.ca>; Siriunas, Kristofer <Kristofer.Siriunas@bc-er.ca>; Athanasopoulos, Pana <Pana.Athanasopoulos@bc-er.ca>; Babulic, Sean <Sean.Babulic@bc-er.ca>; Charters, Megan <Megan.Charters@bc-er.ca>; Louie, Amy-Jade <Amy-Jade.Louie@bc-er.ca>; van Besouw, Jordan <Jordan.vanBesouw@bc-er.ca>; Stefik, Ron <Ron.Stefik@bc-er.ca>; Stark, Nicole <Nicole.Stark@bc-er.ca>; Grace, Chuck <Chuck.Grace@bc-er.ca>; Edgar, Matt <Matt.Edgar@bc-er.ca>; Hohnsbehn, Cathy <Cathy.Hohnsbehn@bc-er.ca>; King, Linda <Linda.King@bc-er.ca>; Mathews, Suzanne <Suzanne.Mathews@bc-er.ca>; Bhuyan, Gouri <Gouri.Bhuyan@bc-er.ca>; Nazareth, James <James.Nazareth@bc-er.ca>; Parsonage, Kevin D <Kevin.Parsonage@bc-er.ca>; O'Neill, Sean <Sean.O'Neill@bc-er.ca>; Smith, Peter E <Peter.Smith@bc-er.ca>; Workman, Bob <Bob.Workman@bc-er.ca>; Jenneson, Madison <Madison.Jenneson@bc-er.ca>; Unruh, Butch <Butch.Unruh@bc-er.ca>; Person, Darryl <Darryl.Person@bc-er.ca>; Remenda, Alicia <Alicia.Remenda@bc-er.ca>; Goldie, Lyle <Lyle.Goldie@bc-er.ca>; Paynton, Sean C <Sean.Paynton@bc-er.ca>; Scheck, Devin C <Devin.Scheck@bc-er.ca>; Anderson, Justin <Justin.Anderson@bc-er.ca>; Bromba, Rebecca <Rebecca.Bromba@bc-er.ca>; Rauscher, Tarilee <Tarilee.Rauscher@bc-er.ca>; Osmond, Andrew <Andrew.Osmond@bc-er.ca>; Weatherill, Shannon M <Shannon.Weatherill@bc-er.ca>; Bozarth, Donna L <Donna.Bozarth@bc-er.ca>; Calder, Shelley A <Shelley.Calder@bc-er.ca>; Stark, Ryan <Ryan.Stark@bc-er.ca>; Erickson-Fearon, Candace <Candace.Erickson-Fearon@bc-er.ca>

Subject: Content Call for Pipeline

Good morning,

This is a call-out for articles or information for the next edition of [Pipeline](#), our staff newsletter.

The deadline for submissions for this edition will be **Friday, Sept 15th**. Please ensure you send your articles to communications@bc-er.ca

Should you have any questions, please let us know.

Thank you,



From: Dickinson, Sara
Sent: Wednesday, November 29, 2023 10:51 AM
To: All Staff DL
Subject: Upcoming Training Opportunity!

Good Morning,

With just a month left in 2023 and many of us tidying up our inboxes for the new year, now is a great time to revisit our Information Management best practices.

To help staff understand how to appropriately manage, retain, and discard records at the BCER, we're hosting two workshops:

- Thursday, Dec. 7th, 1 p.m. – 2 p.m. PST / 2 p.m. – 3 p.m. MST
- Wednesday, Dec. 13th, 2 p.m. – 3 p.m. / 3 p.m. – 4 p.m. MST

These virtual workshops will cover important information, including:

- the framework for managing information in the BCER,
- the difference between transitory and official information, and
- tools and tips to make managing your information easier.

Whether you're new to the BCER, new to your role, or just need a refresher, these workshops are for you! Please keep your eyes peeled for the workshop invites and accept the time that works best in your schedule.

For more information, please visit our [Information Management](#) page on Energy Exchange. If you have any additional questions, please contact Mahia Frost.

Regards,
Sara.



Sara Dickinson
Executive VP, People, Reconciliation & Transformation
Sara.Dickinson@bc-er.ca

Fort St John
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 794-5253
F. 250 794-5390
S17

We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information is strictly prohibited. If you have received this email in error, please notify the sender and destroy all copies of this email immediately.

From: Frost, Mahia
Sent: Monday, July 24, 2023 8:52 AM
To: Communications
Subject: Pipeline content submission: July 24

Good morning, Communications people! Happy RAINY Monday!

[Please find below this line our submission for the Information Management Corner of the Pipeline:](#)

Welcome back to the IM Corner! This month we continue to explore the M365 tools, and best practices for using them. Here are some reminders for using OneDrive.

What are we meant to use OneDrive for?

One Drive is similar to your F: drive as your individual storage space; you are the only person with access to your OneDrive unless you grant specific permissions to a document or folder.

It is a place to store:

- transitory information (i.e., information that is not required to meet legal obligations or to sustain administrative or operational functions). Remember: Transitory information may be deleted when no longer needed.
- personal copies of HR-type records, such as your IDP
- convenience copies of reference material, and
- drafts of documents being actively worked on – until they are finalized, or ready to share with your team.

OneDrive is not an appropriate repository for long-term storage of Commission records: information is not accessible to others who may need it (such as when an employee is absent); and information is not easily searchable for FOI or legal requests. Keeping information in OneDrive creates information silos.

File critical information on OneDrive to a recordkeeping system, i.e., shared drives.

Employees are responsible for ensuring critical information that they create or receive is filed in an appropriate recordkeeping system (most often, within folders on our shared drives).

Critical Records include official or final copies, substantial drafts, correspondence, and other records that document decisions and actions.

Best practice

Regularly review your OneDrive and routinely transfer any official records to your recordkeeping system. Delete any transitory information that is no longer needed.

Consult the [Official vs Transitory Records](#) guide to learn more about what you should move to a shared drive, and what you can delete.



Energy Exchange Resource:  [Managing Information in OneDrive](#)

[End of submission](#)



Mahia Frost (she/her)
Director, Records & Information Management
Mahia.Frost@bc-er.ca

Victoria
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 419-4423
F. 250-419-4403



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

From: Frost, Mahia
Sent: Wednesday, May 17, 2023 2:55 PM
To: Communications
Cc: Smerechinskiy, Kathryn
Subject: RE: Deadline for Pipeline Newsletter Content

Please find below this line our submission for the Information Management Corner of the Pipeline:

Welcome back to the IM Corner! This month we are sharing a reminder for using our daily tool: Teams.

Documenting Team chats

Chat messaging in Teams is an easy way to communicate with your colleagues. You can:

- send quick questions
- easily share a link
- share your priorities for the day

But if a chat strays into “official record” territory – for example, if you start making decisions that should be documented, or if the conversation is now the context for a decision, then you need to save the chat messages as a record.

You can do this in two ways:

1. create a **summary** of the conversation or decision in an email or word document, and save that to the appropriate shared drive folder; or
2. **copy the chat messages** themselves into an email or word document and save that to the appropriate shared drive folder.

Remember... Teams chats are only kept for a short time, then automatically deleted. If your chat should be part of a file, it is important that you promptly summarize or copy the chat and save the new record to its proper location on the shared drive.

Want to hear more about this? Watch our [Managing Information in M365 training video](#), or check out our guides on the [Energy Exchange](#).



Mahia Frost (she/her)
Specialist, EDRMS & Information Management Solutions
Mahia.Frost@bc-er.ca

Victoria
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 419-4423
F. 250-419-4403



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

From: Communications <communications@bc-er.ca>

Sent: Wednesday, May 17, 2023 2:11 PM

To: Barker, Julie <Julie.Barker@bc-er.ca>; Kirkpatrick, Jennifer <Jennifer.Kirkpatrick@bc-er.ca>; Cave, Joel <Joel.Cave@bc-er.ca>; Abbott, Wade <Wade.Abbott@bc-er.ca>; Mitchell, Rob <Rob.Mitchell@bc-er.ca>; Birk, Ravinder <Ravinder.Birk@bc-er.ca>; Clemen, Pam <Pam.Clemen@bc-er.ca>; Sharma, Aashna <Aashna.Sharma@bc-er.ca>; Armstrong, Peter <Peter.Armstrong@bc-er.ca>; Smith, Rob <Rob.Smith@bc-er.ca>; Mathews, Derek <Derek.Mathews@bc-er.ca>; France, Scott <Scott.France@bc-er.ca>; Smerechinskiy, Kathryn <Kathryn.Smerechinskiy@bc-er.ca>; Frost, Mahia <Mahia.Frost@bc-er.ca>; Parfitt, Lannea <Lannea.Parfitt@bc-er.ca>; Gerlach, Lisa <Lisa.Gerlach@bc-er.ca>; Rolick, Ryan <Ryan.Rolick@bc-er.ca>; Louie, Amy-Jade <Amy-Jade.Louie@bc-er.ca>; Stefik, Ron <Ron.Stefik@bc-er.ca>; van Besouw, Jordan <Jordan.vanBesouw@bc-er.ca>; Johnson, Jeff <Jeff.Johnson@bc-er.ca>; Janzen, Mike <Mike.Janzen@bc-er.ca>; Wynne-Chesniak, April <April.Wynne-Chesniak@bc-er.ca>; Krakau, Lauren <Lauren.Krakau@bc-er.ca>; Borissov, Theodora <Theodora.Borissov@bc-er.ca>; King, Linda <Linda.King@bc-er.ca>; Hohnsbehn, Cathy <Cathy.Hohnsbehn@bc-er.ca>; Donnell, Rebecca A <Rebecca.Donnell@bcogc.ca>; Hewitt, Kate <Kate.Hewitt@bc-er.ca>; Bentley, Kelly <Kelly.Bentley@bc-er.ca>; Mathews, Suzanne <Suzanne.Mathews@bc-er.ca>; Nazareth, James <James.Nazareth@bc-er.ca>; Parsonage, Kevin D <Kevin.Parsonage@bc-er.ca>; O'Neill, Sean <Sean.O'Neill@bc-er.ca>; Workman, Bob <Bob.Workman@bc-er.ca>; Kirschner, Katie <Katie.Kirschner@bc-er.ca>; Dalton, Peter <Peter.Dalton@bc-er.ca>; Wheat, Christa <Christa.Wheat@bc-er.ca>; Paynton, Sean C <Sean.Paynton@bc-er.ca>; Scheck, Devin C <Devin.Scheck@bc-er.ca>; Dosil, Ab <Ab.Dosil@bc-er.ca>; Anderson, Justin <Justin.Anderson@bc-er.ca>; Osmond, Andrew <Andrew.Osmond@bc-er.ca>; Weatherill, Shannon M <Shannon.Weatherill@bc-er.ca>; Sutherland, Jody L <Jody.Sutherland@bc-er.ca>; Bozarth, Donna L <Donna.Bozarth@bc-er.ca>; Calder, Shelley A <Shelley.Calder@bc-er.ca>; Stark, Ryan <Ryan.Stark@bc-er.ca>; Erickson-Fearon, Candace <Candace.Erickson-Fearon@bc-er.ca>; Friedrich, Hardy <Hardy.Friedrich@bc-er.ca>; Kamp, Adam <Adam.Kamp@bc-er.ca>; Pulos, Eloise <Eloise.Pulos@bc-er.ca>

Subject: Deadline for Pipeline Newsletter Content

Good afternoon,

This is a reminder that the deadline for articles or information for the next edition of [Pipeline](#), our staff newsletter, is **Friday, May 19th**

Please ensure you send your articles to communications@bc-er.ca

Should you have any questions, please let us know.

Thank you,



BCER Communications
communications@bc-er.ca

[Office Address Directory](#)
[BCER Web Site](#)

T. 250 794-5203
F. 250-794-5390



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

From: Frost, Mahia
Sent: Monday, March 27, 2023 2:32 PM
To: Dosil, Ab
Cc: Villines, Marion; Smerechinskiy, Kathryn
Subject: Shared Drive Organization Projects: 2022-23 Summary
Attachments: Shared Drive Organization Project 2022-23 Year End Summary.pdf

Hello Ab,

Please find attached a year-end summary of the Shared Drive Organization Project for 2022-23.

Thank you for your support of this work; we are looking forward to working with you and the branch in the new fiscal year!

Cheers,

Mahia



Mahia Frost (she/her)
Specialist, EDRMS & Information Management Solutions
Mahia.Frost@bc-er.ca

Victoria
[Office Address Directory](#)
[BCER Web Site](#)

T. 250 419-4423
F. 250-419-4403



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information by a recipient, please notify the sender and destroy all copies of this email immediately.

Shared Drive Organization Projects 2022-23 Year End Summary

This report highlights the work completed in 2022-23 for the Shared Drive Organization Project. The goal of project is to create recordkeeping systems in the shared drive environment. This puts us on the path to compliance with the Information Management Act; increases findability of Commission information; assists with business continuity through staff change; and helps us to be better stewards of the information we hold.

Our primary focus this year was to complete the Engineering Project, supporting the BCER in meeting the licensing requirements of the amended Professional Governance Act. We submitted the end of project report in December (with one outlying branch who we will work with in the next year). End of project stats for the overall Engineering project:

- Over 266,000 documents reviewed and processed
- Content reduced by 37%
- Source locations streamlined - from 112 source locations to 12 (90% reduction)
- Operational / decision material moved from F: drives to central repositories

We are now working in the People Strategy and Transformation division. We just completed a project for Strategy and Reporting, who after the reorganization were integrating three lines of business into one branch. The year concludes with project planning and analysis work for Information Systems & Technology, which will commence in the new fiscal year.

It was a productive year! Here are individual project statistics for 2022-23:

2022/2023 Year-End Report			
Project - Team Lead	% complete	Docs processed	Project highlights
Drilling and Production Jordan van Besouw	100%	31,207	30% reduction in files/documents. 20% reduction in number of folders. Integrated from 10 sources to 2.
Board Services Stacey Bligh	100%	14,808	Digital Workplace Readiness Project 10% reduction in content Classification chart created to map content to SP
Reservoir Engineering Ron Stefik	100%	91,311	52% reduction in content. Integrated records from 59 source locations to 2. Records dated to 1996 - 26 years of electronic information!
Energy Geoscience Jeff Johnson	100%	47,932	58% reduction in content. Integrated records from 27 source locations to 2.
Strategy & Reporting Josh Christenson	100%	52,437	62% reduction in content. Integrated records from 14 sources to 1 (+ Documentation publication spot).
Kelowna Engineering general/ admin folders	50%	4,949	A "side of the desk" project, cleaning up old admin folders on Kelowna's K: drive.
Information Systems & Technology Ab Dosil	1%		Planning and analysis phase in this fiscal year, project to commence in new fiscal.
Total documents processed:		242,644	

From: Smerechinskiy, Kathryn
Sent: Thursday, February 9, 2023 2:44 PM
To: Smerechinskiy, Kathryn
Subject: Final Wording re FIPPA - Board Governance Manual

Reference copy of Final wording provided:

Legislative Requirements relating to Communications (Email) and Records

The Regulator is an open and transparent crown corporation that is subject to legislative requirements relating to information access and records. As an agent of government, the Board and each Director are governed by applicable policies, directives and legislation relating to the public's right of access to information under BC's [Freedom of Information and Protection of Privacy Act](#) (FIPPA) and the retention of non-transitory records (records of decision) pursuant to the [Information Management Act](#) (IMA) and government's duty to document key activities and decisions.

In the course of their duties, Directors may exchange email communications and documents (records) with other Directors, employees of the Regulator and third parties using personal email accounts. Such exchanges of information fall under the control of the Regulator making them subject to FIPPA and the IMA; thus, communications and records pertaining to Board business (concerning a decision) sent or received by an individual Director may, depending on content and circumstances, be subject to disclosure under FIPPA barring any applicable exemptions. Guidance materials are available to support the Board in understanding its responsibilities.



Kathryn Smerechinskiy
Director, Records & Information Management
Kathryn.Smerechinskiy@bcogc.ca

Victoria
[Office Address Directory](#)
[BCOGC Web Site](#)

T. 250 419-4487
F. 250-419-4403
S17



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information is strictly prohibited. If you are a recipient, please notify the sender and destroy all copies of this email immediately.

From: Gregory, Sara
Sent: Tuesday, February 7, 2023 10:33 AM
To: Bligh, Stacey
Cc: Smerechinskiy, Kathryn
Subject: Board emails and FOIPPA

Hi Stacey – Here are some samples that Kathryn’s team provided. Sharing FYI as some might be useful in developing the manual or guidance in the future.

1. OIPC’s guidance document on FIPPA and personal email use risks [1515 \(oipc.bc.ca\)](https://oipc.bc.ca)
2. Draft policy/“Board Communications Protocol” of the Victoria Public Library (VPL) – *stipulates use of VPL Board email accounts for business only; use of personal email limited to “transitory” communications*
[RevisedBoardCommunicationsProtocol.pdf \(vpl.ca\)](https://vpl.ca)
3. Cooperative Boards – *guidance for Board member communications:* [Cooperative Boards \(sharpschool.com\)](https://sharpschool.com)
4. College of Physicians and Surgeons of BC – *Board and Committee Use of Electronic Communication Policy:* [Employee Manual \(cpsbc.ca\)](https://cpsbc.ca)
5. School District Board of Education example: [2:140-AP1 Guidance for Board Member Communications, Include EMail Use | BPS101](https://bcsd.ca)
6. American School Board/court ruling example: [California School Board Association \(csba.org\)](https://csba.org) – *Guidance includes putting the onus on the board member to simply advise if they have responsive FOI records or not. BCER does this for FOI (searches conducted by program areas), but the difference is that in those cases we have the ability to have IT check our server in the event of employees who have departed, or there being any issues/doubt that an adequate search was completed.*
7. Sample “Guidance” document and a Q&A format (could be modified for the Board): [instant-messaging.pdf \(ipc.on.ca\)](https://ipc.on.ca) and [use-of-email-09062017.pdf \(nyssba.org\)](https://nyssba.org)



Sara Gregory
Vice President Legal, Regulatory & Corporate Governance
Sara.Gregory@bcogc.ca

Victoria
[Office Address Directory](#)
[BCOGC Web Site](#)

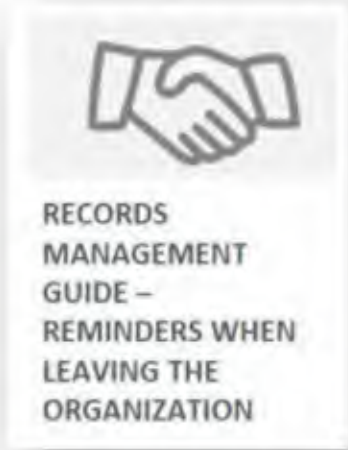
T. 250 419-4476
F. 250-419-4403
S17



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information is strictly prohibited. If you are not the named recipient, please notify the sender and destroy all copies of this email immediately.

From: Piccinino, Ines
Sent: Wednesday, October 26, 2022 1:51 PM
To: All Staff DL
Subject: New Records Management Guide – Reminders when Leaving the Organization



Good afternoon, all!

As we welcome many new faces to the Commission, we are also saying goodbye to some great people who are retiring or changing jobs. Our records management processes are of critical importance in managing risks, so we have taken some time to consider how to best support both employees and managers in the exit process.

Our Records & Information Management team have put together [a helpful guide](#) which outlines responsibilities and requirements for both the departing employee and their managers and supervisors. If you have any questions about this guide or records management in general, please contact any member of the [Records team](#) who will be happy to help you.

Thank you!



Ines Piccinino (she/her)
Executive Vice President, People, Strategy &
Transformation
Ines.Piccinino@bcogc.ca

Victoria
[Office Address Directory](#)
[BCOGC Web Site](#)

T. 250 419-4473
F. 250-419-4403
S17



We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships. We also acknowledge the Métis and Inuit people living across B.C.

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use of this information is strictly prohibited. If you are not the named recipient, please notify the sender and destroy all copies of this email immediately.

From: Keough, Dana
Sent: Tuesday, August 23, 2022 3:53 PM
To: Smerechinskiy, Kathryn
Subject: FW: FOIPPA Foundations Online Course

This is the FOI training I mentioned...

From: Carling, Emma CITZ:EX <Emma.Carling@gov.bc.ca> **On Behalf Of** Lowe, Charmaine CITZ:EX
Sent: Wednesday, April 20, 2022 12:01 PM
Subject: FOIPPA Foundations Online Course

Hello,

I am writing you today about a new, free online learning opportunity on the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Launching today, *FOIPPA Foundations* is an online course that supports learners to understand their privacy and access obligations in BC.

This interactive course reflects the 2021 amendments to FOIPPA and provides learners with an overview of:

- The fundamentals of FOIPPA
- Their responsibilities under FOIPPA
- How FOIPPA applies to their work
- Their privacy and access obligations

Target audiences for the course include public body employees in the broader public sector, as well as BC government employees and contracted service providers.

Course Completion

The Ministry of Citizens' Services and Open School BC will not be tracking learner completion; however, following successful completion of the course exam, learners can download a PDF certificate. The exam consists of a 10-question quiz and may be repeated as many times as necessary to obtain a passing score of 80%.

Take the course

The course is now available online www.gov.bc.ca/privacytraining.

For additional information, please contact: privacy.helpline@gov.bc.ca.

Sincerely,

Charmaine Lowe
Assistant Deputy Minister
Corporate Information and Records Management Office
Ministry of Citizens' Services

From: Armstrong, Peter
Sent: Friday, December 10, 2021 12:43 PM
To: All Staff DL
Subject: IMPORTANT UPDATE FROM IST - One Drive

Greetings from IST

Do you know you can use One Drive to share documents with your coworkers?



If you haven't already – you can activate One Drive by selecting this icon from your taskbar and logging on with your BCOGC credentials.

You can find training materials on all Microsoft Applications from MyOGC [M365 Information and Training | MyOGC \(bcogc.ca\)](#)

Here you will find a link to One Drive Introduction Documentation [One Drive Introduction](#) as well as a link to Records Management Documentation [One Drive BCOGC Records Management Guide](#)

As always if you have any questions or concerns, please let us know:

- Email: Simply send an email to servicedesk@bcogc.ca and a support request will be logged in our system.
- Phone: You can call IT at (internally) 5360 or (externally) 250-794-5360

Kind regards,
Peter



Peter Armstrong
Director, Information Technology
Peter.Armstrong@BCOGC.ca

Fort St John BC
[Office Address Directory](#)
bcogc.ca

T. 250 794-5209
F. 250-794-5390
S17



This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use by a person other than the named recipient of this communication is prohibited. If you received this in error or are not named as a recipient, please notify the sender and destroy all copies of this email immediately.

Subject: Documented Destruction of Electronic Records - feedback/working session
Location: Microsoft Teams Meeting
Start: Thu 12/9/2021 2:30 PM
End: Thu 12/9/2021 3:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Frost, Mahia
Required Attendees: Toma, Shannon; Smerechinskiy, Kathryn; Keough, Dana

Hello team,

I have started crafting an overview on our process for defensible destruction of electronic records. This is for a few reasons: as we progress with the shared drive organization projects we need to start actioning the final disposition folders (now that we have them); it reminds people that the destruction process applies to digital records as well; and it is a transparency piece that we should have on our intranet.

The purpose of this meeting is to talk about our process and get your input / feedback on the document. I have attached three documents to support the discussion:

1. **Destruction process – electronic records – for your review.** This is the overview doc of why we do this, and how to do it - aimed to keep it simple.
2. **RDA File List Template** – purely for reference. I updated our current template to encompass electronic records (basically adding a shared drive location column).
3. **How to write a Folder Report** doc – for reference as well. It's possible we could try using this for the basis of creating a file list? I am not sure if it will be easier to type them out or run this and "fix it up". Looking for your opinion / thoughts.

The overview document is only halfway there - it's SUPER drafty once we get to process, and this is the purpose of the meeting. I figure the process in place for physical records will mostly apply, but it is always good to take the opportunity to step back and make sure we are doing things the best way we can. Looking forward to chatting with you about this!

Thank you for your thoughtful review and time,

Mahia

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

[994240142@t.plcm.vc](tel:994240142@t.plcm.vc)

Video Conference ID: 111 943 571 7

[Alternate VTC instructions](#)

Last Revised: 2021-07-21

FILE LIST OF ELECTRONIC FILES ELIGIBLE FOR DESTRUCTION

OIL AND GAS COMMISSION				BRANCH:		RDA #: <i>Records and Information Services provides</i>				
Drive name	Schedule #	Primary/Secondary	FILE ID	FILE TITLE (include secondary title and folder name)	OPR (Y/N)	Start Date	End Date	Retention Schedule	SO Date (if applicable)	Final Disposition Date
						yyyy/mm	yyyy/mm		yyyy/mm	

Pages 22-23
Section 13

Folder Directory Report – folders only

1. Bring up a DOS window <Windows symbol> R
2. Type: CMD.EXE
And press OK.
3. To change the drive address
type the share letter followed
by a colon eg. Q:
And press ENTER.
4. To select a folder, type "cd"
followed by the name of the first folder.
Repeat until you reach the folder
you want to use. eg. cd divisional operations
5. To run a directory of folders, type: **tree > directory.txt**
**The report is not finished until
the flashing stops and the drive letter
shows up.**

In txt document, CTRL+A
CTRL+C to copy
Open Excel
CTRL+V
AAAA – search and replace

Folder Directory Report – including documents

6. Bring up a DOS window <Windows symbol> R
7. Open: CMD.EXE
8. To change the drive address
type the share letter followed
by a colon eg. Q:
9. To select a folder, type "cd"
followed by the name of the first folder.
Repeat until you reach the folder
you want to use. eg. cd divisional operations
10. To run a report, type: dir /s /b >c:\outputfile.txt
(outputfile = name of new doc)

Here are the steps for a quick cleanup of the Text file on Excel

1. Using the Find & Select feature - find ÅÅÅÅ
2. Replace with a semicolon
3. Repeat for ÀÀÀÀ and ³ (or any odd characters that aren't needed)
4. Highlight Column A
5. In the DATA tab, select Text to Columns
6. Choose 'Delimited', and click 'Next' (Step 1 of 3)
7. Choose 'Semicolon', and click 'Next' (Step 2 of 3)
8. Keep 'General' selected, and click 'Finish' (Step 3 of 3)

From: Dawes, Len
Sent: Monday, September 27, 2021 9:34 AM
To: All Staff DL
Subject: Managing Information in M365

In support of the Commission's ongoing transition to M365, the Records & Information Services branch has created a new training video – "Managing Information in M365". This training covers the basics of what we need to know for appropriately managing information in OneDrive, Teams and SharePoint applications.

Please take the time to watch this 16 minute video. It can be found on the [M365 Information and Training page](#) and directly accessed from [here](#).

Any follow up questions about the training content can be directed to our records management support staff (Kathryn Smerechinskiy or Mahia Frost).

Thanks,

Len



Len Dawes CPA, CA
Executive Vice President, Chief Financial
Officer
Len.Dawes@BCOGC.ca

Victoria BC
[Office Address Directory](#)
bcogc.ca

T. 250 419-4405
F. 250-419-4403
S17



This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use by a person other than the named recipient of this communication is prohibited. If you received this in error or are not named as a recipient, please notify the sender and destroy all copies of this email immediately.

ISSUANCE: Corporate Services Division
Records Management/Information Technology

APPROVED: April 27, 2021

1.0 GENERAL

1.1 Background

The BC Oil and Gas Commission (Commission) is adopting Microsoft Office 365 (M365) as a communication, collaboration and working platform. M365 provides a new suite of tools for creating, accessing, and sharing information and creates new digital workspaces.

1.2 Purpose

The purpose of this policy is to set a standard for how the Commission will use the M365 applications and appropriately manage the information residing in them. The use of M365 tools must comply with our legislative and policy requirements relating to information management and confidentiality. This means records and information stored using an M365 application or service must be:

- Appropriately retained to adequately document Commission decisions.
- Actively managed throughout their lifecycle according to retention policy.
- Secured and managed to prevent inadvertent disclosures.
- Assessed for confidentiality and, when appropriate, protected as a confidential asset.
- Readily accessible for Freedom of Information (FOI) and eDiscovery requests.

M365 is a new digital platform for the Commission and the Province, and its suitability as a corporate recordkeeping system has not yet been fully assessed. As such, this policy is deemed interim in nature and may be subject to future revisions.

• Authorities

- [Information Management Act](#)
- [Interpretation Act](#)
- [CRO 01-2019 Documenting Government Decisions Directive](#)
- [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#)
- [Transitory Records \(Schedule 102901\)](#)
- [Oil and Gas Regulation Operational Records Classification System \(ORCS\)](#)
- [Administrative Records Classification System \(ARCS\)](#)
- [Human Resources ARCS Supplement](#)

• Applicability

This policy applies to all data, records and information stored in M365 applications.

- **Related Policy/Procedure**

This policy, in conjunction with the following, is part of the information governance framework in the Commission:

- [Information Management Policy](#)
- [Managing Confidential Information Guide](#)
- [Managing Email Guide](#)
- [Employee Code of Conduct and Ethics](#)
- [Information Security Policy](#)
- [Mobile Device Policy](#)
- [Use of IT Resources Policy](#)

2.0 **POLICY**

2.1 **Records and Information Management**

- Commission records and information must be consistently managed according to approved information schedules (i.e., ARCS/ORCS).
- Official records within M365 workspaces must be saved to an appropriate recordkeeping system (shared drives) to ensure Commission decisions are adequately documented and business continuity and operations are supported.
- Only transitory information may be destroyed at the discretion of the employee.

2.2 **Collaboration and Protecting Confidentiality**

When using M365, users must limit the sharing of sensitive or confidential information, (e.g., personal information).

- Confidential records and personal information must not be inappropriately shared in M365 workspaces. If sharing is necessary, ensure proper handling and protections are in place.
- Access to M365 workspaces will only be granted to appropriate users and groups, as determined by Team/Site Owners.
- Access permissions assigned to collaborative workspaces will be actively managed, and access will be updated in a timely manner when group composites change.
- External individuals will not be granted access to Commission M365 workspaces without prior approval by a member of the Leadership group. If permissions are granted, Team/Site owners must ensure the protection of any confidential or sensitive information in the shared environment.

2.3 **Freedom of Information and legal records searches (eDiscovery)**

Information in M365, like all Commission information, is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) or other legal obligations. When using M365, staff must be prepared to respond to Freedom of Information (FOI) and legal requests for records and information.

Upon notification of a FOI and/or legal discovery request, users must assist in the search and retrieval of responsive records from applicable M365 workspaces, within prescribed time allowances as requested by FOI or Legal Services branch.

- Employees must not delete responsive records or information stored within M365 workspaces, including that which may be considered transitory. It is unlawful to delete or destroy any transitory record that is the subject of a current FOI request, or is subject to a current or reasonably anticipated litigation discovery process.
- Temporary holds on M365 automated information deletions should be initiated for applicable M365 applications.
- Searches for responsive records must be conducted within all applicable M365 workspaces.

3.0 APPLICATION USAGE

3.1 Teams

Teams workspace is to be used for transitory information only.

Teams is used for:

- Ad hoc informal conversations (chats) between two or more people.
- Department/branch communications.
- Project/committee/working groups.

Retention of chat messages:

- Ad hoc chat messages (outside of Teams Sites and Channels) are automatically deleted after 10 days.
- Department/branch conversations (within a Teams Site or Channel) are automatically deleted after three months.
- Project/committee/working group conversations (within Teams Sites or Channels) are kept for the duration of the project, then deleted.

Documenting decisions and capturing official information in Teams:

- Any official or critical information in Teams must be captured in the recordkeeping system.
- Team/Site Owners must confirm that all official material has been transferred to the recordkeeping system before a Team site will be deleted.

3.2 OneDrive

OneDrive is similar to the F: drive, by providing a private workspace for individual use. It is intended for short-term storage of records being actively worked on, i.e., drafting and collaborating on new documents. OneDrive is not an appropriate repository for long-term storage and management of Commission records.

OneDrive workspace should only hold active records while being drafted, and transitory information.

- When a record is finalized or collaboration has completed, it should be moved to the recordkeeping system.
- Users/Supervisors must confirm any official material has been transferred to the recordkeeping system before a OneDrive account is closed/deleted.

Confidentiality and collaboration considerations:

- Care must be taken to ensure that security and permissions are closely managed for confidential information being shared for collaboration.

3.3 SharePoint

There are two main uses of SharePoint in M365. Teams uses SharePoint as the platform for sharing and collaborating on documents – each Teams SharePoint is specific only to that Team and intended for short-term use and collaborative purposes. An official SharePoint site can also be used as a broader communication tool or collaboration hub at a corporate level; content stored on such sites is typically accessed across the organization and referenced for a period of longer duration, i.e., corporate policies and planning documentation, etc.

Teams SharePoint is a workspace for transitory content.

- Official records created within this workspace must be moved out of the Teams environment and saved to the recordkeeping system.

SharePoint sites outside of Teams are typically retained for a longer duration; as such, content must be managed according to records lifecycles and retention rules.

- Initiation of a corporate SharePoint site will be done in accordance with Commission SharePoint standards.
- Site structure must align with approved information schedule classifications.
- The Commission will actively maintain documentation on the intended use, access, and permissions for every site.
- SharePoint sites may be used as a records repository provided the structure aligns with information schedule classifications.
- When a site is closed, all official records should be extracted from SharePoint and saved to the recordkeeping system.

3.4 Outlook

M365 connects to Exchange Online instead of Exchange onsite. This does not significantly change email functionality or email management requirements.

- Emails should be managed according to information schedule classification and retention rules.
- Official emails should be routinely moved to and retained in the recordkeeping system.
- Inactive mailboxes may not be deleted until the contents have been assessed and official records are retained in the recordkeeping system.

4.0 ROLES AND RESPONSIBILITIES

Leadership is responsible for:

- Leading the Commission in the appropriate usage of M365 tools.

Teams/Site Owners are responsible for:

- Assigning and managing permissions to Commission workspaces.
- Ensuring the site or group workspace is appropriately managed according to Commission policy throughout its duration.

- Ensuring official records are captured in the recordkeeping system before a site/channel/group mailbox is closed.

Each employee is responsible for:

- Understanding what constitutes an official record and what information is deemed transitory.
- Managing Commission records and information, throughout the lifecycle established in approved information schedules, as appropriate to each M365 application.
- Ensuring appropriate confidentiality measures are applied to records and information.
- Ensuring the privacy of individuals is protected and maintained when using M365 tools and applications.
- Coordinating and/or conducting records searches within M365 applications in response to an FOI and/or legal request (eDiscovery).

APPROVAL:



Paul Jeakins
Commissioner,
Chief Executive Officer



Len Dawes
Executive Vice President,
Chief Financial Officer



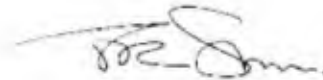
Ken Paulson
Executive Vice President,
Chief Operating Officer



Mayka Kennedy
Executive Vice President,
Chief Engineer



Ines Piccinino
Executive Vice President,
Legal and Regulatory Affairs



Trevor Swan
Executive Vice President,
Orphan & Liability Management

Version Control:

Document Created	Apr-21	Approved by Executive Team

Appendix A: Definitions

- **Access:** the ability or opportunity to view, study or obtain a copy of the records of the Commission. FOIPPA provides the public with a right of access to records in the custody or under the control of a public body.
- **Classification:** the process of identifying records or information in accordance with an approved information schedule. This includes determination of the function and/or subject of a record and selection of the appropriate records classification.
- **Confidential Record/Information:** is information that, if compromised, could result in serious consequences for individuals, organizations, or government. Designating information as confidential depends on factors such as the value of the information, the source of the information, and the impacts of unauthorized use, disclosure, alteration, reproduction, loss, or destruction. Confidential information requires protection against unauthorized access or disclosure.
- **Outlook:** is Microsoft's email application in M365. It supports the creation and receipt of electronic mail communication.
- **Information Governance (IG):** is fundamental to good corporate governance. It provides a framework and foundation for the control and securement of corporate records and information. It relates to the activities, policies, processes, and technologies an organization applies to maximize the value of the information it holds, while minimizing the costs and risks associated with holding it. The Commission's M365 IG Policy identifies requirements and strategies for managing content and records throughout their lifecycle using the suite of tools. The focus is on being compliant with applicable legislation and policies and enabling employees to be more collaborative and productive.
- **Information Schedules:** govern how records are organized and managed. B.C. government and broader public sector organizations use information schedules to ensure records are kept for as long as required, identify records of enduring value for preservation and ensure others are routinely destroyed when they are no longer needed.
- **Leadership Group:** Commission employees with a designation of Executive Director or higher.
- **Lifecycle:** the lifespan of information from its creation or receipt and use, through to its final disposition: destruction, transfer to the government archives or alienation.
- **Official Record/Information:** a record that documents Commission activities and decisions and does not fit the criteria of transitory records.
- **OneDrive:** cloud-based storage provided to each employee for information and materials related to their work.
- **Personal Information:** is recorded information about an identifiable individual other than business contact information. Business contact information identifies an individual in a business, professional or official capacity, and can include their name, title, business address, business telephone number, business email or business fax number. Personal information typically includes an individual's name, home address, personal email address, personal telephone number, age, gender, marital or family status, any physical or mental descriptors, information about an individual's educational, financial, criminal or employment history, personal views or opinions, and photos where individuals are identifiable. A name is considered personal under FOIPPA when, combined with other personal

information, it reveals something personal about that individual. The context in which an individual's name appears determines whether it is personal information.

- **Records/Information Management:** is the systematic control of information from creation to storage and retrieval to dissemination, regardless of media or physical format.
- **Recordkeeping System:** a shared filing system in which records are captured, protected, retained, and destroyed in accordance with approved information schedules, and the integrity of the digital government information is ensured. A recordkeeping system, when used in conjunction with recorded policies and procedures, defined roles and responsibilities, and ongoing training, constitutes an appropriate system for managing Commission information. Currently the Commission's recordkeeping system consists of shared drive folders.
- **Record/Information:** is created, received, and maintained by an organization or person during business. This includes formats defined in the Interpretation Act and FOIPPA, which includes "information that is recorded or stored by any means whether graphic, electronic, mechanical or otherwise".
- **Responsive Records/Information:** all records or information that pertain to the wording and/or subject of an FOI or legal request and fit within the scope of an applicant's request. A record may be deemed responsive as a result of its creation date, its content or context, who created the record, etc.
- **Retention Rules/Schedule:** embedded in Information Schedules, retention schedules govern the life cycle of a record, or series of records, provide the length of time the record is to be retained and its final disposition - destruction or transfer to the government archives.
- **SharePoint Site:** a central repository within M365 for information, links and content which may relate to a specific group of users for a specified purpose, or as a communication "hub" for an organization. SharePoint integrates with the other M365 applications and services and is intended for communication and collaboration.
- **Team's Site (referred to as a Team within Teams):** a collaborative workspace that provides transitory chat messaging, audio/video conferencing, document and information sharing, and meeting recordings. Team sites interface with a variety of M365 applications including Outlook, and documents residing in OneDrive and SharePoint. Teams Sites are structured with Channels, which are dedicated to a purpose.
- **Teams Channels:** dedicated conversation and workspace within Teams sites, where a group of people, such as project teams, committees, working groups, departments, and branches can collaborate and communicate.
- **Teams Chats (ad-hoc):** transitory instant messaging for the purpose of informal communication between people outside of Teams channels.
- **Team/Site Owner:** a Commission employee assigned as the owner of a Team who can create Channels within their team and manage permissions for those Channels. Additionally, Team Owners can set up properties for the Team including Team name and adding apps.
- **Transitory Information:** information of temporary and/or low value that is needed for only a limited period in order to complete a routine action or prepare a subsequent record (e.g., a new version). Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

- **Workspace:** a broadly used term referring to M365 digital platforms where we work with records and information, such as a Teams collaboration space, SharePoint site and/or OneDrive location.

File Plan Info			Configuration Info											
ORCS File Plan #	Category Name (Secondary title)	Retention length	Retention Trigger	Purview Business Rule	Business Rule Rationale	Who's using category	Category (Primary Block Title)	Sub-Category (Primary title)	Retention Label	Retention Label Notes	Retention Policy	Retention Policy Notes	Refinable String / Date	
20000-02	Ad-hoc analysis projects	SO nil DE	SO: if related to a plan or policy, when it has been abandoned or approved and there is no need to reference the records, for all other ad hoc analysis projects, when it no longer has reference value	Last modified + 1 month collaboration window, retain 5 years.		Heritage Conservation Regulatory Affairs	Oil and Gas Regulation ORCS	Oil and Gas Regulation - General	20000-02 Ad hoc analysis projects					
20000-02 TECH	Ad-hoc analysis projects - technical	SO nil DE	SO: if related to a plan or policy, when it has been abandoned or approved and there is no need to reference the records, for all other ad hoc analysis projects, when it no longer has reference value	Last modified + 1 month collaboration window, retain 10 years.	10y = provides an adequate reference period for engineering / scientific / technical analysis projects.	Heritage Conservation Regulatory Affairs LNG & Research	Oil and Gas Regulation ORCS	Oil and Gas Regulation - General	20000-02 Ad hoc analysis projects					
20000-06	Notebooks	SO nil DE					Oil and Gas Regulation ORCS	Oil and Gas Regulation - General						
20000-10	Statistical and activity reports	SO nil DE	SO: when information is no longer required for statistical, reporting, or analysis purposes	Last modified, + one month collaboration window, retain 5 years.		Heritage Conservation LNG & Research	Oil and Gas Regulation ORCS	Oil and Gas Regulation - General	20000-10 Statistical and activity reports					
20000-20	Corporate Registry	SO nil DE					Oil and Gas Regulation ORCS	Oil and Gas Regulation - General						
20000-40	Compliance evaluation	SO nil DE		Last modified + one month collaboration window, retain 10 years.	10y = Megan suggestion. These may relate to investigations, which have a 15 year retention.	Heritage Conservation	Oil and Gas Regulation ORCS	Oil and Gas Regulation - General	20000-40 Compliance evaluation files			Non-compliance # is used across the commission. The nature of an archaeological non-compliance is very different than someone doing a document check with a company to send in the regulated material they are late on. Maybe two categories for this classification? Non-Compliance 5y, Non-Compliance 10y?		
20100-20	Indigenous Relations	SO nil FR				MF: checking and then fill out Heritage Conservation and this sheet	Heritage Conservation	Oil and Gas Regulation ORCS	Indigenous Relations					
20100-40	Cultural awareness and training	SO nil DE	SO: when no longer used or referenced				Indigenous Relations	Oil and Gas Regulation ORCS	Indigenous Relations					
20200-05	Cancelled, expired or refused applications	SO nil DE					Oil and Gas Regulation ORCS	Application Review						
20200-17	Cancelled / withdrawn / discarded TANC applications	CY+1y nil DE					Oil and Gas Regulation ORCS	Application Review						
20200-18	Name changes, transfers and amalgamations	CY+2y 10y DE					Oil and Gas Regulation ORCS	Application Review						
20200-19	Declined TANC applications	CY+4y nil DE					Oil and Gas Regulation ORCS	Application Review						
20200-20	Application files	SO nil SR	SO: When activity file retention has expired.	Last modified, retain 50y, review/extend until archives are ready.	Provides appropriate time status.	Dams - Technical Compliance	Oil and Gas Regulation ORCS	Application Review						
20200-40	Application review working files	SO nil DE					Oil and Gas Regulation ORCS	Application Review						
20250-05	Borden numbers	CY+1y nil DE					Oil and Gas Regulation ORCS	Archaeological Activity Monitoring						
20250-10	Final archaeological reports	SO nil DE	SO: when no longer referenced	Last modified, retain 20y, review/ extend until archives are ready	Consistent with retention for permits	Heritage Conservation	Oil and Gas Regulation ORCS	Archaeological Activity Monitoring						
20250-20	Declined, cancelled or withdrawn archaeological applications	SO nil DE					Oil and Gas Regulation ORCS	Archaeological Activity Monitoring						
20250-25	Field visits	SO nil FR					Heritage Conservation	Oil and Gas Regulation ORCS	Archaeological Activity Monitoring					
20250-30	Heritage Conservation Act (HCA) permits	SO nil FR		Last modified, retain 20y, review/ extend until archives are ready	Draft - seperated from 20200-20 because these also hold the activity. (FR in 20200-20)	Heritage Conservation	Oil and Gas Regulation ORCS	Archaeological Activity Monitoring	2025-30 Heritage Conservation Act (HCA) permits					
20300-05	Complaints	SO nil DE					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20300-40	Enforcement case files	CY+14y nil DE					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20300-45	Compliance issue and topic files	SO nil DE					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20300-50	Compliance site inspections	SO nil DE					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20300-60	Contravention decisions	SO+10y nil FR					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20300-65	Orders	SO+10y nil FR					Oil and Gas Regulation ORCS	Compliance and Enforcement						
20550-10	Final audit reports	SO nil DE	SO: when no longer required for tracking a company's overall history of compliance with their regulatory requirements	Last Modified, 1 month collaboration window, retain 10 years	10y - aligns with final annual reports retention.	Heritage Conservation Dams - Technical Compliance	Oil and Gas Regulation ORCS	External Audit and Compliance Assessment	20550-10 Final audit reports					
20550-20	Audit working files	CY+10y nil DE	CY	Created Date, 1 year collaboration, retain for 10 years.	1 year collaboration reflects audit year working cycle.	Heritage Conservation LNG & Research Dams - Technical Compliance	Oil and Gas Regulation ORCS	External Audit and Compliance Assessment	20550-20 Audit working files					
20600-30	Facility files	SO nil FR					Oil and Gas Regulation ORCS	Facilities Regulation and Monitoring						

ORCS File Plan #	Category Name (Secondary title)	Retention length	Retention Trigger	Purview Business Rule	Business Rule Rationale	Who's using category	Category (Primary Block Title)	Sub-Category (Primary title)	Retention Label	Retention Label Notes	Retention Policy	Retention Policy Notes	Refinable String / Date
20750-05	Company correspondence	CY+9y nil DE					Oil and Gas Regulation ORCS	Incident and Emergency Response					
20750-07	Emergency Management BC reports	CY+1y nil DE					Oil and Gas Regulation ORCS	Incident and Emergency Response					
20750-20	Emergency response plans (ERP's)	SO nil DE	SO = when there have been three subsequent plans received, or when the asset that the supplemental plan relates to has had a certificate of restoration issued or remedial actions completed	Created Date, 1 month collaboration window, retain 7 years.	Emergency Plans are typically renewed every two years, 7 years provides for 3 plan cycles to be retained, per retention.	Dams - Technical Compliance	Oil and Gas Regulation ORCS	Incident and Emergency Response					
20750-30	Exercise evaluations	SO nil DE					Oil and Gas Regulation ORCS	Incident and Emergency Response					
20750-45	Incidents	SO nil DE					Oil and Gas Regulation ORCS	Incident and Emergency Response					
20750-50	Major incident and emergency response	SO+10y nil FR					Oil and Gas Regulation ORCS	Incident and Emergency Response					
20850-03	Security deposit files	SO+1y 9y DE					Oil and Gas Regulation ORCS	Liability Management					
20850-20	Corporate asset files for orphaned or at risk sites	SO nil DE					Oil and Gas Regulation ORCS	Liability Management					
20850-21	Corporate asset files for transferred assets	SO nil OD					Oil and Gas Regulation ORCS	Liability Management					
20900-20	Road files	SO+5y nil FR					Oil and Gas Regulation ORCS	Road Regulation and Monitoring					
21000-35	Pipeline projects	SO nil FR					Oil and Gas Regulation ORCS	Pipeline Regulation and Monitoring					
21100-00	Policy and procedures - final	SO 5y FR	SO: when the policy/procedure is replaced or becomes irrelevant; for policy/procedures which are required to provide point-in-time evidence, such as environmental and wildlife policy, when no longer needed to provide evidence for decisions	Last Modified, retain 10 years, review/ extend until archives are ready	10y = provides 5 years for policy / procedure to be active, and covers 5 year SA.	Heritage Conservation Reg Affairs	Oil and Gas Regulation ORCS	Policy and Procedure Development	21100-00 Policy and procedures - final				
21100-12	Process mapping data	SO nil DE					Oil and Gas Regulation ORCS	Policy and Procedure Development					
21100-20	Guideline and policy development files	SO 5y DE	SO: when the final product is approved and distributed, or abandoned, and when no longer required for reference	Last modified + 1 year collaboration, retain for 5 years.		Heritage Conservation Reg Affairs LNG & Research	Oil and Gas Regulation ORCS	Policy and Procedure Development	21100-20 Policy, guideline, and procedure development files				
21400-35	Reservoir analysis and management files	SO nil FR					Oil and Gas Regulation ORCS	Reservoir Regulation and Monitoring					
21400-40	Production allowable reports	SO 7y DE					Oil and Gas Regulation ORCS	Reservoir Regulation and Monitoring					
21600-03	General inquiries	CY+1y 2y DE					Oil and Gas Regulation ORCS	Stakeholder Relations					
21600-06	External communications	CY+3y 6y FR	CY	Created Date, 1 year collaboration, retain for 10 years, review/ extend until archives are ready		Heritage Conservation	Oil and Gas Regulation ORCS	Stakeholder Relations	21600-06 External communications				
21600-20	Annual activity reports	SO nil FR	SO: when no longer being used for trend analysis, and understanding Commission and activity history	Created Date, 1 year collaboration, retain for 10 years, review/ extend until archives are ready	11 years is consistent with external reporting and communications retention, and executive schedule.		Oil and Gas Regulation ORCS	Stakeholder Relations					
21600-25	Pre-application issues case files	SO nil DE					Oil and Gas Regulation ORCS	Stakeholder Relations					
21600-30	Communications and report development files	SO nil DE					Oil and Gas Regulation ORCS	Stakeholder Relations					
21600-35	Stakeholder issues	SO nil DE	SO: when issue is resolved or no longer topical, and when no longer needed for reference purposes	last modified + 1 year, retain for 6 years	7 years provides an adequate reference period.		Oil and Gas Regulation ORCS	Stakeholder Relations					
21600-40	Strategic engagement projects	SO+7y nil DE	SO: when project is completed, cancelled, or abandoned	Last modified + 1 year collaboration, retain for 8 years.		Dams - Technical Compliance Reg Affairs	Oil and Gas Regulation ORCS	Stakeholder Relations	21600-40 Strategic engagement projects				
21700-20	Master licenses to cut	SO nil DE					Oil and Gas Regulation ORCS	Timber Cutting Licensing					
21900-30	Well authorization files	SO nil FR					Oil and Gas Regulation ORCS	Well Regulation and Monitoring					

Item	Approach / Decision	Rationale	Considerations / Risks
Purview Business Rules	Create fixed retention interpretations of ARCS/ORCS retentions rather than rely on the true retentions (i.e. SO triggers).	<p>1) if we use an SO trigger (as we initially started doing) the label isn't applied until the SO flag is activated, which means we don't have record integrity protections applied (through the Preservation Hold Library), often until end of lifecycle</p> <p>2) using an interpretation will create a more active review process - essentially a "nudge" which supports more active lifecycle management than waiting for people to proactively close files. One step closer to automated.</p>	<p>Disposition process will have to be more consultative - the 'disposition review' will now actually be two streams of review - one to determine if the SO is actually fulfilled and another because the records have truly reached the end of their lifecycle. Communication around this will have to be super transparent, and thought put into how to identify which disposition lists meet each criteria. A fair bit of analysis will have to be applied to the disposition review process.</p> <p>This supports us meeting an essential criteria of a government recordkeeping system, per CRO Directive CRO 01-2019, namely: "ensure the preservation and accessibility of records over time; protect against accidental or unauthorized access, alteration, copying, movement or deletion". While also being careful to "permit the retention requirements of information schedules to be applied accurately and efficiently".</p>
Transitory Records	We created a set of Transitory labels that branches choose from when creating the document library (i.e. 6m/1y/18m/2y).	In an effort to have all records with retention policies applied, Transitory labels encourage and support the routine disposition of transitory material.	It does introduce transitory material into the disposition process, but since this is actually an SO retention, that's appropriate in the model we have adopted.
Non-OPR Records	Created a series of non-OPR retention labels, to be chosen by the branch when creating the document library (i.e. 1y/3y/5y).	Because of Microsoft's hard limitation of only 1000 retention labels we decided not to create non-OPR retention labels for every records classification. Working with Pauline/GU on how to document non-OPR classification for the libraries, so we have that metadata for the future.	<p>As long as we can record the correct non-OPR classification number somewhere this seems like a good practice, which encourages a "nudge" to dispose of non-OPR material.</p> <p>Pauline looking into the best way to record this.</p>
Templates			
FR Records - migration	Decided to migrate all FR records rather than leave them behind in the Shared Drives	Keeps the records requiring management together in one place.	SharePoint doesn't have an archives/transfer type of function so still need to work the process out.
FR Records - transfer to government archives	Transfer a copy to the archives, and then unlabel the records to destroy them. Will probably create a of label named something like "FR Transferred to Archives" that we then apply so we can get rid of the records in our custody.	We will likely have a record of what was transferred, so we will have that documentation.	This will of course have to be tested out.
Board Records	Board Records accessed from the Portal will be considered the official records of the Board. We will not declare them as Records.	The records behind the Portal reside in a locked down SharePoint library accessible only by the Corporate Governance staff. When records are transferred to the Board Portal they are in PDF form, so we have decided not to declare them as Records, as they are quite well protected already.	Corporate Governance will also have a library of Board Records on their own site - material that doesn't 'reside' in the Board Portal.
HR Records	Use HR ARCS Supplemental for the HR Branch and use ARCS 1385-20 for the branch HR files.	This reflects the fact that the HR Supplemental was developed for agencies that don't use the PSA, which is a centralized service for HR. The ARCS classification is designed to be a "catch-all" for what is basically non-OPR files in branches.	
Templates	Classify as Transitory so people can manage them as necessary.	Templates aren't actually records, and use is too varied to determine a common retention.	May need to create a "transitory / template retention" that exceeds 18 months for nudging.
Legal Records	Apply the OPR retention for all offices until Legal Services has a structured file system in place.	'On paper' the Legal Services branch would be the natural OPR for legal files, but the records system is pretty unstructured and left to the individual lawyers. In light of that, we will denote all of the files as OPR until we get a system in place for them.	Once we have a structured system in place we can compare branch legal files to Legal Services holdings and either change the branch files to non-OPR or designate them as DE in the disposition process (legal files are SR)

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/organizational-structure/crown-corporations/central-agencies/cirmo-spl/cro_01-2019.pdf

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/organizational-structure/crown-corporations/central-agencies/cirmo-spl/cro_guidelines_dgd_2019.pdf

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
20000	OIL AND GAS REGULATION - GENERAL				
20000-01	General	CY+1y nil DE	Creating Branch	Program Lead	
20000-02	Ad-hoc analysis projects	SO nil DE	Creating Branch	Program Lead	
20000-06	Notebooks	SO nil DE	Creating Branch	Program Lead	
20000-07	Oil and Gas Commission website	SO nil DE	Program Area updating web pages Communications	Communications Manager	Formal disposition for this classification is not implemented on a routine basis. The Communications Manager authorizing webpage updates is effectively authorizing this disposition. (see OneNote 365 notes in M365 tab re: auto-disposition)
20000-10	Statistical and activity reports	SO nil DE	Creating Branch	Program Lead	(Covers ad hoc, statistical and routine reports (i.e. weekly/monthly/quarterly) that are not part of an operational file, such as a compliance file or well file)
20000-20	Corporate Registry	SO nil DE	Permit Operations & Administration	Shannon Weatherill	
20000-35	OGC Board of Directors files	FY+1y 8y FR	Board Services	Stacey Bligh	
20000-40	Compliance evaluation files	SO nil DE	Creating Branch	Program Lead	(Covers the compliance work done outside of the C&E team, or in conjunction with them)
20100	INDIGENOUS RELATIONS				
20100-20	Indigenous relations	SO nil FR	Strategic Engagement	Kelly Wintemute	
20100-40	Cultural awareness and training	SO nil DE	Strategic Engagement	Kelly Wintemute	
20200	APPLICATION REVIEW				
20200-05	Cancelled, expired, or refused applications	SO nil DE	Permit Operations & Administration	Shannon Weatherill	
20200-18	Name changes, transfers and amalgamations	CY+2y 10y DE	Permit Operations & Administration	Shannon Weatherill	
20200-20	Applications	SO nil SR	Corporate Record	Executive	
20200-40	Application review working files	SO nil DE	Creating Branch	Program Lead	(Covers the working files of anyone in the Commission who is part of the application review process.)
20250	ARCHAEOLOGICAL ACTIVITY MONITORING				
20250-05	Borden numbers	Cy+1y nil DE	Heritage Conservation	Megan Charters?	

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
20250-10	Final archaeological reports	SO nil DE	Heritage Conservation	Megan Charters?	
20250-20	Declined, cancelled or withdrawn archaeological permits	SO nil DE	Heritage Conservation	Megan Charters?	
20300	COMPLIANCE AND ENFORCEMENT				
20300-05	Complaints	SO nil DE	Compliance and Enforcement	Dax Bourke	
20300-40	Enforcement case files	CY+14y nil DE	Compliance and Enforcement	Dax Bourke	
20300-45	Compliance issue and topic files	SO nil DE	Compliance and Enforcement	Dax Bourke	
20300-50	Compliance site inspections	SO nil DE	Compliance and Enforcement	Dax Bourke	
20300-60	Contravention decisions	SO+10y nil FR	Compliance and Enforcement	Dax Bourke	
20300-65	Orders	SO+10y nil FR	Compliance and Enforcement	Dax Bourke	
20550	EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT				
20550-10	Final reports	SO nil DE	Environmental Management Systems	Nicole Curnow	
20550-20	Audit working files	CY+10y nil DE	Environmental Management Systems Integrity Management Programs Environmental Stewardship (COR) Heritage Conservation	Nicole Curnow Kevin Parsonage Devin Scheck Megan Charters?	
20600	FACILITIES REGULATION AND MONITORING				
20300-30	Facility files	SO nil FR	Corporate Record	Executive	
20750	INCIDENT AND EMERGENCY RESPONSE				
20750-05	Company correspondence	CY+9y nil DE	Security & Emergency Management	Peter Dalton	
20750-07	Emergency Management BC reports	CY+1y nil DE	Security & Emergency Management	Peter Dalton	
20750-20	Emergency response plans (ERP's)	SO nil DE	Security & Emergency Management	Peter Dalton	
20750-30	Exercise evaluations	SO nil DE	Security & Emergency Management	Peter Dalton	
20750-45	Incident files	SO nil DE	Security & Emergency Management Environmental Stewardship	Peter Dalton Devin Scheck	

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
20750-50	Major incident and emergency response files	SO nil FR	Security & Emergency Management Environmental Stewardship	Peter Dalton Devin Scheck	
20850	LIABILITY MANAGEMENT				
20850-03	Security deposit files	SO+1y 9y DE	Liabilities and Orphans	Brian Murphy	
20850-20	Corporate asset files for orphaned or at risk sites	SO nil DE	Liabilities and Orphans	Brian Murphy	
20850-21	Corporate asset files for transferred assets	SO nil OD	Liabilities and Orphans	Brian Murphy	
20900	ROAD REGULATION AND MONITORING				
20900-20	Road files	SO+5y nil FR	Corporate Record	Executive	
21000	PIPELINE REGULATION AND MONITORING				
21000-35	Pipeline projects	SO nil FR	Corporate Record	Executive	
21100	POLICY AND PROCEDURE DEVELOPMENT				
21100-00	Policy and procedures – final	SO 5y FR	Internal: Branch who “owns” the policy External: Business Process Services / Documentation	Program Lead Derek Hughson	<i>(Covers both internal and external policies, guides, manuals, best practices, etc.)</i>
21100-20	Policy, guideline, and procedure development files	SO 5y DE	Creating Branch	Program Lead	
21400	RESERVOIR REGULATION AND MONITORING				
21400-25	Geological topical files	SO nil DE	Petroleum Geology	Jeff Johnson	
21400-35	Reservoir analysis and management	SO nil FR	Reservoir Engineering	Ron Stefik	
21400-40	Production allowable reports	SO 7y DE	Reservoir Engineering	Ron Stefik	
21600	STAKEHOLDER RELATIONS				
21600-06	External communications	CY+3y 6y FR	Public & Corporate Relations	Graham Currie	

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
21600-20	Annual activity reports <i>(this covers all Commission reports produced on an annual basis)</i>	SO nil FR	Program Area who "owns" the report (for program specific reports, such as the annual archaeology rpt) Public & Corporate Relations for corporate, commission wide reports	Program Lead Graham Currie	
21600-25	Pre-application issues case files	SO nil DE	Creating Branch	Program Lead	<i>(Applies to landowner liaison case files and includes archaeology as well, may be Suzanne Matthews etc.)</i>
21600-30	Stakeholder issues	SO nil DE	Stakeholder Relations	Graham Currie	<i>(Covers the resolution of issues and concerns that are not related to specific permits, applications, or part of the pre-application process) May start to be used by other program areas for their own initiatives. If so, apply the OPR retention.</i>
21600-35	Strategic engagement projects	SO+7y nil DE	Stakeholder Relations	Graham Currie	
21600-40	Report development files	SO nil DE	Program area developing the annual report.	Program Lead	<i>(Covers the development / draft material for producing the annual reports under -20.)</i>
21700	TIMBER CUTTING LICENSING				
21700-20	Master licences to cut	SO nil DE	Permit Operations & Administration	Shannon Weatherill	
21900	WELL REGULATION AND MONITORING				
21900-30	Well authorization files	SO nil FR	Corporate Record	Executive	
ARCS – ONLY CLASSIFICATIONS THAT HAVE A CORPORATE OPR IN THE COMMISSION					
If you have records under any of the listed classification, but aren't the listed OPR, they will be designated as non-OPR.					
ADMINISTRATION					
105-02	Organization charts and organization histories	SO nil FR	Human Resources Branch	Angela Scammel	

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
265-20	Delegation of authority authorization records	SO+1y 6y DE	Legal Services Branch	Sara Gregory	
275-30	Business continuity plans	SO+1y 5y DE	Integrated Risk Management	Theodora Borrissov	
292-30	FOI requests and related complaints	SO 5y SR	Records and Information Services	Kathryn Smerechinskiy	
293-60	Privacy Impact Assessments	SO+1y nil DE	Records and Information Services	Kathryn Smerechinskiy	
350-20	Legal files	SO+1y nil SR	Legal Services Branch	Sara Gregory	
432-30	Destruction case files	CY+30y nil DE	Records and Information Services	Kathryn Smerechinskiy	
BUILDINGS AND PROPERTIES					
Entire section	<ul style="list-style-type: none"> • Accommodation planning • Building and land management • Building design and construction projects 		Corporate Property & Administration	Julie Barker	
FINANCIAL MANAGEMENT					
<p>As the Commission OPR for this function, the Financial & Administration Branch will be considered the OPR for financial records, including contracts.</p> <p>General staff in the Commission may have related records, kept for convenience, (such as contract management records), which will be designated as non-OPR. The exception to this would be if the branch has a clear co-ownership for the function, such as determination of capacity spending.</p>					
Entire section	<ul style="list-style-type: none"> • accounts payable • budget development/control, • cost-sharing • procurement and contract management, • grant and other transfer payment accounting, • revenue/expenditure control, • audits and compliance reviews, • financial reporting and analysis, tax reporting 		Financial and Administration Branch	Joel Cave	

BCOGC - OFFICE OF PRIMARY RESPONSIBILITY MATRIX

Classification	Classification Title	Retention	OPR	Program Lead	Notes
HUMAN RESOURCE MANAGEMENT					
As the Commission OPR for this function, the Human Resources Branch uses the Human Resources ARCS Supplement for their records.					
General staff in the Commission may use ARCS for their HR-related records (the retentions are appropriate for this) .					
INFORMATION TECHNOLOGY					
The Information Technology/Information Systems branches will usually be the OPR for this section of classifications. There will be exceptions - for example, there are projects where they work with other people on system development, for example, and so we aren't setting a corporate OPR for this section.					

Identify corporate OPR streams – legal, foi, accounts payable, hr etc.



MANAGING INFORMATION IN SHAREPOINT

Microsoft SharePoint

SharePoint is a document management and collaboration tool in Microsoft Office 365. It is used to collaborate and share content across an organization. It can also be used as a records management tool. This guide provides advice and guidance on using SharePoint to manage commission records.

Under the *Information Management Act* (IMA), government bodies must ensure that an appropriate system is in place for creating and maintaining government information. If managed appropriately, SharePoint can be part of that system.

Planning to implement SharePoint

Implementing a SharePoint site should involve the same careful planning as required for any system implementation. This generally includes the following steps:

- A. Requirements gathering and analysis
- B. Gaining and maintaining management commitment and support for the project
- C. Pre-implementation architecture, design, configuration and testing
- D. Establishing governance, user training, and communications protocols
- E. Post-implementation testing and monitoring
- F. Post-project document migration to a recordkeeping system and closing the SharePoint site

Assign responsibility for managing and filing records at the start. Do not wait until the site project/purpose is over before identifying who needs to manage and file the documents into the appropriate recordkeeping system.

SharePoint Site Owners are responsible for:

- Identifying appropriate site users and permissions.
- Creating and managing document Libraries and Content Types.
- Ensuring documents are migrated to a recordkeeping system at project completion or site closure.

This guide only applies to the M365 SharePoint application.

It does not apply to records and information in Teams.

Teams uses SharePoint for short-term collaboration. However, Teams is not an approved recordkeeping system under the IMA. Once you are finished collaborating on a document in Teams, it should be saved to your recordkeeping system.

Do not keep final document versions in Teams SharePoint for long-term storage



Using SharePoint to manage your records

There are many ways to use and configure SharePoint. The following best practices provide some basic records management measures for the records maintained there:

- **Establish and document responsibility for the site and access to it. Keep that documentation up to date.** Site Owners need to ensure all access permissions are kept current. This enables authorized staff to locate the records and information they need for operational, FOI or other legal purposes.
- **Implement an ARCS and ORCS structure upfront.** SharePoint sites should be organized according to approved information schedules (ARCS/ORCS). This involves mapping site content to specific record classifications. Contact Records and Information Services for guidance on how to do this.
- **Document design and configuration decisions.**

Site Owners are responsible to ensure information is appropriately managed in the SharePoint environment.

- **Use naming conventions for documents.** Try to consistently title documents with established naming conventions, or using standard elements (e.g. a clear description of the document, version number, and creation date).
- **Delete transitory information regularly.** Information management rules apply to records in SharePoint. Transitory records may be routinely deleted by employees. All other records must follow the retention schedules outlined in ARCS/ORCS.

FOI, Privacy and Confidentiality of Information

Information in SharePoint is subject to access requests under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

When using SharePoint, ensure you:

- Are prepared to respond with copies of responsive records for FOI or other legal obligations.
- Limit sharing personal, sensitive or confidential information to only what is necessary for conducting Commission business.

Shutting down your SharePoint site?

Contact Records and Information Services first.

Your records may need to be migrated to a recordkeeping system once the site is no longer in use.

We will help guide you on the best course of action.



COMMISSION INFORMATION IN THE CLOUD

This guide will outline some of the information and records management concerns which should be addressed by government bodies when considering the use of cloud-based computing services.

Cloud computing is internet-based computing where shared resources, software and information are provided to computers and other devices on demand.

As a government body, Commission information is government information. These terms are used interchangeably in this guide.

What types of applications and services are offered?

Cloud computing refers to services provided on-demand over the Internet, such as data storage, business software, or computing power. As a user, you get access to this service without having to manage the service yourself. One common example of cloud computing is Gmail, which allows you to log in through a web browser on any device to access your emails (i.e. the data is hosted by the cloud service provider, Google).

There are many benefits to cloud computing. For example, cloud services are more efficient, scalable and highly accessible. In addition, they can provide better security since cloud providers offer security features and internationally recognized certifications that would be a challenge for any one organization to deliver on its own. Cloud solutions will help us innovate: they let us experiment with new technologies and tools without making large capital investments up front.

While cloud technology is the future of modern service delivery, cloud solutions may not be appropriate in

every case. A cloud solution is only appropriate if it meets business, privacy, security and system requirements. A public body may explore and purchase cloud services, so long as they are appropriate and their intended use complies with legal and policy requirements.

Issues to Consider

Capture

The [Information Management Act \(IMA\)](#) requires that government bodies maintain an appropriate system for creating and maintaining government information.

When using Cloud services, government bodies must ensure that records are captured or created in a way that ensures their preservation and accessibility, in accordance with applicable laws and policies. Prior to entering into an agreement with a cloud provider, government bodies should consider the following:

- Records should be created in a secure and stable format so that they can be available for future reference, use and export. Choose widely-used, non-proprietary, platform-

independent formats with freely available specifications where possible.

- Records creation should support authenticity and reliability. Authenticity is closely associated with the creator of a record. The name of the creator, dates of creation/ modification, unique identifiers, and electronic signatures should be documented and maintained.
- Records should be classified according to approved information schedules from creation, through their active and semi-active use to final disposition. It is very difficult to implement classification retroactively.

Under the [Information Management Act](#), government bodies must have an appropriate recordkeeping system for managing important government information. For more information on the requirements to document government decisions see the [Documenting Commission Decisions](#) webpage.

Maintenance and Use

Cloud-based services can be used to store, maintain and use government information throughout the active and semi-active stage of its life cycle.

Government bodies should ensure that:

- Information is searchable, findable and available for retrieval and re-use. Using proper records classification, file naming conventions, keywords, and logical storage structures will allow users to find and access records when needed.
- Information is authentic, reliable and free from tampering or corruption. There should be appropriate access privileges concerning the creation, modification, annotation, relocation, and destruction of records.
- Information is securely stored, backed up and managed throughout their lifecycle. This will prevent inadvertent destruction of records. If multiple copies of the same record exist, there should be established procedures that identify which record is the original, official or authoritative record.

Retention and Disposition

All government information created, stored and managed in the cloud is subject to the IMA. The Act requires that government information must be maintained in accordance with approved information schedules. In order to be in compliance with the IMA, government bodies should ensure that:

- Information is classified according to approved information schedules (i.e. ARCS/ORCS). If no information schedule exists, information must be retained until its disposition is approved by the Chief Records Officer.
- Destruction actions are authorized and reviewable.
- Destruction is automated through business rules where possible.
- Records can be maintained indefinitely if necessary (i.e. in the case of a litigation hold).
- Action or date-based retention triggers can be set.
- Deletion should apply to records, their backups and their metadata.
- Records disposal actions are documented.

Transfer / Migration / Exit

The lifecycle of cloud computing services and technologies may be much shorter than the required retention period for government information. Unless there is a clear, defined transfer/migration/exit strategy, important government information may be lost or government bodies may experience vendor lock-in. To avoid these risks, government bodies should ensure:

- There is an exit clause in the service level agreement.
- All records and associated metadata are maintained by the provider until transfer to the new system has been completed and tests carried out.
- That passwords or other forms of file-level encryption are removed.
- That records are transferred / migrated in a way that maintains their usability as records (i.e. in stable formats).
- That records are transferred / migrated in a way that maintains their authenticity, reliability and integrity (i.e. through documented procedures carried out by authorized users).

Metadata and Reporting

Government information refers to the records of government business maintained within a system, as well as the metadata associated with those records, and the audit logs created by the system. Government bodies should ensure that all metadata requirements are met by the Cloud service provider, including:

- Persistent links are maintained between the records and their metadata.
- The ability to read and write custom metadata within the system.
- The ability to comply with government metadata standards (forth coming).
- Metadata is protected from unauthorized deletion, and must be retained with the record for as long as necessary.
- Record metadata is destroyed in accordance with the record's information schedule.
- System metadata (e.g. access and audit logs) is destroyed in accordance with information schedules.

What should the Commission do when considering a cloud-based service?

When considering a cloud-based service, information management issues should be addressed very early in the adoption process. The Commission should:

- ✓ Develop procedures for how all records will be captured, managed, retained, made available to authorized users.
- ✓ Determine what information schedule applies to information going to the cloud.
- ✓ Determine which copy of records will be declared as the official, authoritative record.
- ✓ Establish and execute retention and disposition procedures in the cloud environment.
- ✓ Test transfers of records to other environments to ensure the records remain portable, reliable, authentic, trustworthy and true.
- ✓ Develop instructions on how data will be migrated, include provisions for transferring permanent records in the cloud to the government archives.
- ✓ Resolve portability and accessibility issues through good records management policies and other data governance best practices.
- ✓ Assess cloud solutions to determine if the activities require a Privacy Impact Assessment and a Security and Threat Risk Analysis - our Privacy Officers and Security Officers can help with this.

The requirements for managing government / commission information are set in the following legislation, policy and standards:

- [Information Management Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- *The Commission's* [Information Management Policy](#)
- [Administrative](#) and [Operational Records Classification Schedules](#) (ARCS and ORCS)
- [Documenting Government Decisions Directive](#) CRO 01-2019 (Commission guidance: [Documenting Commission Decisions](#))
- *The Commission's* [Information Security Policy](#)

For additional Information contact Records and Information Services, or Cybersecurity, Planning & Technology.

Appendix A - Checklist for Cloud Service Contracts¹

This checklist is a tool for assisting government bodies when assessing typical issues in boilerplate cloud computing legal agreements (contracts). This checklist also provides an overview of recordkeeping issues that are relevant to cloud computing services and should be addressed in the terms of each agreement.

	Questions	Y	N	?	Notes
1.	Agreement				
1.1	Is the effective start date of the agreement clearly stated?				
1.2	Is there an explanation of circumstances in which the services could be suspended?				
1.3	Is there an explanation of circumstances in which the services could be terminated? (See also Section 6)				
1.4	Is there an explanation of notification, or an option to subscribe to a notification service, in the event of changes made to the terms governing the service? ²				
2.	Data Ownership and Use				
2.1	Do you retain ownership of the data that you store, transmit and/or create with the cloud service?				
2.2	Does the Provider reserve the right to use your data for the purposes of operating and improving the services?				

¹ This checklist is based on the work of the [InterPARES Trust research project](#). For more information on issues of trust and trustworthiness of records and data in online environments see the [project website](#).

² Some cloud service agreements, especially services in the public cloud, include clauses allowing the provider to change the terms of the agreement at any time at their sole discretion. Therefore, if possible, organizations should consider deleting this right, or making this right subject to the organization's agreement to any change, or ensuring the Provider is obligated to notify the organization well in advance of any changes.

	Questions	Y	N	?	Notes
2.3	Does the Provider reserve the right to use your data for the purposes of advertising?				
2.4	Does the Provider reserve the right to use, or make your data available as anonymized open data (through standard APIs)?				
2.5	Does the terms of the agreement restrict the type of content you can store with the cloud service on account of intellectual property / copyright laws?				
2.6	Does the commission hold the copyright to records that may be stored in the cloud service?				
2.7	Do the Provider's terms apply to metadata? ³				
2.8	Do you gain ownership of metadata generated by the cloud service system during procedures of upload, management, download and migration?				
2.9	Do you have the right to access the metadata relating to your records during the contractual relationship?				
3.	Availability, Retrieval and Use				
3.1	Are there specific clauses regarding the availability of the service?				
3.2	Does the service ensure your data will be available when you need it?				

³ Metadata ensure that records can be discovered, retrieved and used. They are critical for ensuring the authenticity of the record over time. They can be generated by your organization or by the Provider. It is therefore important to specifically address metadata in the contract in order to clarify issues such as ownership, access, retention and disposition during the service and after its termination.

	Questions	Y	N	?	Notes
3.3	Does the degree of availability of the data allow you to comply with freedom of information and other legislation? ⁴				
3.4	Does the degree of availability of the data allow you to comply with the right of persons to access their own personal data?				
3.5	Does the degree of availability of the data allow you to comply with the right of authorities to legally access your data for investigation, control or judicial purposes?				
3.6	Are the procedures, time and cost for restoring your data following a service outage clearly stated?				
4.	Data Storage and Preservation				
4.1.	Data Storage				
4.1.1	Does the Provider create backups of your organization's data?				
4.1.2	If the commission manages external records (e.g. client/partner data), does the Provider create backups of that data?				
4.1.3	Do the Provider's terms apply to any backup created? ⁵				
4.1.4	In the event of accidental data deletion, does the Provider bear responsibility for data recovery?				

⁴ BC FOIPPA allows access to information held by the public body. Will the data be available to provide in the case of an access request?

⁵ Notably in terms of ownership, access, security, retention and disposition during the service and after its termination

	Questions	Y	N	?	Notes
4.2.	Data Preservation				
4.2.1	Are there procedures outlined to indicate that your data will be managed over time in a manner that preserves their usability, reliability, authenticity and integrity? ⁶				
4.2.2	Are there procedures to ensure file integrity during transfer of your data into and out of the system (e.g. checksums)?				
4.2.3	Is there an explanation provided about how the service will evolve over time (i.e. migration and/or emulation activities)?				
4.2.4	Does the system provide access to audit trails concerning activities related to evolution of the service?				
4.2.5	Will you be notified by the Provider of changes made to your data due to evolution of the service?				
4.2.6	Can you request notification of impending changes to the system related to evolution of the service that could impact your data?				
5.	Data Retention and Disposition				
5.1	Will your data (and all their copies, including backups) be destroyed in compliance with your information schedules?				
5.2	Will your data be immediately and permanently destroyed in a manner that prevents their reconstruction, according to a secure destruction policy ensuring confidentiality of the data until their complete deletion?				

⁶ Usability, reliability, authenticity and integrity might be defined in the contract (e.g., in a Definition section or in a Glossary). It is recommended to verify if your organization and the Provider have a common understanding of these concepts.

	Questions	Y	N	?	Notes
5.3	Is there information available about the nature and content of the associated metadata generated by the cloud service system?				
5.4	Will the Provider destroy associated metadata upon disposition of your data?				
5.5	Will the Provider deliver and/or give access to audit trails of the destruction activity?				
5.6	Will the Provider supply an attestation, report, or statement of deletion (if required by your internal or legal destruction policies)?				
6.	End of Service – Contract Termination ⁷				
6.1	In the event that the Provider terminates the service, will you be notified?				
6.2	Is there an established procedure for contacting the Provider if you wish to terminate the contract?				
6.3	If the contract is terminated, will your data be transferred to you or to another Provider of your choice in a usable and interoperable format?				
6.4	Is the procedure, cost, and time period for returning/transferring your data at the end of the contract clearly stated?				
6.5	At the end of the contract, do you have the right to access the metadata generated by the cloud service system?				

⁷ The end of the service is a key moment that needs to be addressed in the contract in order to specify the procedure to follow, the obligations and responsibilities of both parties and the destination of all data before the contractual relationship is terminated.

	Questions	Y	N	?	Notes
6.6	At the end of the contract and after complete acknowledgement of restitution of your data, will the service provider's copies of your data and associated metadata be immediately and permanently destroyed, in a manner that prevents their reconstruction?				
6.7	Is there an option for confirmation of deletion of records and metadata by the organization prior to termination of services with the Provider?				
6.8	Is there an option for the client to terminate the service agreement without penalty in the event that the Provider of the cloud service changes?				

Appendix B - Checklist for Retention and Disposition Functional Requirements in the Cloud¹

This checklist is a tool for assisting ministries and agencies to assess whether proposed cloud-based storage environments will meet their information management needs, particularly when it comes to retention and disposition functionality. The checklist also provides an overview of retention and disposition issues that are relevant to systems that store government information.

	Questions	Y	N	?	Notes
1.	Establishing Information Schedules				
1.1	What indexing capability is supported (can it accommodate your naming conventions and classification codes for indexing)?				
1.2	Can retention periods be established (i.e. ORCS/ARCS requirements)?				
1.3	Can destruction and destruction authorization be automated?				
2.	Applying Information Schedules				
2.1	Can information schedules be applied to aggregations of records or data (i.e. series of documents/files/folders/tables/databases)?				
2.2	Can records be locked down for viewing only?				
2.3	Can records be retained indefinitely (i.e. in the case of a litigation hold)?				

¹ This checklist is based on the work of the [InterPARES Trust research project](#). For more information on issues of trust and trustworthiness of records and data in online environments see the [project website](#).

	Questions	Y	N	?	Notes
2.4	Can specific action-based disposition triggers be established?				
2.5	Can date-based disposition triggers be established?				
2.6	Can records not in an aggregation (i.e. individual files) be destroyed at a future date?				
2.7	Can records not in an aggregation be transferred out of the system at a future date?				
3.	Executing Information Schedules				
3.1	Can records be deleted according to information schedules?				
3.2	Can backups be deleted according to information schedules?				
3.3	Are users alerted when linked records with different retentions come into conflict?				
3.4	If more than one information schedule is associated with an aggregation of records, can multiple retention requirements be tracked to allow the manual or automatic block on the process?				
4	Documenting Disposal Actions				
4.1	Are disposition actions (i.e. transfer and/or deletion) documented in process metadata?				
4.2	Can all disposal actions be automatically recorded and reported to the administrator?				

	Questions	Y	N	?	Notes
5.	Reviewing Disposition				
5.1	Is it possible for authorized information workers to review all metadata and content?				
5.2	Can records be marked for destruction, transfer, further review?				
5.3	Are all decisions made during review stored in metadata?				
5.4	Can the system generate reports on the disposition process?				
5.5	Is there an ability to interface with a workflow facility to support scheduling, review, and export during the transfer processes?				
6.	Integration				
6.1	Is the metadata schema compatible with other systems, such as an EDRMS?				
6.2	Is the system able to accommodate the BC Government metadata standard? (forth-coming)				

This guide originates from the BC Government Records Service.



INFORMATION MANAGEMENT IN ONEDRIVE

Microsoft OneDrive

Microsoft (MS) OneDrive is a cloud based personal workspace provided to each Microsoft 365 user for information and materials related to their work. Records within OneDrive can only be accessed by the user, unless they specifically grant permission to share a document with another person(s).

As OneDrive implementation evolves, guidance will be updated.

Recordkeeping roles and responsibilities

To comply with the *Information Management Act*, the Commission must retain all official records in an appropriate recordkeeping system.

OneDrive is not an appropriate repository for long-term storage of Commission records: information is not accessible to others who may need it (e.g. when an employee is absent); and information is not easily searchable for FOI or legal requests. Keeping information in OneDrive creates information silos.

It is intended for short-term storage of records being actively worked on, i.e. drafting a new document, or personal reference material.

Employees are responsible for ensuring critical information that they create or receive is filed in an appropriate recordkeeping system (most often, within folders on our shared drives).

Critical Records include official or final copies, substantial drafts, correspondence, and other records that document decisions and actions.

Documenting Commission Decisions

If records in OneDrive contain important decisions, or context for those decisions, they must be retained. For more information on the requirements to document decisions, see the [Documenting Commission Decisions](#) resource material.

Freedom of Information and Protection of Privacy roles and responsibilities

Information in OneDrive is subject to requests under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Freedom of Information (FOI):

Employees are responsible for information searches in response to FOIPPA requests and other legal obligations within their OneDrive.

Protection of

Privacy/Confidentiality: Although it is a personal workspace, OneDrive supports collaboration through the ability to share OneDrive documents through Teams or emails. When sharing a document, care must be taken to ensure sensitive or confidential material is only viewed by those who need to see it.

Limit sharing sensitive or confidential information (e.g. personal information), as you would with any communication tool; for example, when sharing a link in an email, check that only the appropriate people have access.



WHAT MUST I DO WITH INFORMATION IN ONEDRIVE?

Each employee is responsible to ensure information is appropriately managed in the OneDrive environment.

File critical information on OneDrive to a recordkeeping system, i.e. shared drives.

Because OneDrive is not an appropriate recordkeeping system, and critical information is to be filed elsewhere, OneDrive should only hold transitory information (i.e. information that is not required to meet legal obligations or to sustain administrative or operational functions). Transitory information may be deleted when no longer needed.

One Drive is similar to your F: drive as your individual storage space. This is a place to store information and documents that you are not ready to make official or share with your team yet, or that are for your personal use only. You are the only person with access to your OneDrive.

You can store personal copies of HR-type records, convenience copies of reference material, and drafts – until they are finalized, or ready to share with your team.

Share documents carefully.

You are responsible for managing permissions to documents you store in your OneDrive. When you select permissions, you are choosing who will be able to access your document. Only give permission to individuals who need to access the information. There are a few ways to share documents in OneDrive; be sure to select the sharing method which is appropriate to the sensitivity of the document.

Best practice

Regularly review your OneDrive and routinely transfer any official records to your recordkeeping system. Delete any transitory information that is no longer needed.

Consult the [Official vs Transitory Records](#) guide to learn more about what you should move to a shared drive, and what you can delete.



MANAGING INFORMATION IN TEAMS

Microsoft Teams

Microsoft (MS) Teams is a communication and collaboration tool in Office 365. Features include one-on-one chats, team chats, document collaboration, video meetings, and integration with other shared applications. Each MS Team has a designated Team Owner.

Page one in this guide identifies our legislated requirements and responsibilities in the Teams environment. Page two clarifies how we manage our information in Teams.

Recordkeeping Roles and Responsibilities in Teams

The Commission is governed by legislation and policy which requires us to create and keep adequate records of our decision-making and work activities.

Teams does not have the necessary functionality and controls for an appropriate recordkeeping system. It is a tool for communication and collaboration. When working in Teams:

Employees need to ensure critical information that they create in Teams is filed in an appropriate recordkeeping system (most often, this is our shared drives).

Team Owners are ultimately responsible for ensuring critical information within their Teams sites is filed in the recordkeeping system.

Critical information includes official or final copies, substantive drafts, correspondence, and other records that document decisions and actions.

You may have critical information in meeting recordings, chat messages, collaborative documents, or Planner tasks.

When documenting decisions made in Teams, remember to include the context for that decision (e.g. the discussion or chat thread that lead to the decision). For more information, see the [Documenting Commission Decisions](#) resource material.

Freedom of Information and Protection of Privacy (FOIPPA) Roles and Responsibilities in Teams

Freedom of Information (FOI):

As with all Commission records, information in Teams may be requested under FOIPPA. When working in Teams:

Team Owners, under the direction and guidance of the FOI team, are responsible for ensuring records searches are done in response to FOI requests and other legal obligations.

Employees should be prepared to respond to a records search request when notified by a Team Owner.

Protection of Privacy/Confidentiality:

Employees should try to limit sharing personal, confidential or sensitive information, as you would with any communication tool. When sharing information in Teams, remember that Team membership may change over time and include external employees or contractors.



WHAT MUST I DO WITH INFORMATION IN TEAMS?

Team Owners are responsible to ensure information is appropriately managed in the Teams environment.

File critical information from MS Teams to a recordkeeping system:

Because Teams is not an appropriate recordkeeping system, Teams primarily holds transitory information (i.e. information that is not required to meet legal obligations or to sustain administrative or operational functions). Transitory information is eligible for deletion when no longer needed.

Everything you do in Teams should be for collaboration purposes only. This is not a place to store documents for future use or preservation purposes. Once you are finished collaborating on a document, it should be saved to your recordkeeping system (shared drive).

Final versions of documents should not be kept in Teams for long term storage.

Manage chat messages:

Avoid using Team chats for conversation that will have operational/strategic value and must then be managed. If this happens, you must document these chat messages in a retainable format, such as a memo or email which can be stored on a shared drive:

- Copy, summarize, or transcribe the information to another document, and
- File it in your recordkeeping system.

Understand chat retentions

It is important to understand how long your chat messages remain in Teams, so that you can save critical messages in time:

- Ad hoc chat messages outside Teams channels will be deleted in 10 days.
- Department/branch Teams chat messages will be deleted from Teams after 3 months.
- Project or committee Teams chat messages remain in Teams for the duration of the project.

Save critical records from external Teams:

If you are part of a Team for an inter-jurisdictional committee, the host Team's retention rules govern the information shared in the Team space. Ensure critical records for the Commission's role in the committee are captured in the recordkeeping system.

Best Practice

Regularly review your Teams documents and chat channels, and copy out any information that is critical to your operations, or part of an official record.

Consult the [Official vs Transitory Records](#) guide to learn more about what you should move to a shared drive, and what you can leave in Teams as transitory information.



DEPARTING EMPLOYEES RECORDS MANAGEMENT GUIDE

Audience

This guide is intended for use by departing employees and their supervisors.

It outlines what needs to be done with Commission records before an employee moves on from the Commission.

Ownership of Commission Records

Digital and paper records created or received for Commission business are the property of the Commission, not of individual employees.

All business records under the control of an employee leaving the Commission must be managed (retained or disposed of) in accordance with the information schedules used by the Commission (ARCS and ORCS).

Responsibility

It is each employee's responsibility to properly manage their records prior to departure – or discuss alternate arrangements with their supervisor.

Keeping Copies

Departing employees may, with approval of their supervisor, take copies of non-confidential Commission records. (e.g. work samples) as long as consideration is given to the nature of the information and associated risks.

Employees are not permitted to take copies of any confidential records, even if transferring to another government organization.

Employee Departures

Employees should properly manage their records before departure, per the requirements on the next page.

Any **unfiled** records of a departed employee will require review and “action” – filing all official records and deleting those that are transitory in nature.

This review is typically completed by the employee's supervisor, or a designate approved by the branch's Executive Lead. Delegation will depend on the confidentiality and sensitivity of the information.

Unfiled **documents** (from an employee's F: drive or OneDrive) may be temporarily copied to a secure folder on the shared drive to support the

review process.

Any unfiled **emails** in the employee's Outlook folders may be temporarily added to the email account of their supervisor (or an approved designate) for review.

Ideally, these reviews should be completed as soon as possible, to ensure important records are preserved, saved to the right location to support branch activities, and accessible to the staff that need to reference them.

Contact IT via Service Desk for assistance if there are unfiled documents or emails needing to be copied or moved to a new location for review.

Contact the Records team or check the [resources on the Energy Exchange](#) for guidance on the appropriate management of records.



PRE-DEPARTURE REQUIREMENTS

The employee and their supervisor should ensure that these requirements have been completed or, if not, that a plan is in place to complete them.

Requirements for Hardcopy (Paper) Records

Departing employees are responsible for:

- **FILING ANY OFFICIAL LOOSE DOCUMENTS** stored in their office workspace into the appropriate file folder(s).
- **RETURNING** any “signed-out” files to the Records staff for re-filing (includes files retrieved from central filing/OGC File Rooms or offsite records storage facilities).
- **DESTROYING TRANSITORY RECORDS** as prescribed in the [Transitory Records](#) guides on the Energy Exchange.
- **CONSULTING WITH** and, if applicable, providing files to their supervisor prior to departure.

Requirements for E-mail and Electronic Records

Departing employees should review their email, F: drive, “desktops” and OneDrive. The records should be managed as follows:

- **FILE ALL ORIGINALS AND OFFICIAL COPIES.**

Original and official copies of records should be filed to the branch shared drive (recordkeeping system) to ensure they are appropriately protected and managed.

Originals and official copies of records may document decision-making, set policy or procedures, require a reply or action, or reflect business processes. The [Email Decision Diagram](#) and [Official vs. Transitory Records](#) guides can help you in determining what records need to be retained.

- **ENSURE ACCESSIBILITY.**

Remove any encryption, passwords, or access restrictions on documents to ensure they will be accessible to authorized staff. Necessary access restrictions can be placed at a folder level in shared drives (rather than on individual documents).

- **DELETE** work-related documents that are transitory (e.g., announcements, rough notes, non-significant drafts, etc.) or that are duplicates of records already filed in the recordkeeping system.
- **DELETE** any non-work related/personal records (e.g., copy of your resume, professional association correspondence, family photographs, etc.).

If the employee cannot complete these tasks prior to departing, the supervisor may delegate them to an appropriate staff member, ensuring confidential information is protected and the branch Executive Lead approves.

Departing Employee “Action” Checklist

Hardcopy (Paper) and other Physical Records

Ensure your paper records with ongoing value are retained.

- SHRED TRANSITORY MATERIAL**
Place transitory paper records in locked bins for shredding.
- FILE YOUR RECORDS**
File your official paper records in the appropriate recordkeeping system. Label any folders/boxes of records that haven't been filed so the content can be easily determined. Notify records staff of any records ready for return to offsite storage, and return hardcopy files to central filing locations, as applicable.
- LABEL ANY “SPECIAL MEDIA” RECORDS**
Ensure any special media records (such as hard copy photographs, drawings, schematics, and audiovisual material) are labelled with the appropriate identifying information, such as dates, locations, names and other contextual information.

Digital (electronic) Records

Ensure your electronic records (including email) with ongoing value are retained.

- DELETE TRANSITORY MATERIAL**
Delete transitory emails and documents.
- CLEAN OUT YOUR INDIVIDUAL STORAGE**
Clean out your personal drives (F: drive and OneDrive), email accounts, etc. by filing records in the appropriate recordkeeping system (currently our shared drives), according to your branch's folder structure.
- AVOID REMOVABLE OR PORTABLE MEDIA**
Do not save records onto a mobile storage device (e.g., memory stick or CD); they must be stored on a Commission server that is regularly backed up and secure.
- ENSURE DIGITAL RECORDS ARE ACCESSIBLE**
Remove any encryption, passwords, or access restrictions on records you are filing to ensure that they are accessible to authorized staff. Discuss necessary access restrictions with your supervisor.

Leaving on Short Notice

Focus on the tasks below and advise your supervisor of what records you have, and what needs to be completed.

- ELECTRONIC RECORDS - ORGANIZE AND IDENTIFY YOUR FILES**
Organize and identify emails and records that have not yet been filed in the branch recordkeeping system (shared drives):
 - Group documents logically into e-folders (according to topics or broad categories)
 - Check that documents are logically named so that contents can be easily determined
 - Prepare a list, screenshot or description of your email folders, F: drive or OneDrive folders, and any other electronic records that have been your responsibility
 - Provide the information about your records, and any passwords, to your supervisor
- HARDCOPY (PAPER) RECORDS - ORGANIZE AND/OR RETURN TO APPROPRIATE LOCATIONS**
Complete or make arrangements for the return of any records to offsite storage or central filing/File Room, as required.

Documented Destruction Process for Electronic Records

Documenting the destruction of 'official' (non-transitory) electronic records which have reached the end of their lifecycle is a requirement in the Commission. It ensures we:

- only destroy records legally and in accordance with an approved retention schedule; and
- have an accurate and defensible records destruction audit trail.



What it means:

What is documented destruction? It is a record detailing which electronic records have been destroyed, when we destroyed them, and under what authority.

Can't I destroy anything I want? No. Commission staff may only destroy [transitory records](#). Official Commission records need to follow the lifecycle / retention periods as set out in approved retention schedules (ARCS or ORCS) and can only be destroyed at the end of their lifecycle, after review and approval of the destruction request.

Do I have to list all documents to create this record? No. Listing is done at the folder level; we do not apply this process at the document level. Our file list template outlines the required information elements for a folder list and establishes:

- the authority for destruction (the record classification number);
- eligibility for destruction (the date range of the information); and
- the folder titles (so we know what we are destroying).

How it works:

Here is a high-level overview of the steps involved, most of which will be completed by RIS staff:

- 1) Create a list of the electronic files we are destroying.
- 2) Complete a "Request for Destruction" form.
- 3) Have the completed form and file list reviewed and signed off by the Program Lead (Supervisor/Director or Executive Director).
- 4) Submit both for approval/sign-off by the RIS branch Director.
- 5) Upon receipt of approval, delete the records.
- 6) Record the records deletion date for the destruction file.

Destruction will always be suspended if the records are relevant to an FOI request, active investigation, legal discovery, or pending litigation.

Destruction can also be suspended if other concerns apply, such as changing mandates or regulatory requirements, or a changed use or operational need for the records.

The reason for the suspension will be documented, and all related destruction activity put 'on hold' until such time as it is considered appropriate to proceed.

For more information, please contact Records and Information Services (RIS).



Practical Guidance for the BC Energy Regulator’s Board of Directors

Legislative Requirements relating to Board Communications (Email) and Records

Introduction

The Regulator is an open and transparent crown corporation that is subject to legislative requirements relating to information access and records. As an agent of government, the Board and each Director are governed by applicable policies, directives and legislation relating to the public’s right of access to information under BC’s [Freedom of Information and Protection of Privacy Act](#) (FIPPA) and the retention of non-transitory records (i.e., records of decisions) pursuant to the [Information Management Act](#) (IMA) and the duty to document key activities and decisions.

In the course of their Board-related duties, Directors may exchange communications and documents (records) with other Directors, employees of the Regulator, and third parties using personal email accounts. Such exchanges of information fall under the control of the Regulator making them subject to FIPPA and the IMA, so it is important to manage these records appropriately. The following information has been prepared to support Directors in understanding and meeting their legislated responsibilities in relation to these Acts.

Records and Information Management

Definitions:

Term	Description
Government record	All recorded information created or received by government bodies while conducting business activities and maintained as evidence of those activities, regardless of their digital or physical format. Under the Interpretation Act , a 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.”
Transitory records	Records of temporary usefulness that are not required to support or document the Regulator’s business or decision-making activities. As with all records, they can exist in any format or medium (e.g., paper or electronic). Transitory records can be deleted or destroyed when no longer needed for reference purposes. Examples of transitory records include:

	<ul style="list-style-type: none"> ❑ Emails, correspondence and attachments that do not document a business activity or decision (i.e., message content lacks substance). ❑ Drafts of documents with no significant annotations, comments, approvals, or substantial changes. ❑ Reference copies (e.g., for meetings) not needed as evidence of decisions, actions, or consultation. ❑ Rough notes and working materials. ❑ Published or unsolicited information from external sources (e.g., advertisements, newspapers, magazines, spam, junk mail, unsolicited correspondence not used for any business decisions or actions). <p>IMPORTANT: Transitory records cannot be destroyed if an FOI request has been received or eDiscovery initiated, and the records relate to the topic or specified date range.</p>
Non-transitory (Official) records	<p>It is important to understand which records are not transitory. Non-transitory (official) records need to be filed in an appropriate recordkeeping system (e.g., a secure system maintained by the BCER's Corporate Governance branch). If any of the criteria below applies to a record, the information is NOT transitory and should be kept:</p> <ul style="list-style-type: none"> ❑ Record supports or provides evidence of a key decision (i.e., of the Board) ❑ Record is required to meet legal or financial obligations ❑ Record is needed to sustain the Regulator's operations, programs or administration ❑ Record is integral to a case (i.e., needed as context for related records in a case file) ❑ Record is needed for accountability purposes
Custody (of a record)	<p>Having physical possession of a record, even if a public body does not necessarily have responsibility for the record. Physical possession normally includes responsibility for access, managing, maintaining, preserving, disposing and providing security.</p>
Control (of a record)	<p>Having the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use or disclosure.</p>

Director Responsibilities under the IMA:

Use of Personal Email

- Directors use personal email accounts to exchange information with other board members, employees of the Regulator or third parties.
- Emails related to the business of the Regulator's Board should be kept separate from other types of communications; it may be helpful to:
 - ❑ save them in a separate folder; and
 - ❑ include a standardized subject line in emails to make them easily identifiable and searchable (e.g., **BCER: Q2 Financial Statements**).
- Transitory emails should be routinely deleted when no longer required for reference. This should include deleting them from both the "inbox" and "deleted items" (trash) folders.
- Transitory records that have not been deleted could be subject to an FOI request or eDiscovery. These records cannot be legally destroyed if an FOI request has been received or eDiscovery initiated and the transitory records relate to the requested information.

Duty to Document

- The Regulator must follow government’s “duty to document” [directive](#) and maintain adequate records of decisions which includes Board records. Refer to government’s video on [Documenting Government Decisions](#) for more information about this requirement.
- The Board Secretary maintains official records of the Board on behalf of the Regulator.
- If a Director creates or receives a communication (e.g. from another Director or third party) that supports board business or provides evidence of board decision-making, a copy of the email and any attachments should be forwarded to the Board Secretary for filing as such records are not in the Regulator’s custody (and thereby inaccessible) but are under its “control”.

Access to Information / Freedom of Information

Definitions:

Term	Description
Freedom of Information (FOI) Request	An FOI request is a formal process to ask for information that falls under the custody or control of a provincial public body. A request must be made in writing and typically relates to specific information held by a public body about an individual (their personal information) or pertaining to its business activities and mandate.
Exceptions to Disclosure	FIPPA establishes an applicant’s right to access records held by a public body, however there are certain exceptions to accessing records. Not all requested information is deemed appropriate for public release. Some exceptions to disclosure are mandatory (information that meets the criteria must be protected), while others are applied to requested information at a public body’s discretion.

Director Responsibilities under FIPPA:

Responding to an FOI Request

- FOI requests typically follow a 30-business day processing timeline.
- When the Regulator receives an FOI request, a formal process is followed:
 1. The first step involves interpretation of the request (i.e., understanding what information an applicant is seeking) and identifying all locations where responsive records may reside.
 2. If responsive records could reasonably include communications held by Directors in their personal email accounts, the Board Secretary will send a “Call for Records” to each Director on behalf of the Regulator’s FOI staff.
 3. The Call for Records is an email that includes the wording of the request, the applicant “type” (e.g., media, law firm, etc.) and any pertinent details to support the search for records.
 4. Directors will be requested to provide the Board Secretary with copies of records, should they exist, that they believe may be responsive to the request.

- An FOI request does not automatically result in the release of information; a line-by-line review of each responsive record in an FOI package is completed by the Regulator’s FOI staff to identify information that should be fully or partially withheld (protected) under FIPPA’s exceptions to disclosure.
- Prior to any release of information, FOI packages are reviewed by select members of the Leadership group.
- Once all Leadership feedback and approvals have been received, an FOI package is signed off by the Executive Vice President, People, Strategy & Transformation (FIPPA Delegated Head); the Board may be briefed on a request as appropriate.
- Records are then released to the applicant within the legislated timeframe for response.

FOI Request Process Flowchart



FIPPA’s Exceptions to Disclosure

Section	FIPPA Section Title	Description of Exceptions to Disclosure	Application
12	Disclosure Harmful to Cabinet Confidences	Information that would reveal Cabinet confidences (e.g., advice, recommendations, policy considerations, legislation or regulations submitted or prepared for submission).	Mandatory
13	Disclosure Harmful to Policy Advice, Recommendations or Draft Regulations	Information that would reveal advice or recommendations. This section is intended to allow for full and frank discussion of policy issues during deliberative processes.	Discretionary
14	Disclosure Harmful to Legal Advice	Communications between a public body and its legal counsel to protect solicitor-client privilege.	Discretionary
15	Disclosure Harmful to Law Enforcement	Information that could harm a law enforcement matter.	Discretionary
16	Disclosure Harmful to Intergovernmental Relations or Negotiations	Covers matters that could harm the relations between BC levels of government and governments from other provinces and jurisdictions (e.g., Government of Canada, council of municipality, regional district board, aboriginal government, government of a foreign state, international organization of states).	Discretionary
17	Disclosure Harmful to Financial or Economic Harm	Information which could cause financial or economic harm to a public body or to the government.	Discretionary

18	Disclosure Harmful to Conservation of Heritage Sites	Information about heritage sites which would result in the exploitation or destruction of those sites.	Discretionary
18.1	Disclosure Harmful to Interests of an Indigenous People	Information that could reasonably be expected to harm the rights of an Indigenous People to maintain, control, protect or develop their cultural heritage, traditional knowledge, traditional cultural expressions, or manifestations of sciences, technologies, or cultures.	Mandatory
19	Disclosure Harmful to Individual or Public Safety	Information that could result in harm to any person's mental, physical, or emotional health or to public safety.	Discretionary
20	Information that will be Published or Released within 60 Days	A public body may withhold information from an applicant if it is already for sale to the public, or if the public body plans to release or publish the information within 60 days.	Discretionary
21	Disclosure Harmful to Third Party Business Interests	Public bodies are often in possession of commercial or financial information related to outside businesses and must withhold that information from an applicant if release would cause harm to the business. A three-part test must be met for a public body to appropriately apply section 21.	Mandatory
22	Disclosure Harmful to Personal Privacy	Personally identifiable information must be protected. Except in limited circumstances, a public body must not release an individual's personal information without their explicit consent.	Mandatory

Additional Resources (available soon on the Board Portal)

- Video: Transitory Records
- Video: Email Management in an FOI World

Fort St. John Records Centre Guide

The FSJ Records Centre is a secure, centralized file room that manages and stores the BCER's historical paper records and physical files. The facility is in Room 121 of the Fort St John office and has onsite records management staff that coordinate and oversee the records program. The Records Coordinators are available to provide daily assistance and support with access, use and disclosure to internal and external stakeholders of both the historical paper files and electronic data.

The Records Centre provides access to BCER staff, industry and the public to historical paper records and electronic data, including:

- OGC application files
- Well authorization files
- Pipeline and facility files
- Land tenure files
- Water licenses
- Master Licenses to Cut
- Petroleum Development Road (PDR) files
- Road Use Permits (RUP)
- Waste Management files



Requesting Files

To request files, submit a ServiceDesk request to fileroom@bc-er.ca. Records staff will retrieve the files for you and assign them to your custody. You will be notified via ServiceDesk when your files are ready to be picked up.

Files can be picked up from the Records Centre pickup shelf outside of the Records Centre. Upon request, files can be scanned and provided electronically for staff who are not in the FSJ office or when otherwise requested.

Best Practices for Records Custody

Records are valuable assets of BCER. It's important that they can be located if they're needed for time-sensitive, operational, or legal reasons.

Good records management not only helps protect records but also reduces legal risks and enhances operational efficiency.

- Once files are signed out in your name, you are responsible for them until they are returned to the Records Centre.
- Passing a file along to a co-worker? Email fileroom@bc-er.ca and have Records staff assign it to the person who will take custody of it.

- Files stored in offices or cubicles should be kept in an accessible location and clearly visible in the event that the file is required by the Records team or another BCER staff member.
- When you are finished with a file, promptly return it to the cart located directly outside of the Records Centre.

Leaving the BCER?

All files and records in your custody should be returned to the Records Centre prior to your departure. If another person will need the files, let records management staff know and they will assign the files to that person's custody. Further guidance can be found on the Records and Information Services (RIS) SharePoint: [Records Management Guide – Reminders When Leaving the Organization](#).

Confidentiality and Privacy

Records assigned to you may contain sensitive or confidential information that is protected from disclosure pursuant to a defined legislative framework, multiple acts, and associated regulations.

All BCER employees have a responsibility to appropriately manage and protect confidential information.

Tips for protecting the confidentiality of paper files:

- Protect confidential information while in transit or outside of the office; do not leave files unattended or in plain view (for example, in the backseat of your car).
- If you're working with files at your home office, ensure that they are not accessible to household members or guests.
- Prior to sharing records outside the BCER, obtain the appropriate authorization and confirm with Records staff whether the records contain any confidential information. Records staff will review the records before disclosure and prepare them for public release.

Records held by BCER are subject to various legislation and policies, including:

Freedom of Information and Protection of Privacy Act (FOIPPA); Information Management Act and associated directives; Oil & Gas Activities Act, BCER's [Information Management Policy](#); and the BCER's [Commission Code of Conduct and Ethics](#).

For more information on working with confidential records and documents, see the BCER's [Managing Confidential Information Guide](#).

If you have any questions or would like to request a file, email fileroom@bc-er.ca

Transitory Information Quick Tips

Not all BCER information needs to be retained. These quick tips will help you identify information that is transitory and understand your responsibilities as an employee. For in-depth guidance, see the [Transitory Information Guide](#).



What is Transitory Information:

Information is transitory if it is not required to support or document the Regulator's actions and decision-making. Transitory information is information of temporary usefulness that is only needed to complete a routine action or prepare a subsequent record (such as a new version).

Content and context determine whether recorded information is transitory, not its format or medium. Just like other records, transitory information can exist in any format (paper or digital) and can be created and shared over a variety of media (e.g., email, social media, handwritten notes, voice mail, MS Teams, SharePoint, wikis, digital systems).

See the next page for common categories of transitory information.

What is Not Transitory Information:

It is important to understand which records are not transitory. Critical information, such as documentation of decisions, needs to be filed in an appropriate recordkeeping system organized according to the relevant information schedule (ARCS/ORCS)

Consider if the record is:

- required to document a decision?
- required to meet legal or financial obligations?
- needed to sustain BCER operations, programs, or administration?
- integral to a case (i.e., needed as context for related records in a case file?)
- needed for accountability purposes?
- covered by an information schedule (such as ARCS or ORCS)?

If you answer "yes" to any of these questions, the information is NOT transitory.

DO NOT destroy any transitory information that:

- May be relevant to a Freedom of Information (FOI) request or legal discovery, or
- Is stored in backup systems, which are an essential part of protecting government's information assets (i.e., triple deleting is not allowed).

Common Categories of Transitory Information

What	Features	Examples
1. Transitory Messages (such as emails, Teams chats, voice mail)	Messages and attachments that do not document a business activity or decision (i.e. message content lacks substance).	<ul style="list-style-type: none"> • Correspondence about meetings • Announcement of a social event • "cc" and "FYI" messages • Message about drafts and revisions
2. Transitory Drafts	Drafts with no significant annotations, comments, approvals, or substantial changes.	<ul style="list-style-type: none"> • Draft with minor edits and formatting updates, but no changed content • Incomplete draft that has been superseded by later versions
3. Transitory Rough Notes and Working Materials	Information used to support projects and develop official records.	<ul style="list-style-type: none"> • Summary of an official record • List of ideas or suggestions • Flipchart pages (and other brainstorming records)
4. Transitory Copies	Copies not needed as evidence of decisions, actions, or consultation.	<ul style="list-style-type: none"> • Convenience copy for a meeting • Partial copy / extract • Supplies of reports, flyers or forms
5. Transitory Systems Information	Information that is no longer needed after it is entered into systems or generated as output. Unneeded systems and internet usage documentation.	<ul style="list-style-type: none"> • Cookies • Data input forms • Internet browsing history • System output created for reference or for providing to clients
6. Transitory Information from External Sources	Published, solicited and unsolicited items that have been: <ul style="list-style-type: none"> • Only used for reference, • Referred to another office, or • Returned to sender 	<ul style="list-style-type: none"> • Advertising in various formats – pamphlets, catalogues, DVDs • Newspapers and magazines • Spam or junk mail • Unsolicited correspondence not used for any actions or decisions • Information redirected to the appropriate office (such as a forwarded email) • Confidential information returned to sender

Dispose of transitory information as soon as you are finished with it.

NAMING CONVENTIONS FOR ELECTRONIC FILES AND FOLDERS



File and folder naming conventions are critical to maintaining well-organized electronic records. Naming documents consistently and logically distinguishes them from one another, and simplifies finding the right documents when you need them. This tip sheet provides examples of naming conventions. Each team may determine its own file naming procedures, as long as it is applied consistently.

Benefits of consistent naming are:

- Files are easily distinguished from one another
- File names are easier to browse
- Consistent naming reduces storing duplicate items (e.g., duplicate items with different names)
- Files are easier to find and access for all users (not just the file’s creator)

BEST PRACTICES

1. Keep file and document names short and meaningful.

The document name should make sense to others if the creator is unavailable.

2. If using a date, use the format “Year-Month-Day” (e.g., YYYY-MM-DD or YYYY-MM or YYYY-YYYY)

This will maintain chronological order.

<p>This: 2006-03-24 Agenda 2006-03-24 Attachment 2006-03-24 Minutes 2007-02-01 Agenda 2007-02-01 Minutes</p>	<p>Not This: 1 Feb 2007 Agenda 24 March 2006 Agenda 24 March 2006 Minutes February 1, 2007 Minutes March 24, 2006 Attachment</p>
--	--

3. Include a leading zero for numbers 0-9.

This will maintain numeric order.

<p>This: Office Procedures v01 Office Procedures v02 Office Procedures v03</p>	<p>Not This: Office Procedures v1 Office Procedures v10 Office Procedures v2</p>
--	--

4. Order the elements in a file name according to the way the file/document will be searched for.

If records are retrieved according to their date, that element should appear first. If they are retrieved according to their description, that element should appear first.

Tip: File names relating to recurring events (e.g., meeting minutes, regular reports) should include both the date and the event.

When deciding the order of the elements, “date” first will usually be appropriate for events that are time specific and recurring. “Event” first will usually be appropriate for events that are infrequent.

This: /.../Technology Steering Committee 2007-01-20 Agenda 2007-01-20 Minutes 2007-02-01 Agenda 2007-02-01 Minutes	Not This: /.../Technology Steering Committee Agenda 1 Feb 2007 Agenda 20 Jan 2007 Minutes 1 Feb 2007 Minutes 20 Jan 2007
This: /.../Events OGC 20 th Anniversary Celebration 2018-06-05 Japanese Delegation Visit 2007-02	Not This: /.../Events 2018-06-05 OGC 20 th Anniversary Celebration 2007-02 Japanese Delegation Visit

5. Avoid descriptive terms regarding format or version (e.g. Draft, Memo) at the start of file names.

This: /.../Communications Project/ Advertising Draft Advertising Final Budget Report 2005-2006 Final Budget Report 2006-2007 Draft Grant, S Thomas, A	Not This: /.../Communications Project/ Draft Advertising Draft Budget Report 2006-2007 Final Advertising Final Budget Report 2005-2006 Memo Anne Thomas Memo S. Grant
---	---

Tip: For personal names, use the family name at the start of file name and use a standard format for first names.

6. Document version numbers should be indicated in the file name by using a “v” followed by the version number.

This Org Chart 2006 v02 Org Chart 2006 v03 Org Chart 2006 v04	Not This Org Chart 2006 Org Chart 2006 rev Org Chart 2006 rev2
---	--

EMAIL BEST PRACTICES

In our busy days, managing email records is a challenge. That said, we each have a responsibility to manage our own emails in a compliant manner. The following best practices should help you.



1. Keep messages professional

- Emails can be requested under Freedom of Information (FOI).
- Emails can be requested under litigation.
- Keep in mind that your emails could be made public or used for legal purposes.

2. Keep messages to a single topic

- Create separate messages for separate topics.
- Don't mix personal messages with business messages.
- Create a new email with separate message when an email chain starts to address more than one topic.

3. Be specific in the subject line

- Create a clear and descriptive subject title/line.
- Give recipients enough information to quickly manage the email.
- Use the title to indicate actions, purpose and any due dates or status of actions. For example, emails labelled 'FYI', 'work/life' or 'Thank You!' can generally be treated as transitory records, while those flagged 'Answer', 'Question', 'As Requested', or 'Follow up' will often need to be kept and filed.

Standard Email Subject Keywords			
Action by <date>	Work/Life	Question:	As Requested:
FYI:	Heads up:	Answer:	As Promised:
Phone msg:	Follow up:	Request:	Thank you!

4. Limit the number of copies and recipients

- Limit main recipients to those expected to take action or make decisions based on message content.
- Use 'cc' option when sending messages to recipients for informational purposes only (i.e., if recipient does not need to comment, retain or reply to the message).
- Avoid using the 'reply all' function except in cases where each member on the distribution list needs to receive the message.

5. Limit the use of attachments and graphics

- Whenever possible, post an attachment to a shared location (e.g. shared drive folder) and send a hyperlink pointing to the document's location.
- Send attachments only to those individuals who require a copy of the document (i.e., avoid using large distribution lists and the reply-to-all icon).

6. Manage email discussion chains

Email discussion generally include previous text from the various senders and recipients to the discussion. This practice creates a complete record, but can be difficult to manage as new discussions and topics emerge during the exchange of emails. Here are some methods for managing chains:

- Indicate if no reply is needed.
- Do not re-send attachments with a reply unless it is necessary.
- Stay on topic. Don't add unrelated material - if the discussion changes significantly, create a new email instead.

7. Eliminate junk mail and transitory records

- Delete messages that are only of temporary usefulness (i.e., transitory messages). These messages are typically needed a short period of time and are not required to document Commission business.
- Promptly dispose of junk mail and personal emails. Neither should remain for long on the Commission email system.

8. File official email and attachments (non-transitory)

- File official email and attachments within your office recordkeeping system – this is usually your team's shared drive folders, or may be into a system of record, such as AMS.

Not sure how to file an email into a shared drive?

There are a few ways. You can simply drag and drop the email into the appropriate folder.
Or you can copy it in Outlook and Paste it into the appropriate folder.
See our [Email Tip: How to save Emails to a Shared Drive](#) for more details.

- Once the official copy is filed, the source record/email (i.e. the copy in your Outlook) may be treated as redundant and deleted.

9. Manage your inbox

- Handle each message as few times as possible.
- When you open it, determine whether it is official or transitory. Then decide if you will deal with it, delegate it, or delete it.

Adapted from the Government Records Service Guide: Email Tips

EMAIL RECORDKEEPING RESPONSIBILITIES

Do government records management rules apply to email? Yes they do! Emails are records of the work we do, and the management and retention of email must comply with approved information schedules (ARCS and ORCS). Employees need to create and keep sufficient records to document work activities and decisions.



It is important to ensure that significant business emails are:

1. **Filed** in the office recordkeeping system (e.g., paper file folders, shared drives, Commission systems).
2. **Managed** (classified, retained and disposed) in accordance with approved information schedules.
3. **Accessible** to authorized staff and available in response to Freedom of Information (FOI) and litigation requests.

Do I need to file every email?

No, you do not. Many emails are only of temporary usefulness and may be considered transitory. Transitory records are typically kept for short periods of time for: convenience or reference; preparation of revisions or a final version of a record; or, to complete immediate and minor transactions.

Transitory email examples include:

- Simple messages regarding **commonplace interactions** (e.g., request to return a call)
- **Drafts or revisions** that do not provide information on decisions or approvals not available elsewhere.
- **Copies** for reference purposes.
- **Duplicates** that have been filed or summarized in an official record
- Messages (e.g., telephone, email, text or instant messages) that **do not document** a decision, activity, or transaction, nor add information needed to meet financial, legal, audit, or statutory requirements.

Tip 1: For more examples, refer to the [Official vs Transitory Records](#) guide

Tip 2: For guidance on when to keep or destroy emails, refer to the [Email Decision Diagram – Keep or Destroy?](#)

Who is responsible for filing internal (within the Commission) email messages?

Usually the email sender is responsible for filing significant emails and attachments.

Who is responsible for filing incoming email from external sources?

You are. If you are the sole recipient of an external email, or, if there are several recipients and you are responsible for the subject matter, you are responsible for deciding if the email is an official records or not, and manage it accordingly.

Each of us is responsible for determining which emails are official records and require filing. Consider the following when making this decision:

- Is it a **personal** email? If so, delete it promptly.

- Is the email for **temporary** use? If yes, it does not need to be filed and may be disposed as a transitory record.
- Were you sent a **'cc'** (carbon copy) or **'bcc'** (blind carbon copy) copy of the message? In most cases, you can delete this copy once it is no longer required for business purposes.
- Was the email widely distributed? For example, Commission-wide updates are received by all staff. The initiating office (as the sender) is responsible for filing an official file copy as they are responsible for the subject or function. Recipients can then manage their copies as transitory.
- If, however, you are the **main or sole recipient** of a significant business email from an external source, or are the primary person responsible for the subject, then file it (with any attachments) in your recordkeeping system. Once filed, the original email may be treated as redundant and deleted from your Outlook.

Five Benefits of Well Managed Email

1. You and your co-workers have access to the records you need to do your jobs. Email is classified and filed in the official recordkeeping system, not left inaccessible and unmanaged in an individual's email folders.
2. Email and all related records are linked together. A complete file of a specific activity, case, or topic is maintained – something that isn't possible if records are scattered across various email accounts.
3. Email is disposed of in accordance with approved information schedules (e.g., ARCS, ORCS and the Transitory Schedule).
4. Email server space usage is reduced as duplicate and transitory emails are promptly deleted.
5. Authorized staff can locate all records required to comply with Freedom of Information (FOI) or litigation requests.

Finally, best practices for working groups, or project teams:

Working groups, or teams, should assign responsibility for managing the records of a project or for shared mailboxes. Often the project manager will be responsible for filing key decision documents and supporting material, or the lead / chair of a working group will maintain the official records of the group. Take 5 minutes to discuss with your team who will manage group emails so everyone is clear on their responsibilities. This will clear unnecessary duplication, and also ensure the important records are being kept.

GLOSSARY OF TERMS

This glossary provides definitions for common information management terms used within the BC government and Commission environment.



A

- **Active records** are records in current use, or that need to be maintained in office space close to users (if records exist in physical format).
- **Administrative records** are common to all offices and distinct from operational records. Administrative records support common organizational functions such as the management of facilities, property, finance, personnel, and information systems. These records are managed (classified and scheduled) in accordance with the government Administrative Records Classification System (ARCS).
- **Administrative Records Classification System (ARCS)** is the government-wide standard for classifying, filing, retrieving and disposition scheduling of administrative records.
- **Alienation of records** is the permanent transfer of records and all present and future rights to the records from the Crown provincial to another entity. Records may only be alienated from the Crown with the approval of the Chief Records Officer, by means of an approved records schedule, or under legislation that approves the transfer of government assets, including records.
- **Archival appraisal** is the process of determining the final disposition of records. Records having enduring value to government and society are appraised by a government archivist, and preserved and made accessible at the government archives. Archival appraisal in the BC government is part of the process of developing a records schedule. Archival appraisal focuses on the information content of the records and the context of their creation. It takes into consideration their value for current administrative, operational, legal and fiscal use, as well as long-term evidential and informational values.

C

- **Classification system** is a system for organizing records based upon function and subject, for the purpose of facilitating retrieval and filing.
- **Confidential records** contain information requiring protection against unauthorized access or disclosure. Records are classified as confidential based on a variety of requirements, including but not limited to policy or legislation. For example, the *Freedom of Information and Protection of Privacy Act* identifies exceptions to the disclosure of requested information. Examples of Commission confidential records include well data, where confidentiality periods apply as defined in the drilling and production regulations, and First Nation consultations and draft agreements.
- **Conversion** is the act of transferring recorded information from one physical medium or format to another, especially data from an obsolete format to a current format (migration).

D

- **Data** includes individual facts or values not significant to a business until analyzed and/or preserved as a record of the business' transactions and operations. Data is the raw material stored in a structured manner that, given context, becomes information.

- **Database** is a common type of electronic system, consisting of a number of structured “fields” where pieces of information are stored, and can be sorted, manipulated, and retrieved in different ways for a variety of purposes. Complex databases re-use information and then display and print it in any number of combinations with other information, thereby creating electronic records.
- **Digital (electronic) records** consist of information that is entered, created, manipulated and/or stored on digital media or storage devices, and includes: records that are born digital; digitized records (converted from non-digital format); unstructured data (e.g. documents); and structured data maintained within electronic systems.

- **Electronic Document and Records Management System (EDRMS)** is an integrated software system capable of managing both electronic and physical records in accordance with ARCS, ORCS or other approved retention schedules.
- **Executive records** include the administrative and operational records of the offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions. Executive Records are covered by a government-wide special records schedule (102906).

- **File** is a set of related documents treated as a unit, uniquely identified, arranged in a logical sequence, and classified and scheduled together. The file is the logical entity used to organize and manage records. It identifies a group of records that together provide evidence of a transaction, case, subject or other business matter. A file may consist of one or more volumes.
- **File list** is used to describe, locate and retrieve files. Unless otherwise stated in government policy, file lists are required for the storage and final disposition of government records and must include the following information for each file: classification number, file code, file title, date range, Office of Primary Responsibility (OPR) designation, retention period and final disposition.
- **Final disposition** is the action taken after records become inactive under an approved records schedule. Final disposition can be: (1) secure destruction that ensures complete obliteration of information, regardless of the records medium or format; (2) transfer of the records to the custody of the government archives; or (3) transfer of the records to agencies outside government (also known as alienation). Final disposition must take place in accordance with RIM policy and authorized procedures.
- **Full retention** is the decision by a government archivist to preserve a set of records in its entirety (and in an accessible format). Retention decisions are documented in a records schedule.
- **Function** includes all of the activities, operations, or procedures performed by an organization to accomplish its mandate or mission. In the BC government, functions represent the major responsibilities that are managed by a program area, branch, or agency in order to fulfil its goals.
- **Functional analysis** includes analysis and categorization of business activities into a hierarchical structure of functions, activities and transactions. It is used by the BC government in the process of records classification and records schedule development.

- **Government records** include any recorded information created or received by government offices in the course of business activity and maintained as evidence of those activities, regardless of format (i.e., digital or physical).

I

- **Inactive records** are no longer required for ongoing business. These are records that are ready for final disposition or, in other words, records for which the scheduled active and semi-active retention periods have lapsed.
- **Information management** is the systematic control of information from creation to storage and retrieval to dissemination, regardless of media or physical format.

L

- **Life cycle** refers to the life span of a record from its creation or receipt to its final disposition. Retention periods in records retention and disposition schedules are closely associated with certain life cycle stages. The active period involves creation/receipt, classification, scheduling, maintenance and use; the semi-active period involves the continuing maintenance, use and storage; and the inactive period indicates the expiry of primary values and the disposition of the records by destruction or transfer to the archives, where they will be described, preserved, and made accessible.

M

- **Migration** includes preserving the integrity of electronic records/data by transferring them across hardware and software configurations and across subsequent generations of computer technology. Migration is used to ensure continued access to information as systems or media become obsolete or degrade over time.

O

- **Official file copy** is a complete, final, and authorized version of a record. An official file copy is the version that is classified and filed in the office recordkeeping system.
- **Operational records** relate to those mandated functions which are unique to a government public body, for which it is responsible for performing according to statute, regulation or policy. These records are described in an Operational Records Classification System (ORCS).
- **Operational Records Classification System (ORCS)** is a records schedule that's tailored to the operational records of a specific program of government, in accordance with government-wide standards. ORCS facilitate the classification, filing, retrieval and disposition of operational records.

P

- **Personal information** is recorded information about an identifiable individual other than contact information, as defined in the *Freedom of Information and Protection of Privacy Act*.

Q

- **Quality control** includes procedural steps that ensure that scanned, imaged, converted, or migrated records, systems, and applications yield the same data and functionality as the source record from which they are reproduced. Quality control aims to establish the authenticity, accuracy, and usability of official file copies.

R

- **Records** include any recorded information created or received, and retained in the day to day operations of business. 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” as defined in the *Interpretation Act*.
- **Recordkeeping system** within an office refers to a shared ARCS/ORCS based filing system in which non-transitory records are created, protected, retained and destroyed in accordance with legal retention schedules.
- **Redundant source records** are records that have been copied or converted, where the copies, once verified to ensure their accuracy and authenticity, replace or supersede the originals and are filed in the office recordkeeping system.
- **Retention period** is the length of time a file is retained, as governed by the records schedule.
- **Retention schedule** is a timetable for maintaining an organization’s records. It governs the life cycle of a file from creation, through active use within an office, through a record’s move to inactive storage (when appropriate) to final destruction or their transfer to the custody and control of the Provincial Archives. The approved retention schedules for government records are defined in ARCS and ORCS and are applied throughout a records life cycle.

S

- **Selective retention** is the decision by a government archivist to preserve part of a set of records. Records schedules include specific retention criteria to help with identifying those records that need to be kept.
- **Semi-Active records** are used only occasionally and do not need to be maintained in the office space of the Commission. While they still have value, they can be stored in economical, offsite storage facilities.

T

- **Transitory records** are records of temporary usefulness that are not an integral part of an administrative or operational record series. Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions. As with all records, they can exist in any format or medium (paper or electronic). These records are not regularly filed with official Commission records within filing systems. They are only required for a limited period of time to complete a routine task or prepare an ongoing record.

Adapted from the Government Records Service RIM Glossary

MANAGING DRAFTS AND WORKING MATERIALS



Do I need to manage drafts and working materials in all formats?

YES. Drafts and working materials must be managed regardless of their format or media (i.e., digital or paper). The Commission uses approved information schedules (*ARCS* and *ORCS*) to govern how official records are managed, and we all need to create and keep complete and accurate records sufficient to document our decision-making and work activities. When managing drafts and working materials, you will need to determine what to keep (what is relevant to form a complete file), and what may be considered transitory, and destroyed.

Tip 1: When working on a document with others, it's good to designate one person to be responsible for filing the official copy of the final version as well as relevant working materials.

Tip 2: See the *Document Naming Conventions* guide for ideas on how to manage versions/drafts of documents.

Can I destroy all drafts and working materials as “transitory” records?

NO. Relevant drafts and working materials are treated as official records and cannot be destroyed as transitory. Relevant drafts and working materials contain significant notes, comments, approvals and substantial changes, and may relate to the following:

- Working materials relating to the preparation of legislation, Treasury Board or Cabinet submissions
- Any developmental drafts that, in your judgment, reflect important milestones
- Working materials necessary to understanding final document
- Operational records covered by the Commission's *Operational Records Classification System (ORCS)*

Such records are required for statutory, legal, fiscal, administrative or operational purposes, and need to be retained in your office recordkeeping system.

For a record to be deemed “transitory”, it must not be required to meet statutory obligations or to sustain administrative or operational functions. Transitory records are records of temporary usefulness. They are only required for a limited period of time to complete a routine action or prepare a record, such as notes which are transcribed into the next draft. They are not important to a record series, and are not filed within official Commission files or electronic systems.

Tip 3: See the *Official vs. Transitory Records Quick Reference Guide* for more information on transitory records

QUICK REFERENCE GUIDE: “OFFICIAL” vs “TRANSITORY” RECORDS

What is a Record? A record includes all recorded information and is considered to be either “official” or “transitory”. It is the information we use and access daily through a variety of sources, such as email, documents, databases, intranets, social media and the internet. Records can include “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” (*Interpretation Act*).

OFFICIAL Records Must Be Kept & Filed

TRANSITORY Records Can Be Destroyed

Official Records:

- Document or support the delivery of Commission programs
- Document Commission business or support its organization, policies, procedures, transactions or operations
- Show evidence of decision-making or courses of action taken
- Include information that must be held by the Commission by law
- Includes information created or received by the Commission and having long-term archival value

Transitory Records:

- Are of **temporary** usefulness and only needed for a limited period of time to complete a routine action or to prepare a final record
- Do not document Commission business
- Are not required to meet statutory obligations or sustain administrative or operational functions

Official records may be required for financial, legal, audit, operational or statutory purposes and **need to be managed according to approved retention and disposition schedules** (*Administrative and/or Operational Records Classification Systems*).

Transitory records **should not** be included in your office’s recordkeeping system. **You can dispose of transitory information as soon as you are finished with it.**

- | | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> • Business unit activities documentation (e.g., calendars, work plans) • Information that supports the history or development of a decision, project or relationship • Documentation that provides evidence of a significant action (e.g., change of scope or direction, verification or approval to proceed) • Draft documents (or revisions) that reveal key decisions or approvals, substantive changes, or recommendations for taking a different course of action • Final reports, plans or studies • Policies, procedures, instructions or directives | <ul style="list-style-type: none"> • Drafts and working materials relating to the preparation of Treasury Board and Cabinet submissions • Drafts and working materials relating to the preparation of legislation • Meeting agendas and minutes (if you are the staff member responsible for the meeting or representing the Commission) • Records about advice or recommendations • Documentation relating to a compliance matter, or how a case was managed • Documentation supporting the initiation/planning, authorization, or completion of business transactions • Formal communications about official business (can include emails, voicemail, or text messages) | <ul style="list-style-type: none"> • Emails, voicemail, or text messages that are not required to document a decision, action or transaction (e.g., personal message, announcement of a social event, meeting arrangements, or an email conveying an attachment) • Copies of records created for reference or convenience, and no longer needed (unless you are the staff member responsible for the matter) • “Input” source documents that are no longer required • Direct mail/email notices and bulletins • Course or conference announcements | <ul style="list-style-type: none"> • Working files (e.g., rough notes, calculations, outlines, lists of ideas) • Drafts or revisions that do not provide information on key decisions or approvals, or that can be found elsewhere • Routine correspondence about drafts or revisions • External company profiles, pamphlets or catalogues (general information) • Free trial CDs and DVDs • Blank forms, including blank e-forms and e-templates, or out-of-date stationary • Out-of-date published material (e.g., pamphlets, brochures or newsletters) |
|--|--|---|--|

WHAT IS AN OFFICE RECORDKEEPING SYSTEM?

Employees need to create and keep complete and accurate records to document their decision-making and work activities. This applies to all types of Commission records, especially documents which provide the best evidence of Commission business activities, transactions, policy or decisions. These records must be managed in accordance with government policy and standards, which require managing Commission records in a recordkeeping system.



An office recordkeeping system is designed to hold, protect, retain and dispose of records in accordance with approved retention schedules. Per legislation, we must abide by administrative and operational retention schedules (ARCS and ORCS-based filing systems) to manage our records.

Types of office recordkeeping systems:

- **Hardcopy (Paper) Records:** Printing and filing records into a filing system (such as our Fort St. John file room) can be a suitable approach for some types of records, but is not viable for many categories of records. It is also not consistent with key government goals of electronic operations, reduced carbon emissions, and enhanced information sharing.
- **Shared Drives:** These can be organized and administered in accordance with ARCS and ORCS. This method is viable for limited volumes and types of electronic records, and is suitable as an interim approach pending use of a fully-functional recordkeeping system (i.e., EDRMS).
- **Electronic Document and Records Management System (EDRMS):** A comprehensive recordkeeping system with a full range of records management tools. It includes a records classification structure with linked retention schedules (ARCS and ORCS), and sophisticated searching and retrieval functions. EDRMS enables integrated management of both paper and electronic records and is the approved government standard. *This is the recordkeeping system the Commission is actively working towards.*

*Our Commission office recordkeeping system covers a few places!
The file room in Fort St John holds paper files, systems such as AMS hold
"official" electronic records, and we hold documents in our corporate shared drives.*

A key component of a recordkeeping system is using ARCS and ORCS. ARCS and ORCS combine a records classification system with retention and disposition schedules for government records. What does this mean?

- A **classification system** identifies and describes the records created or received by offices.
- A **records retention and disposition schedule** is the timetable outlining the life span of a record from creation, through active use within an office and temporary retention in offsite storage (for paper files), to final destruction or transfer to the BC Government Archives.

Responsibilities in an office recordkeeping system:

- **Employees** are responsible for documenting their work by ensuring key records they create or receive are filed in their office recordkeeping system.
- **Program areas** are responsible for maintaining a shared office recordkeeping system that is organized and administered in accordance with government records legislation and policy.

Storing records in employee-specific network drives (F: drive) or email folders is not equivalent to filing them in the office recordkeeping or shared filing system. This creates risks such as:

- Restricted access – co-workers who require records do not have access to the drive and its contents
- Incomplete records – key records may not be classified and filed
- Difficulty searching – records may be missed when responding to requests made under the Freedom of Information and Protection of Privacy Act (FOIPPA) or during the legal document discovery process

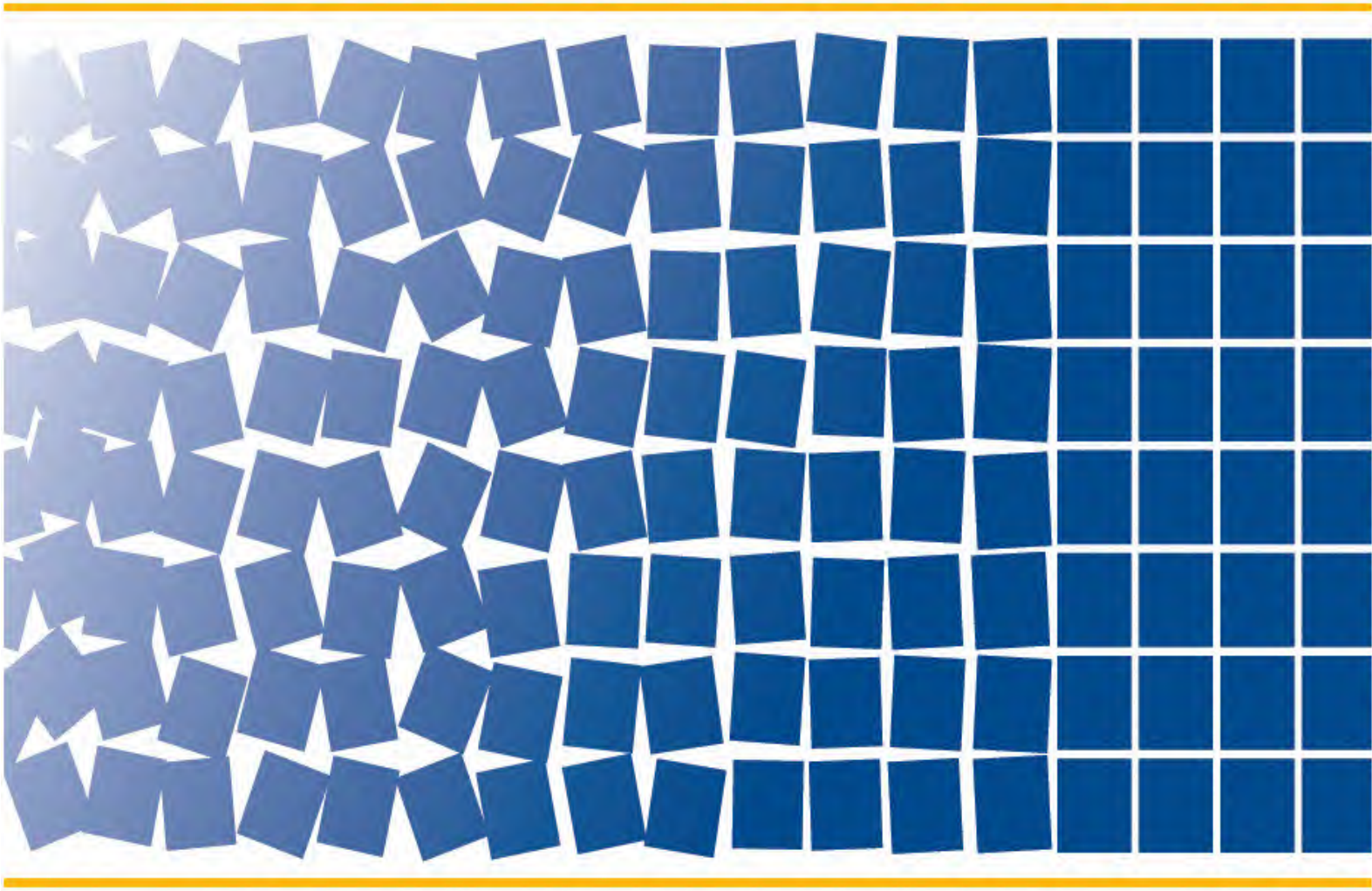
Government's requirements for managing records:

In the BC government, the requirements for establishing office recordkeeping systems are set in the following legislation, policy and standards:

- [Information Management Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Core Policy and Procedures Manual Chapter 12](#)
- *Administrative and Operational Records Classification Systems (ARCS and ORCS)*

Adapted from Government Records Service Guide: Office Recordkeeping System

HUMAN RESOURCES ARCS SUPPLEMENT ADMINISTRATIVE RECORDS CLASSIFICATION SYSTEM



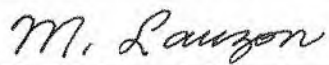
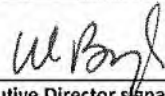
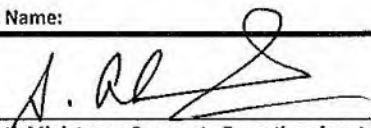
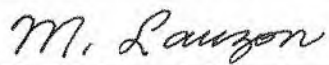
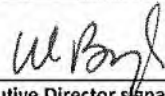
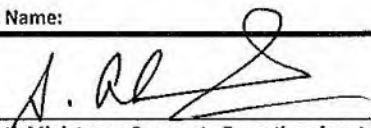
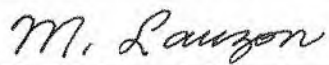
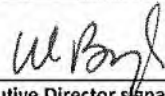
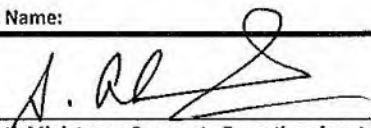
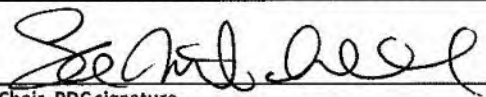
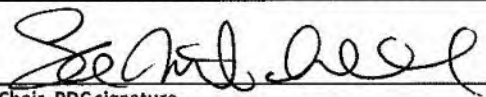
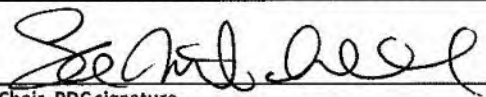
GOVERNMENT RECORDS SERVICE

**HUMAN RESOURCES ARCS
SUPPLEMENT
ADMINISTRATIVE RECORDS
CLASSIFICATION SYSTEM**



GOVERNMENT RECORDS SERVICE

RECORDS RETENTION AND DISPOSITION AUTHORITY
This is a recommendation to authorize an ongoing records schedule.
Title: Human Resources ARCS Supplement
Provincial agencies, boards and commissions covered by the <i>Document Disposal Act</i> (RSBC 1996, c. 99).
Description and Purpose: The <i>Human Resources ARCS Supplement</i> establishes a classification system and retention and disposition schedule for human resources management and payroll services records created and received by British Columbia agencies, boards and commissions with their own internal human resources and payroll services. In 2007, the retention periods in Section 5 of the <i>Administrative Records Classification System (ARCS)</i> were significantly reduced as a result of the government centralization of human resources management and payroll functions. The retention periods no longer meet the business needs of agencies that do not use the centralized government services. These records document employee awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing and recruitment; and training and development. For more information, see the attached schedule.
Start Date: 1871/01/01 - ongoing
Recommended retention and disposition: scheduled in accord with attached records schedule.


THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:	THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">  Records Officer signature Print Name: Mike Lauzon </td> <td style="width: 50%; padding: 5px;"> 2014/01/21 Date </td> </tr> <tr> <td style="padding: 5px;">  ADM or Executive Director signature Print Name: </td> <td style="padding: 5px;"> 2014/01/22 Date </td> </tr> <tr> <td style="padding: 5px;">  Deputy Minister or Corporate Executive signature Print Name: SARE AHMED </td> <td style="padding: 5px;"> 2014/03/12 Date </td> </tr> </table>	 Records Officer signature Print Name: Mike Lauzon	2014/01/21 Date	 ADM or Executive Director signature Print Name:	2014/01/22 Date	 Deputy Minister or Corporate Executive signature Print Name: SARE AHMED	2014/03/12 Date	April 9, 2014 Date
 Records Officer signature Print Name: Mike Lauzon	2014/01/21 Date						
 ADM or Executive Director signature Print Name:	2014/01/22 Date						
 Deputy Minister or Corporate Executive signature Print Name: SARE AHMED	2014/03/12 Date						
THE PUBLIC DOCUMENTS COMMITTEE CONCURS:	APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">  Chair, PDC signature Print Name: </td> <td style="width: 50%; padding: 5px;"> April 3, 2014 Date </td> </tr> </table>	 Chair, PDC signature Print Name:	April 3, 2014 Date	April 10, 2014 Date				
 Chair, PDC signature Print Name:	April 3, 2014 Date						

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 the enabling acts of each agency, board or commission covered by the *Document Disposal Act* and subsequent legislation governing the responsibilities and functions of those bodies.

Under this *ARCS* supplement, agencies, boards and commissions will be authorized to apply the schedule to human resources and payroll management records for which the retention periods and final dispositions meet government's information requirements, ensure fiscal and audit control and protect government's legal rights and liabilities, and provide for effective management of the agency's functions. Upon approval of this *ARCS* supplement, and before applying it to their records, each agency will submit a list of the classifications that do not apply to their records.

Agencies, boards and commissions may in future submit a revised *ARCS* supplement to meet individual retention and disposition requirements, which will be subject to the same reviews and approvals as other administrative or operational records classification systems.

 Client Service Specialist, Broader Public Sector signature Print Name: Mike Lauzon	2014/01/21 Date
--	--------------------

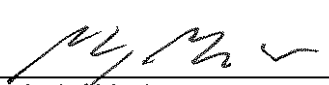
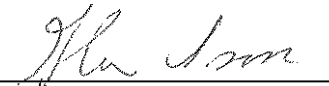
ARCHIVAL APPRAISAL:
 This appraisal documents the recommendation for final disposition.

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 *ARCS Supplement*, 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.

 Senior Archivist signature Print Name: Mary McIntosh	2014/01/21 Date
The undersigned endorses the appraisal recommendations:  Manager, Infrastructure and Strategy signature Government Records Service, Information Access Operations Print Name: Glen Isaac	2014/01/21 Date

HUMAN RESOURCES ARCS SUPPLEMENT (HRAS)

EXECUTIVE SUMMARY

The *Human Resources ARCS Supplement (HRAS)* establishes a classification system and retention and disposition schedule for the administrative functions and activities that are unique to those agencies with their own internal human resources and payroll services.

In 2007, the retention periods in *ARCS Section 5 Human Resources Management* were significantly reduced as a result of government centralization of the human resources management function. The records retention periods no longer met the business requirements of agencies with their own internal human resources and payroll services.

These records document human resources activities performed by agencies with their own internal human resources and payroll services, including: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and training and development.

HRAS establishes a classification system and retention and disposition schedule for human resources records created and received by British Columbia agencies under the *Public Service Act* (RSBC 1996, c. 385), *Workers Compensation Act* (RSBC 1996, c. 492, part 3), and *Occupational Health and Safety Regulation* (BC Reg. 296/97).

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

The following summary describes secondaries that were affected by the human resources and payroll centralization accompanied with revised retention schedules and final dispositions. Please consult *HRAS* for further information.

- 1) Policy and procedures
(secondary -00 throughout *HRAS*) SO 5y FR

Throughout *HRAS*, the government archives will fully retain final versions of all policies, procedures, standards and guidelines created by offices having primary responsibility for their development and approval. These records have significant evidential value for documenting the functions covered by *HRAS*.

- 2) Salary schedules
(secondary 7360-05) SO 7y FR

These records document employee compensation.

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.

A SA FD

FR = The government archives will fully retain salary schedules because they provide a concise history of salary rates and rate increases over time. These records document salary ranges, rates and increases for bargaining unit and excluded positions.

3) Strike and essential service planning case files
(secondary 7480-45)

SO nil FR

These records document strike contingency planning and the determination of essential service levels in the event of job action.

SO = upon conclusion of strike, and when no longer required for reference purposes

FR = The government archives will fully retain strike and essential service planning files because they significantly document the employer's plans and strategies for responding to strikes by its unions.

4) Collective agreements and memoranda of agreement
(secondary 7480-02)

SO nil FR

These records document the agreed upon terms and conditions of employment for bargaining unit employees.

SO = upon termination of agreement and expiry of the two-year limitation period under the *Limitation Act* (SBC 2012, c.13), and when no longer required for reference purposes

FR = The government archives will fully retain collective agreements and memoranda of agreement because they provide a history of the terms and conditions of employment for bargaining unit employees.

5) Collective bargaining negotiations and preparation case files
(secondary 7480-25)

SO nil FR

These records document collective bargaining negotiations and the agreed upon terms and conditions of employment for bargaining unit employees.

SO = upon conclusion of negotiations and, if relevant upon expiry of agreement and the two-year limitation period under the *Limitation Act* (SBC 2012, c.13), and when no longer required for reference purposes.

FR = The government archives will fully retain the collective bargaining negotiations and preparation case files because they document the positions of the employer and its unions during the collective bargaining process.

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.

	A	SA	FD
6) <u>Position history files</u> (secondary 7360-25)	SO	10y	DE

These records include job descriptions, organization charts, classification authorization documents, classification decision rationale, position exclusion agreements, on-site interview notes, work examples received from incumbent employees and their supervisors, comparative job descriptions and corresponding rationale, and classification appeal decisions.

SO = when the position is redundant

10y = The ten-year retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.

7) <u>Employee personnel files</u> (secondary 7385-20)	SO	10y	DE
---	----	-----	----

These records document the employment history of agency employees. At a minimum, a file contains a copy of their application and/or résumé, a copy of their offer/confirmation letter, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licences) and which have been verified for authenticity, the oath of employment signed by the employee and a commissioner for taking affidavits for BC, a signed standard of conduct acknowledgement, and a signed internet Communications Technology Usage Agreement.

SO = upon retirement, resignation, or employment termination

10y = The ten-year semi-active retention period provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed. It is consistent with the retention period within the *Public Service Personnel Management ORCS*, schedule 181080.

8) <u>Employee pay files</u> (secondary 7550-20)	SO	7y	DE
---	----	----	----

These records document hiring notices, reclassifications, personal tax credit returns, direct deposit forms, timesheets, leave forms, temporary appointments, pension termination notices, checklists, and salary adjustment worksheets.

SO = upon retirement, resignation, or employment termination

7y = The seven-year retention period ensures that employee pay, work schedule, and leave information, not captured electronically, is retained

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.

A SA FD

for two years after employment termination, as required under the *Employment Standards Act* (RSBC 1996, c. 113, s. 28). It also ensures that the records are retained for five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c. 1-5, ss. 230(4) and 231.1) to investigate income tax returns filed for the previous six years.

9) All Other Records

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. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within *HRAS* or in *ARCS*, such as summary reports, policy records, executive briefing notes (*ARCS* secondary 280-20), and annual service plan reports (*ARCS* secondary 400-02). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

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.

HUMAN RESOURCES ARCS SUPPLEMENT

TABLE OF CONTENTS

EXECUTIVE SUMMARY

TABLE OF CONTENTS

INTRODUCTION

SECTION 1 7300 -7999 HUMAN RESOURCES ARCS SUPPLEMENT

INDEX

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.

INTRODUCTION TO THE *HUMAN RESOURCES ARCS SUPPLEMENT*

For further information, contact your [Records Officer](#).

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.

1. **General**

This introduction provides an overview of the functions and activities documented in records classified and scheduled under the Human Resources ARCS Supplement (*HRAS*).

For general information about the purpose, organization, and elements of *ORCS* in general, and of the *Administrative Records Classification System (ARCS)*, see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/arcs/admin/arcs_orcs_user_guide.pdf. It is designed to help you understand, interpret and use *ARCS* and *ORCS*.

For special schedules that cover records that are not covered by *ARCS* and *ORCS*, see <http://www.lcs.gov.bc.ca/cimb/special/default.asp>.

For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

For Records Officer contact information, see http://www.gov.bc.ca/citz/iao/records_mgmt/rec_officers/.

2. **Overview of *HRAS* Purpose and Structure**

The administrative records covered by this *HRAS* relate to the operations and services your ministry or agency provides in accordance with statute, mandate, and/or policy.

HRAS has the following parts:

- Executive Summary:
 - a copy of the signed records retention and disposal authority (ARS 008) form
 - a high-level overview of *HRAS*
- Table of Contents
- Introduction (this section)¹
- Section 1 and any other numbered sections with classifications and schedules for the records covered by *HRAS*; see part 3 below for further information
- Index

¹ Pre-2011 *ORCS* have "How to Use" sections instead of the Introduction. Much of the information that used to be provided in the How to Use section is now available in the [ARCS/ORCS User Guide](#) available on the Records Management web site.

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.

ORCS KEY: the Key to your ORCS Codes and Acronyms

The following codes and acronyms are used throughout this *ORCS*:

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

For further explanation of terms, see the [ARCS and ORCS User Guide](#).

3. The Functions and Activities Covered by this ORCS

Section Number	Primary Numbers	Section Title
Section 1	7300-7999	Human Resources ARCS Supplement

Covers records relating to human resources (HR) activities performed by agencies that have their own internal HR services. This includes records relating to: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and, training and development.

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.

4. **Legal Authority of HRAS**

Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), *HRAS* has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

Upon approval by the Legislative Assembly, *HRAS* has statutory authority governing the retention and disposition of the records that it covers.

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.

SECTION 1

HUMAN RESOURCES ARCS SUPPLEMENT

PRIMARY NUMBERS

7300 – 7999

Section 1 covers records relating to human resources (HR) activities performed by agencies that have their own internal HR services. This includes records relating to: awards and recognition; benefits; charitable donations; job description and classification; employee work history; employer-employee relations; leave, payroll and time reporting; occupational safety, health and accidents; staffing projections and planning; staffing, recruitment and competitions; and, training and development.

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.

SECTION 1 TABLE OF CONTENTS
HUMAN RESOURCES ARCS SUPPLEMENT

7300 - 7999

7300	HUMAN RESOURCES ARCS SUPPLEMENT – GENERAL
7310	AWARDS AND RECOGNITION
7315	BENEFITS
7320	CHARITABLE DONATIONS
7360	JOB DESCRIPTION AND CLASSIFICATION
7385	EMPLOYEE WORK HISTORY
7480	EMPLOYER-EMPLOYEE RELATIONS
7550	LEAVE, PAYROLL AND TIME REPORTING
7560	OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS
7580	STAFFING PROJECTIONS AND PLANNING
7665	STAFFING, RECRUITMENT AND COMPETITIONS
7730	TRAINING AND DEVELOPMENT

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.

7300 HUMAN RESOURCES ARCS SUPPLEMENT - GENERAL

Records not shown elsewhere in the *Human Resources ARCS Supplement* that relate generally to human resources activities performed by agencies that have their own internal human resources services.

This primary also covers records relating to the development of human resources policy.

Record types include correspondence and reports.

NOTE Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section)	SO	5y	FR
FR: Throughout this section, 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.			
-01 General	CY+1y	nil	DE
NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-06 Human resources topical files (arrange by subject [e.g., human rights, employment equity, job enhancement, and women's issues])	SO	nil	DE
-20 Human resources policy development files (arrange by policy)	SO	5y	DE
SO: when the policy is reviewed, developed, abandoned, or cancelled			

END OF PRIMARY

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

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.

7310 AWARDS AND RECOGNITION

Records relating to the administration and management of programs that award and recognize employee contributions to improvements in service, operations, and the work environment.

Record types include correspondence, applications, evaluation and approval forms, and reports.

For ceremony planning, see ARCS secondary 220-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-05 Award and recognition program information files (arrange by program if volume warrants)	SO	nil	DE
PIB	-50 Award and recognition applicant/recipient files (arrange by program and/or employee, if volume warrants)	SO+1y	nil	DE

SO: when decision is rendered, and if relevant, upon conclusion of appeal periods and appeals

END OF 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.

7315 BENEFITS

Records relating to the administration and management of employee benefit packages (e.g., health and disability benefits, employment insurance, workers' compensation, life insurance, retirement and pension benefits, employee and family counseling services, salary and retirement savings plans).

Records types include correspondence, inquiries, manuals, reports and resolutions.

For benefit premium payments, see *ARCS* secondary 925-20.

For benefits accounting, see *ARCS* secondary 920-20.

For the tendering process and negotiation of contracts with plan carriers, see *ARCS* secondary 1070-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-05 Benefit plan information files (covers general information about each benefit plan) (arrange by specific benefit [e.g., life insurance, medical, and pension] if volume warrants)	SO	nil	DE
	-20 Benefit administration files (arrange by carrier and benefit type) (covers inquiries and resolutions, problems and issues involving participating employers, as well as researcher and analysis of various provisions of the plans)	FY+1y	6y	DE
	8y: The eight-year retention period provides sufficient time for consultation.			
PIB	-25 Disability case management files (arrange by employee surname)	SO	20y	DE
	SO: when case is closed (i.e., employee requalifies for the Short Term Illness and Injury Plan (STIIP) or Long Term Disability (LTD) benefits by clearing the successive disabilities timeframe specified in the <i>LTD</i>	(cont'd)		

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.

7315 BENEFITS

		A	SA	FD
-25	Disability case management files (continued)	SO	20y	DE
	SO: <i>Plan Regulation</i> (BC Reg. 409/97, s.2.7) and outstanding issues [return to work, grievance, or arbitration] are concluded)			
	20y: The 20-year retention period provides sufficient time for consultation and reactivation of the files if the employee is again on STIIP, LTD, Weekly Indemnity, or workers' compensation benefits.			

END OF 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.

7320 CHARITABLE DONATIONS

Records relating to facilitating employee charitable donations through payroll deductions. This includes planning and organizing annual fundraising campaigns, ensuring gaming fundraising events comply with the gaming license received from the provincial gaming branch, disbursing contributions to charities, and liaising with volunteer committees.

Record types include correspondence, forms, reports, financial records, and other types of records as indicated under relevant secondaries.

For audits, see *ARCS* primary 975.

For cheques and bank deposits, see *ARCS* primary 1050.

For committees, see *ARCS* secondary 200-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Campaign planning	CY+2y	nil	DE
-04 Donation reconciliation and disbursement records	FY+1y	6y	DE

8y: The eight-year retention period is based on the six-year assessment period under the *Income Tax Act* (RSC 1985, c. 1-5, s. 230(4)), and is consistent with the retention period for related financial records classified in *ARCS*.

END OF 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.

7360 JOB DESCRIPTION AND CLASSIFICATION

Records relating to the preparation of job descriptions, position classification and reclassification, salary schedules, bonus programs, incentive pay, and classification appeals.

Supervisors are responsible for defining their employees' duties, competencies and responsibilities in job descriptions (or job profiles) and submitting approved job descriptions for classification to the agency's internal human resources department. Classification is the formal evaluation of the relative value of different jobs within an organization. The relative value determines the appropriate salary.

Record types include correspondence, job descriptions, job evaluation plans, benchmarks, appeal notices, salary schedules, merit allowances, and forms.

For agency organization, see *ARCS* primary 105.

For the delegation of classification authority, see *ARCS* primary 265.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	Policy and procedures	SO	5y	FR
-01	General	CY+1y	nil	DE
-02	Bonus and incentive pay programs	SO	7y	DE
	7y: The retention period ensures that bonus and incentive pay programs are available for a sufficient period of time for program review and planning purposes.			
-04	Job classification files (covers job evaluation plans and benchmarks)	SO	nil	DE
-05	Salary schedules	SO	7y	FR
	FR: The government archives will fully retain salary schedules because they provide a concise history of salary rates and rate increases over time. These records document salary ranges, rates and increases for bargaining unit and excluded positions.			
PIB	-20 Classification and review appeal files (arrange by appellant or by job title for groups)	SO	10y	DE
	SO: upon conclusion of the appeal and appeal periods			(cont'd)

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

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.

7360 JOB DESCRIPTION AND CLASSIFICATION

			A	SA	FD
PIB	-20	Classification and review appeal files (continued)	SO	10y	DE
	10y:	The 10-year retention period is based on the need to refer back to similar appeals when making a decision.			
	NOTE:	The appeal decisions are also filed on the position history file under secondary -25.			
	-25	Position history files (arrange by position)	SO	10y	DE
	SO:	when the position is redundant			
	10y:	The 10-year retention period provides sufficient time for research, consultation and potential reactivation of closed files. However, after a lapse of 10 years, it is unlikely that the position will be recreated or the files will have any reference value.			
	NOTE:	These files include job descriptions, organization charts, classification authorization documents, classification decision rationale, position exclusion agreements, on-site review notes, work examples received from incumbent employees and their supervisors, comparative job descriptions and corresponding rationale, and classification appeal decisions.			

END OF 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.

7385 EMPLOYEE WORK HISTORY

Records relating to the work history of all regular, part-time seasonal, auxiliary, and excluded employees.

Record types include correspondence, applications, forms, résumés, orders in council (OICs), copies of decrees, employee performance plans and reviews, agreements, reports, and photographs.

For article 29 committees, see ARCS secondary 200-20.

For complaints, disputes, and grievances, see secondary 7480-30.

For criminal record check consent forms (not hired), see secondary 7665-04.

For disability case management, see secondary 7315-25.

For training course development and delivery, see primary 7730.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
PIB	-20 Employee personnel files (arrange by surname)	SO	10y	DE

SO: upon retirement, resignation, or employment termination

10y: The 10-year semi-active retention period provides a reasonable length of time for consultation and reactivation of the files if the employee is again employed. It is consistent with the retention period within the *Public Service Personnel Management ORCS*, Schedule 181080.

NOTE: At a minimum, an employee's personnel file may contain: a copy of their application and/or résumé, a copy of their offer/confirmation letter, OICs for executive and non-executive appointments, personal and emergency contact information, copies of any documents that will confirm job qualifications (e.g., degrees and licenses) and which have been verified for authenticity, the oath of employment signed by the employee and a commissioner for taking affidavits for BC, a signed standard of conduct acknowledgement, (cont'd)

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.

7385 EMPLOYEE WORK HISTORY

			A	SA	FD
PIB	-20	Employee personnel files (continued)	SO	10y	DE

NOTE: and a signed internet Communications Technology Usage Agreement.

An employee's personnel file may also contain: police and criminal record check consent forms and clearances, formal performance evaluations, formal letters of commendation, employee data activity [EDA] reports, copies of social insurance cards, signed temporary assignment agreements, Canadian work visas or equivalent documentation, requests to process pay increases for managers, seniority reports/summaries, letters of resignation, separation reports, Early Retirement Incentive Program (ERIP) and Voluntary Departure Program (VDP) forms, deferred leave application forms, rehabilitative employment letters, paid absence prior to retirement forms, letters of suspension, discipline records and employees' requests for their removal, and letters advising employees of pay classification changes, assignments and reassignments, in/out of public service transfers, and retroactive classification.

END OF 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.

7480 EMPLOYER-EMPLOYEE RELATIONS

Records relating to employer-employee relations. This includes strike contingency planning, the determination of essential service levels in the event of job action, and the resolution of disputes, complaints, and misunderstandings with employees, including those that are subject to the grievance procedures in the collective agreement or covered by policy directives (e.g., the dispute resolution process for excluded employees, discrimination and personal and sexual harassment complaints) and employee engagement activities.

Record types include correspondence, forms, reports and plans.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Collective agreements and memoranda of agreement	SO	nil	FR
SO: upon termination of agreement and expiry of the two-year limitation period under the <i>Limitation Act</i> (SBC 2012, c.13), and when no longer required for reference purposes			
FR: The government archives will fully retain collective agreements and memoranda of agreement because they provide a history of the terms and conditions of employment for bargaining unit employees.			
-20 Collective agreement interpretation case files (arrange by article number) (covers the employers' unilateral interpretation of the collective agreement)	SO	nil	DE
-25 Collective bargaining negotiations and preparation case files	SO	nil	FR
SO: upon conclusion of negotiations and, if relevant upon expiry of agreement and the two-year limitation period under the <i>Limitation Act</i> (SBC 2012, c.13), and when no longer required for reference purposes.			
FR: The government archives will fully retain the collective bargaining negotiations and preparation files because they document the positions of the employer and its			

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

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.

7480 EMPLOYER-EMPLOYEE RELATIONS

		A	SA	FD
	-25 Collective bargaining negotiations and preparation case files (continued)	SO	nil	FR
	unions during the collective bargaining process.			
PIB	-30 Dispute/complaint resolution files (arrange by surname)	SO	10y	DE
	SO: upon resolution of dispute or complaint, when decision is rendered and if relevant, upon conclusion of appeal periods and appeals			
	10y: The ten-year semi-active retention period provides a reasonable length of time for consultation.			
	-35 Employee engagement activity files (arrange by activity)	SO	5y	DE
	SO: upon conclusion of activity			
	-40 Labour relations reference files (arrange by topic)	SO	nil	DE
	SO: when no longer required for reference purposes			
	-45 Strike and essential service planning case files (arrange by issue or subject, whichever is appropriate)	SO	nil	FR
	SO: upon conclusion of strike, and when no longer required for reference purposes.			
	FR: The government archives will fully retain strike and essential service planning files because they significantly document the employer's plans and strategies for responding to strikes by its unions.			

END OF 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.

7550 LEAVE, PAYROLL AND TIME REPORTING

Records relating to payroll processing, accounting and approving employee attendance.

Some agency employees report their time worked and leave taken on an automated time and leave reporting system. However, paper timesheets and leave forms may be used for employees with irregular work schedules (e.g., shift or on call workers) and electronic forms are used to approve employee additions to base pay after the payroll deadline.

Record types include correspondence, forms, registers, reports, and copies of timesheets and leave forms.

For recovery of salary dollars from employee transfers, see ARCS primary 1190. For write offs of uncollectible salary overpayments, see ARCS primary 935.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

		A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
	-00 Policy and procedures	SO	5y	FR
	-01 General	CY+1y	nil	DE
	-02 Canada Savings Bond documentation	CY+1y	nil	DE
	-03 CRA account reconciliation and required documents (CRA = Canada Revenue Agency) (covers tracking of CRA transfers, manual cheques, RRSP and other deductions or contributions)	CY+2y	5y	DE
	8y: The eight-year retention period is based on the six year assessment period under the <i>Income Tax Act</i> (RSC 1985, c. 1-5, s.230 [4]) and is consistent with retention periods for accounts payable and reconciliations in ARCS.			
	-04 Pay run batch control and review reports	CY+2y	nil	DE
	-05 Payroll balancing and accounting reports	CY+2y	5y	DE
PIB	-20 Employee pay files (arrange by employee surname)	SO	7y	DE
	SO: upon retirement, resignation, or employment termination			(cont'd)

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

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.

7550 LEAVE, PAYROLL AND TIME REPORTING

A SA FD

-20 Employee pay files (continued)

7y: The seven-year retention period ensures that employee pay, work schedule and leave information are retained for the five years allowed for purchasing pensionable service and are available to taxation authorities which have the right under the *Income Tax Act* (RSC 1985, c.1-5, ss. 230(4) and 231.1) to investigate income tax returns files for the previous six years.

END OF 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.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS

Records relating to promoting safe and healthy workplaces, as well as treating, reporting and investigating accidents, injuries, and diseases that result directly from work duties pursuant to the *Workers Compensation Act* (RSBC 1996, c. 492, part 3) and *Occupational Health and Safety Regulation* (BC Reg. 296/97). This includes agency and local worksite occupational safety and health (OSH) program planning, ergonomic assessments, first aid needs assessments, hazardous materials testing, incident reporting, and safety inspections.

Record types include correspondence, forms, books, logs, reports, and other types of records as indicated under relevant secondaries.

For disposal of hazardous material, see ARCS primary 525.

For emergency plans and procedures, see ARCS primary 275.

For joint employer/union health and safety committee, see ARCS primary 200.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-03 First aid needs assessment	SO	nil	DE
SO: when replaced by new assessment in accordance with <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 s. 3.16).			
NOTE: Pursuant to <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 s. 3.16), risks and hazards must be identified in worksites “within 12 months after the previous assessment or review and whenever a significant change affecting the assessment occurs in the employer’s operations”.			
-04 First aid treatment books and logs	SO	7y	DE
SO: upon conclusion of first aid care, and when book or log is closed.			
7y: The seven-year retention period satisfies the minimum three-year retention period for first aid treatment records specified under the <i>Occupational</i>			(cont'd)

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.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS

A SA FD

-04 First aid treatment books and logs (continued) SO 7y DE

Health and Safety Regulation (BC Reg. 296/97 s. 3.19) and is consistent with the retention period for the joint health and safety committee files classified under ARCS secondary 200-20.

NOTE: These records document work-related incidents that result in first aid treatment. Serious injuries, including exposure to contaminants, are reported to WorkSafe BC (the Workers' Compensation Board of British Columbia) on incident investigation reports classified under secondary -20.

-05 Hazardous material information SO nil DE
(covers material safety Data Sheets [MSDS])

SO: when replaced by new information

NOTE: If controlled products are used in the workplace, a Workplace Hazardous Materials Information System (WHMIS) program must be established. *Occupational Health and Safety Regulation* (BC Reg. 296/97 part 5) requires that MSDSs be updated at least every three years and that WHMIS programs are reviewed at least annually.

-06 OSH inspection files SO 7y DE

SO: upon conclusion of inspection, and if relevant, upon implementation of corrective measures

7y: The seven-year retention period is consistent with the retention period for the joint health and safety committee classified under ARCS 200-20.

NOTE: This secondary covers inspections to ensure compliance with the *Occupational Health and Safety Regulation* (BC Reg. 296/97 part 3).

NOTE: For administrative convenience, these records may be classified on the joint health and safety committee file under ARCS secondary 200-20, rather than under this secondary.

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.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS		A	SA	FD
	-07 OSH program information	SO	nil	DE
	NOTE: This secondary covers agency and local worksite OSH program information (e.g., roles and responsibilities and instructions).			
	-08 Personal protective equipment information	SO	nil	DE
	SO: upon completion of next annual review			
	NOTE: <i>Occupational Health and Safety Regulation</i> (BC Reg. 296/97 part 8) requires that personal protective equipment programs be reviewed annually and that equipment fit tests be repeated at least annually.			
PIB	-09 Refusal to work because of unsafe conditions (arrange by employee surname)	SO	7y	DE
	SO: upon conclusion of investigation, and if relevant, upon implementation of corrective measures			
	7y: The seven-year retention period is consistent with the retention period for the OSH inspection files classified under secondary -06.			
PIB	-20 Work-related incident reporting files (arrange by employee surname) (covers accident and incident reports, employer's report of injury or occupational disease [WCB form 7], first aid report [WCB form 7A], and may include worker's report of injury or occupational disease to employer [WCB form 6a])	SO	7y	DE
	SO: upon adjudication of claim by WorkSafeBC, and if relevant, upon implementation of corrective measures			
	7y: The seven-year retention period is consistent with the retention period for the first aid treatment records classified under secondary -04.			
	NOTE: These records document work-related incidents that result in death, time loss, or medical attention or have the potential of causing serious injury to a worker or involve a major structural failure or exposure to hazardous or bio-hazardous substances (e.g., asbestos and avian influenza viruses). These			

(cont'd)

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.

7560 OCCUPATIONAL SAFETY, HEALTH AND ACCIDENTS		A	SA	FD
PIB	-20 Work-related incident reporting files (continued)	SO	7y	DE
	incidents must be reported to WorkSafeBC even if a claim is not anticipated.			
PIB	-25 Employee health case files (no exposure) (arrange by employee surname) (covers ergonomic assessments, hepatitis B vaccination records, musculoskeletal injury prevention client records, pre-placement assessment examinations and outcomes, and related health records)	SO	10y	DE
	SO: upon resignation, employment termination, retirement or death while in service			
	10y: The retention period is consistent with the retention period for the related employee files and health-related absence files. The retention period also satisfies the minimum 10-year recommendation for the retention of vaccination records stated in WorkSafe BC's guidelines: G6:34-5 <i>Record keeping requirements</i> .			
	NOTE: This secondary covers records that do not document exposure to latent biological hazards.			
PIB	-30 Latent biological hazard exposure case files	SO	30y	DE
	SO: upon resignation, employment termination, retirement, or death while in service			
	30y: The retention period provides a reasonable length of time for the effects of the exposure to become apparent.			
	NOTE: This secondary covers records that document exposures to latent biological hazards, the effects of which may occur years later (e.g., asbestos, blood borne pathogens, tuberculosis and radiation).			

END OF 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.

7580 STAFFING, PROJECTIONS AND PLANNING

Records relating to agency staffing projections and planning, including staff reductions and surpluses resulting from workforce adjustment and voluntary exit programs.

Record types include correspondence, surveys, and reports.

For budget planning, see ARCS primary 1000.
For strategic planning, see ARCS secondary 400-20.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Seniority, recall, and vacancy lists	SO	nil	DE
NOTE: Eligibility lists are classified under secondary 7665-20.			
-03 Staffing requirements planning files	CY+1y	6y	DE
NOTE: This secondary includes FTE planning and utilization, staff requisitions, pre-retirement and succession planning, priority placements, and workforce adjustment and planning.			

END OF 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.

7665 STAFFING, RECRUITMENT AND COMPETITIONS

Records relating to the staffing of positions, including recruitment of employees and competitions for vacant positions.

Record types include correspondence, forms, reports, and other types of records as indicated under relevant secondaries.

For employee personnel files, see secondary 7385-20.
For job descriptions, see secondary 7360-25.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-03 Model interview questions	SO	nil	DE
-04 Criminal record check consent forms (not hired)	CY	5y	DE
<p>6y: The retention period satisfies the five-year retention period required by the Royal Canadian Mounted Police (RCMP) Canadian Police Information Centre (CIPC) auditors for the retention of <i>Criminal Records Review Act</i> (RSBC 1996, c. 86) consent forms.</p> <p>NOTE: This secondary covers unsuccessful applicants' consent forms for record checks under the <i>Criminal Records Review Act</i> and <i>Public Service Act Directive 3.6 Police Record Checks</i>. Consent forms of successful job applicants are filed on the relevant employee file (secondary 7385-20).</p> <p>NOTE: As required by part D of <i>Public Service Act Directive 3.6 Police Record Checks</i>, agencies are required to destroy or return all police documentation to job applicants, including the results of police record checks, and eliminate all references that identify applicants with criminal records. Therefore, police record check consent forms should only indicate that a check has been undertaken.</p>			
-05 Selection standards reference material	SO	nil	DE

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.

7665 STAFFING, RECRUITMENT AND COMPETITIONS

		A	SA	FD
	-06 Student recruitment/selection information	SO+1y	nil	DE
	NOTE: This secondary includes co-op, articling, intern and summer student recruitment information. When students are hired, their employment records are classified under 7385-20.			
PIB	-07 Unsolicited offers of service - not considered (covers résumés)	SO	nil	DE
	NOTE: This secondary covers unsolicited résumés and similar personal offers of service that were not considered. Applications and résumés of applicants under consideration are classified under secondary - 20.			
	-20 Staffing competition files (arrange by competition) (covers correspondence, applications, résumés, job descriptions, posting request forms, job postings, eligibility lists, and tests)	SO+2y	nil	DE
	SO: upon the date the successful applicant is placed into new position (i.e., the effective date of the appointment), and if an eligibility list or inventory has been established, when the list has been exhausted or the term of the list has expired, whichever is earlier			
	2y: The retention period satisfies reference requirements and ensures that personal information used to make a decision that directly affects an individual is retained for at least one year.			
	NOTE: These files include candidates' qualifications, scores, and test results, competition assessment tools including criteria and rating methodology, copies of approvals or waivers for special considerations or restrictions, reference check procedures and ranking guides, decisions, copies of offer letters, and letters of regret and feedback to unsuccessful candidates.			
	NOTE: Original applications and résumés of successful candidates are filed on the relevant employee personnel files (see 7385-20). Copies are retained on the competition files.			

END OF PRIMARY

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

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.

7730 TRAINING AND DEVELOPMENT

Records relating to the development and delivery of agency training sessions, workshops, courses, professional development and information sessions.

Record types include correspondence, reports, instructor’s notes, presentation slides, handouts, course workbook and manuals, class lists, and evaluation forms.

For training budget, see *ARCS* primary 1000.
For human resources topical files, see secondary 7300-06.

The OPR is () unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures	SO	5y	FR
-01 General	CY+1y	nil	DE
-02 Career development paths	SO	nil	DE
-03 Educational leave criteria	SO	nil	DE
-04 Employee orientation information	SO	nil	DE
-05 Training and skills needs analysis	SO	nil	DE
-06 Training evaluations	SO	nil	DE
-07 Training packages	SO	2y	DE

NOTE: This secondary covers the final version of instructor’s/facilitator’s notes, presentation slides, handouts, and participant workbooks and manuals. The development of this material is covered by secondary -20.

-20 Training development files (arrange by course name)	SO	2y	DE
-25 Training implementation history files (arrange by course name)	SO	2y	DE

NOTE: This secondary covers course requests and information relating to the implementation history of particular courses, including facilities, aids and resources used.

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.

7730 TRAINING AND DEVELOPMENT

	A	SA	FD
-30 Training session attendance files (arrange by course, then by delivery date)	SO	nil	DE

END OF 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.

SUBJECT HEADINGS

PRIMARY NUMBERS

HUMAN RESOURCES ARCS SUPPLEMENT (HRAS)

INDEX

This index is an alphabetical guide to *ORCS* subject headings and relevant primary number(s).

Use this index in the following ways:

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

This index contains an alphabetical listing of:

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- A -	
ACCOUNTING	
- payroll	7550
AGREEMENTS	
- collective	7480
APPEALS	
- awards	7310
- disputes/complaints	7480
- job classification	7360
ASBESTOS	
- exposure	7560
AWARDS	
- applicant/recipient files	7310
- program information files	7310
- B -	
BALANCING	
- payroll	7550
BARGAINING	
- collective	7480
BENCHMARKS	
- job	7360
BENEFITS	
- administration	7315
- disability	7315
- employee counseling services	7315
- employment insurance	7315
- family counseling services	7315
- health	7315
- life insurance	7315
- plan information	7315
- retirement and pension	7315
- salary and retirement savings plans	7315
- workers' compensation	7315
BIOLOGICAL	
- hazard exposure files	7560
BONUS PROGRAM	
- calculations	7360

- C -

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
CAMPAIGNS	
- planning	7320
- Provincial Employee Community Services	7320
CANADA REVENUE AGENCY	
- account reconciliation	7550
CARRIERS	
- benefit	7315
CHARITABLE DONATIONS	
- campaign planning	7320
- disbursement records	7320
- donor reconciliation records	7320
CLASSIFICATION OF POSITIONS	
- appeals	7360
- benchmarks	7360
- job evaluation plans	7360
COLLECTIVE	
- agreements	7480
- bargaining	7480
COMMUNITY	
- services fund	7320
COMPENSATION	
- bonus program	7360
- incentive pay program	7360
- job evaluation	7360
- perquisite allowances	7360
- salary schedules	7360
COMPETENCY	
- job profiles	7360
COMPETITIONS	
- case files	7665
- criminal record check consent forms	7665
- model interview questions	7665
- selection standards	7665
- student recruitment	7665
- unsolicited offers of service	7665
COMPLAINTS	
- resolution	7480
COURSES	7730
CRA (See CANADA REVENUE AGENCY)	

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

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.

SUBJECT HEADINGS

PRIMARY NUMBERS

CRIMINAL RECORD CHECK

- consent forms (hired) 7385
- consent forms (not hired) 7665

- D -

DISABILITY

- benefits 7315
- case management 7315

DISBURSEMENTS

- charitable donation 7320

DISCRIMINATION

- complaints 7480

DISPUTE RESOLUTION

- dispute/complaint resolution files 7480

DONATIONS

- charitable 7320

- E -

EMPLOYEE

- awards 7310
- benefits 7315
- charitable donations 7320
- complaints 7480
- counseling services 7315
- disability 7315
- dispute/resolution files 7480
- engagement 7480
- grievances 7480
- learning 7730
- pay files 7550
- performance evaluations 7385
- personnel files 7385
- recognition 7310
- recruitment 7665
- training and development 7730
- work history 7385

EMPLOYER-EMPLOYEE RELATIONS

- collective agreement 7480
- collective bargaining negotiations 7480
- disputes/complaints 7480
- employee engagement 7480
- essential services planning 7480
- labour relations 7480
- strike planning 7480

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
EMPLOYMENT	
- employment equity topical files	7300
- insurance	7315
ENGAGEMENT	
- employee	7480
ERGONOMIC ASSESSMENTS	7560
ESSENTIAL SERVICE	
- planning	7480
EXCLUDED EMPLOYEES	
- dispute resolution	7480
- negotiations	7480
EXIT PROGRAMS	7580
EXPOSURE FILES	
- biological hazard	7560
- F -	
FAMILY	
- counseling services	7315
FIRST AID	
- logs	7560
- needs assessments	7560
- treatment books	7560
- G -	
GENERIC	
- job files	7360
GRIEVANCE(S)	7480
- H -	
HARASSMENT	
- complaints	7480
HEALTH	
- benefits	7315
- employee case files	7560
HEPATITIS B	
- vaccinations	7560
HIRING	7665

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
HUMAN RESOURCES	
- employee files	7385
- policy development files	7300
HUMAN RIGHTS	
- topical files	7300
- I -	
INSURANCE	
- employment	7315
- life	7315
INTERPRETATIONS	
- collective agreement	7480
- J -	
JOB DESCRIPTION	
- appeals	7360
- benchmarks	7360
- classification review	7360
- evaluation plans	7360
- position history	7360
- salary schedules	7360
- topical files	7360
JOB ENHANCEMENT	
- topical files	7300
- K -	
- L -	
LABOUR RELATIONS	
- bargaining	7480
- complaints	7480
- disputes	7480
LATENT	
- biological hazard files	7560
LEARNING	
- development files	7730
- employee orientation	7730
- implementation files	7730
- session attendance files	7730
LONG TERM DISABILITY	
- disability	7315
LTD (See LONG TERM DISABILITY)	

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

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.

SUBJECT HEADINGS

PRIMARY NUMBERS

- M -

- N -

NEEDS ASSESSMENT

- first aid 7560
- learning 7730

- O -

OCCUPATIONAL SAFETY AND HEALTH

- employee health files 7560
- first aid needs assessments 7560
- first aid treatment books and logs 7560
- hazardous material information 7560
- latent biological hazard exposure 7560
- OSH inspection files 7560
- OSH program information 7560
- personal protective equipment 7560
- refusal to work because of unsafe conditions 7560
- work-related incidents 7560

- P -

PACKAGES

- training 7330

PAYROLL

- accounting reports 7550
- balancing reports 7550
- batch control 7550
- Canada Savings Bond 7550
- CRA account reconciliation 7550
- employee pay files 7550
- pay files 7550
- pay run batch control 7550
- reports 7550

PERSONNEL (see HUMAN RESOURCES)

POLICY

- development 7300

PLANNING

- charitable donation campaigns 7320
- essential service 7480
- staffing requirements 7580

POSITION

- classification 7360
- history files 7360

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
POSTINGS	
- job	7665
PROGRAM MANAGEMENT	
- awards	7310
- bonus pay	7360
- employee recognition	7310
- health	7560
- occupational safety	7560
PROVINCIAL	
- Employee Community Services Fund	7320
	- Q -
	- R -
RECOGNITION	
- applicant/recipient files	7310
- program information files	7310
RECONCILIATION	
- charitable donation	7320
RECORD CHECKS	
- criminal	7385,7665
RECRUITMENT	
- model interview questions	7665
- selection standards	7665
- student	7665
- unsolicited offers of service	7665
- competitions	7665
REPORTS	
- employee recognition	7310
- payroll	7550
- staff projection	7580
- work related incident	7560
	- S -
SAFETY	
- occupational	7560
SALARY	
- bonus pay program	7360
- incentive pay program	7360
- perquisite allowance	7360
- schedule	7360

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

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.

<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
SEXUAL HARASSMENT	
- complaints	7480
SHORT TERM ILLNESS AND INJURY PLAN	
- disability	7315
STAFFING	
- competitions	7665
- criminal record check	7665
- model interview questions	7665
- planning	7580
- projections	7580
- requirements	7580
- selection standards	7665
- seniority	7580
- student recruitment	7665
- unsolicited offers of service	7665
- vacancy lists	7580
STIIP (see SHORT TERM ILLNESS AND INJURY PLAN)	
STRIKE	
- planning	7480
STUDENT	
- recruitment	7665
SUCCESSION PLANNING	
- staffing requirements	7580
- T -	
TRAINING	
- career development paths	7730
- development files	7730
- educational leave	7730
- employee orientation	7730
- evaluations	7730
- packages	7730
- skills needs analysis	7730
- U -	
- V -	
- W -	
WCB (see WORKERS' COMPENSATION)	
WOMEN'S ISSUES	
- topical files	7300

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

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.

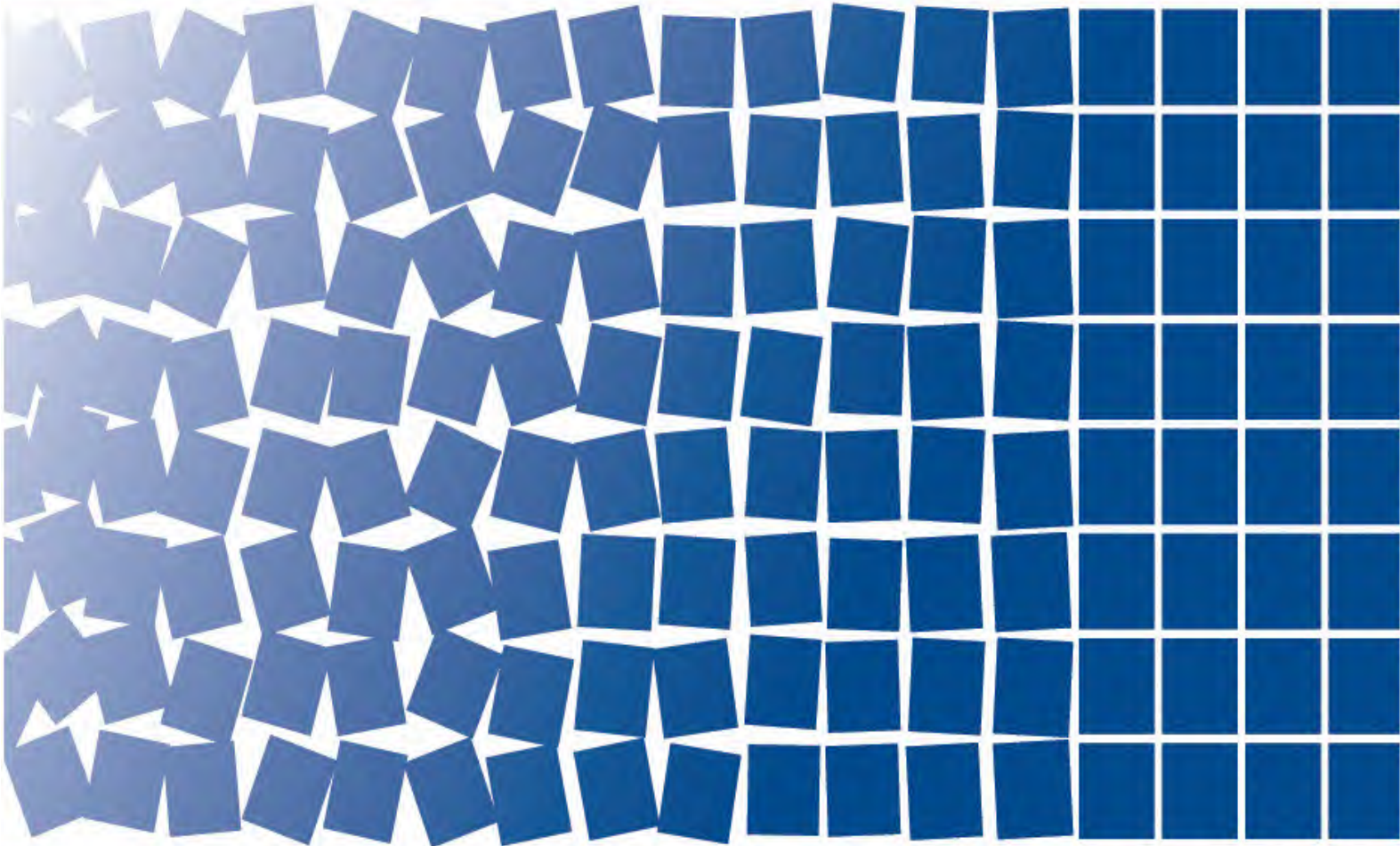
<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
WORK HISTORY - employee	7385
WORKERS' COMPENSATION	7315
WORKFORCE - planning	7580

- X -

- Y -

- Z -

OIL AND GAS REGULATION OPERATIONAL RECORDS CLASSIFICATION SYSTEM



OIL AND GAS COMMISSION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

USEFUL INFORMATION

EXECUTIVE SUMMARY

SECTION 1 20000 – 21900 OIL AND GAS REGULATION

SYSTEMS SECTION

APPENDIX A SUMMARY OF AMENDMENTS

APPENDIX B SUMMARY OF RETENTIONS

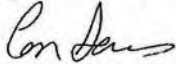

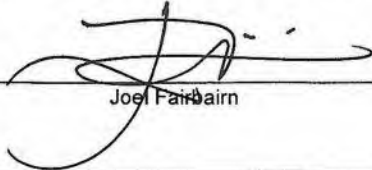

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

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

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

INFORMATION SCHEDULE APPROVAL	
Title: <i>Oil and Gas Regulation Operational Records Classification System (ORCS)</i>	
Oil and Gas Commission	
<p>Scope of Schedule:</p> <p>This ORCS amendment updates the classification system and retention and disposition schedule for the operational records of the Oil and Gas Commission under the <i>Oil and Gas Activities Act</i> (SBC 2008, c. 36) and associated regulations, the <i>Environmental Management Act</i> (SBC 2003, c. 53), the <i>Forest Act</i> (RSBC 1996, c. 157), the <i>Heritage Conservation Act</i> (RSBC 1996, c. 187), the <i>Land Act</i> (RSBC 1996, c. 245), and the <i>Water Sustainability Act</i> (SBC 2014, c. 15).</p> <p>The ORCS classifications and retentions apply to all relevant digital and physical operational records, both in the office and in storage. Records under a closed secondary may finish their lifecycle with the original retention.</p> <p>The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.</p> <p>For more information, see the attached schedule.</p>	
Earliest date of records covered by this schedule: 1945	
<p>The government body endorses this schedule and its implementation.</p> <p></p> <p>Government body endorsement Name: LEN DAWES</p> <p>The Information Management Advisory Committee recommends this schedule for approval.</p> <p></p> <p>Susan Laidlaw, Chair</p> <p>APPROVED BY THE CHIEF RECORDS OFFICER:</p> <p></p> <p>Joel Fairbairn</p>	<p><i>The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.</i></p> <p>Schedule Developer: Mahia Frost Archivist: Joni Mitchell</p> <p>Endorsed by Government Records Service.</p> <p></p> <p>Alexander Wright, Chief Archivist Date Dec. 17, 2018</p>
<p>Date: 01/03/2019</p>	<p>Date: 20 Mar 2019</p>
<p>Date: 21 Mar 2019</p>	<p>Date: Dec. 17, 2018</p>

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This ORCS amendment updates the classification system and retention and disposition schedule for the operational records of the Oil and Gas Commission under the *Oil and Gas Activities Act* (SBC 2008, c. 36) and associated regulations, the *Environmental Management Act* (SBC 2003, c. 53), the *Forest Act* (RSBC 1996, c. 157), the *Heritage Conservation Act* (RSBC 1996, c. 187), the *Land Act* (RSBC 1996, c. 245), and the *Water Sustainability Act* (SBC 2014, c. 15).

This amendment reflects current Commission business practices and requirements, embodies modern ORCS standards, and aligns with legislative changes made since the original ORCS was approved in 2005.

It is the first phase in a two-part ORCS modernization project. Amendment 1 readies the Commission for its goal of using an Electronic Document Records Management System (EDRMS), and managing its digital records, while still taking care of the physical records that remain in Commission custody. The second phase will address the Commission's complex system environment and create comprehensive system data management plans.

The ORCS classifications and retentions apply to all relevant digital and physical operational records, both in the office and in storage. Records under a closed secondary may finish their lifecycle with the original retention (see Appendix A for details regarding closed secondaries). Active and semi-active retention periods meet operational, administrative, legal, fiscal, and audit requirements, and the final dispositions ensure that records with enduring evidential and historical values are preserved.

This executive summary highlights records held longer than seven years in the Commissions' custody, and those to be retained by the government archives. The information is grouped in categories to aid in understanding significant aspects of the schedule. Primary and secondary numbers link record categories to the ORCS; please consult relevant primaries for further information.

Executive summary categories:

New classifications with long-term retentions	page 2
New classification for records transferring out of government custody	page 3
Original classifications with changed final disposition	page 3
Original classifications where retention has increased	page 4
Classifications with inter-dependent retentions	page 4

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

NEW CLASSIFICATIONS WITH LONG-TERM RETENTIONS:

- 1) Reservoir analysis and management (21400-35) SO nil FR

Commonly called the “field and pool files”, this secondary covers records relating to the approval and monitoring of projects related to managing and analysing reservoir contents. It also covers records that document the reservoir properties, characteristics and boundaries.

The files are closed according to the following criteria, after which they will be transferred to the government archives:

- for records relating to production management, such as Good Engineering Practices (GEPs), 20 years after pool abandonment;
- for records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, when no longer required in the Commission’s custody to provide evidence of the activities;
- for records which document the composition and structure of the field or pools, when that information is no longer required.

- 2) Major incident and emergency response files (20750-50) SO nil FR

These incidents may potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre (EOC).

The files are kept until the incident and response is complete, the information is no longer relevant for site reclamation, and are then transferred to the government archives.

- 3) Contravention decisions and orders (20300-60 and 65) SO+10y nil FR

These are the decision files for administrative findings of contravention, per the *Administrative Penalties Regulation* (B.C. Reg. 35/2011), and the issuance of orders to enforce a company’s compliance with legislation and regulation, to mitigate risk to public safety, to protect the environment, or to promote the conservation of petroleum and natural gas resources.

The files are kept for 10 years after administrative penalties have been paid, or the conditions of the order have been satisfied, and the review and appeal periods have expired. Then they are transferred to the government archives.

- 4) External audit and compliance assessment records
20550-10 CY+10y nil DE
20550-20 SO nil DE

These are records of the Commission’s audit programs, which evaluate a permit holder’s activities, programs, and/or management systems against established criteria.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

The audit working files are kept for 10 years to provide reference in subsequent audits, and the final reports are kept until they are no longer required for tracking a company's history of compliance with their regulatory requirements.

- 5) Emergency management company correspondence (20750-05) CY+9y nil DE

This correspondence covers approvals/amendments for emergency response plans, timelines for emergency response exercises, and variances for regulatory requirements.

The files are kept for 10 years to ensure that the correspondence is retained for a similar period as the associated exercises and emergency response plans, and that the company's compliance/activity information is available in support of determining administrative penalties.

NEW CLASSIFICATION FOR RECORDS TRANSFERRING OUT OF GOVERNMENT CUSTODY

- 1) Corporate asset files for transferred assets (20850-21) SO nil OD

These corporate asset files are received from insolvent or at risk companies whose assets may potentially be orphaned, to support the future transfer of the asset to a responsible party and prevent the site from being orphaned. Many parts of the corporate file duplicate the Commission's files, and hold no value to the Commission, yet have great value to the receiving company so they may understand the operations and details of the assets they are acquiring.

The file will be transferred to the responsible party / new permit holder when the ownership of the asset has been transferred, to assist in the ongoing management and eventual reclamation of the site.

ORIGINAL CLASSIFICATIONS WITH CHANGED FINAL DISPOSITION

- 1) Indigenous relations (20100-20) SO nil FR

The final disposition for this category changed from selective retention (SR) by the government archives to full retention (FR). The original classification included permit-specific indigenous consultation working files, but defined them as eligible for destruction because the record of consultation is preserved on the permit application file. Those permit-specific working files are now classified under a different secondary, and the original records selected for full retention are the only records being covered here.

- 2) External communication products (21600-06) CY+3y 6y FR

The final disposition for this category changed from destruction to full retention by the government archives. This is consistent with the full retention of communication projects in the *Government Communication ORCS*. It also reflects the fact that the records provide evidence of the information conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of government about oil and gas operations and activities in British Columbia, and the methods and tools used to communicate that information.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

ORIGINAL CLASSIFICATIONS WHERE RETENTION HAS BEEN INCREASED

1) Enforcement case files (20300-40) CY+14y nil DE

The retention for these files has lengthened to 15 years to ensure that the case file is available when establishing administrative penalties, and that it remains available while associated contravention decisions and orders are open.

2) Corporate Registry (20000-20) SO nil DE

The original classification for these “company files” did not have a defined closing trigger. This has been updated to keep the records until five years after the company is no longer active in the province, or for longstanding companies, when 12 calendar years has elapsed from the receipt of the information. This ensures the information is available if a company restarts activities, and retaining 12 years of longstanding company information is consistent with the name change and amalgamation records classified under 20200-18.

CLASSIFICATIONS WITH CONNECTED RETENTIONS

The classifications in this category were in the original *ORCS*, and document core Commission functions. The retentions have changed, and closing triggers clarified, but they are grouped together in this summary to highlight that their retentions are linked to each other.

To begin, a primary function of the Commission is to process applications for oil and gas and related activities:

Application Files (20200-20) SO nil SR

Covers all permit and license applications received and approved by the Commission. These records are kept until all permits and licences have expired, conditions have been met, and, where relevant, the retentions in the associated activity files have expired.

The exceptions to this are archaeological permits, which are kept until no longer required to provide evidence of permitted archaeological activities.

Most application files will be transferred to the government archives.

For most of the applications in the Commission, once an application is approved there is an associated “activity” file, which holds the ongoing monitoring and technical material related to the activity. The application file is held for the duration of the activity file. These are the activity file retention plans:

Facility files (20300-30): kept until the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site. Then they are transferred to the government archives.

Road files (20900-20): kept for 5 years after the road has been cancelled or deactivated, and restoration is complete. Then they are transferred to the government archives.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

A SA FD

Pipeline projects (21000-35): kept until the pipeline has been removed, or no longer exists. Then they are transferred to the government archives.

Well files (21900-30): kept until a certificate of restoration is issued, and the well information is no longer needed for environmental and safety management. Then they are transferred to the government archives.

These categories of records also connect to the activity files:

- 1) Inspection records (20300-30) SO nil DE

Covers site inspections performed on activities such as wells, pipelines, facilities, roads, bridges, dams, crossings, rigs and more; some of which are tied to an activity file, and some more “general” and associated to a company. Inspections associated with a permitted activity are kept as long as the associated activity file (e.g., well file) is kept; more general inspections that are not connected to a permitted activity are kept for 10 years after remediation actions are completed.

- 2) Incident files (20750-45) SO nil DE

Covers minor incidents and lower level emergencies that are the result of an oil and gas activity; these may be spills, equipment failures or small fires. Incident records are kept until the incident and follow up activities are complete, and the information is no longer relevant for site reclamation. Major incidents (page 2) are also kept until the information is no longer relevant for site reclamation.

ALL OTHER ORCS CLASSIFICATIONS

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. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the ORCS or in ARCS, such as summary reports, policy records, executive briefing notes (ARCS secondary 280-20), and annual service plan reports (ORCS secondary 21600-20). These records have no enduring value to government at the end of their scheduled retention periods.

END OF EXECUTIVE SUMMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1

OIL AND GAS REGULATION

PRIMARY NUMBERS

20000 – 21900

Section 1 covers records relating to the regulation of oil and gas activities, related activities and certain approvals relating to NEB pipelines in British Columbia by the Oil and Gas Commission. This includes: the review of permit applications to ensure that approved applications are in the public interest and have regard to environmental, economic and social effects; encouraging the participation of communities, landowners and Indigenous peoples in processes affecting them; compliance and enforcement activities to ensure safe and efficient practices; participating in planning processes; and delivering programs of education and communication for stakeholders.

The Commission is a crown corporation that exercises authorities pursuant to a number of enactments, including:

- The *Oil and Gas Activities Act* (SBC 2008, c. 36) and its associated regulations, to regulate through permits, authorizations, orders and regulations, oil and gas and related activities in B.C., including wells, facilities, oil refineries, natural gas processing plants, pipelines and oil and gas roads.
- The *Environmental Management Act* (SBC 2003, c. 53), and the *Oil and Gas Waste Regulation* (B.C. Reg. 254/2005), to regulate oil and gas waste permits, such as air emissions. The *Environmental Management Act* also delegates authority to act as Special Conservation Officers to regulate environmental protections.
- The *Petroleum and Natural Gas Act* (RSBC 1996, c. 361) and associated regulations which, for example, regulate subsurface tenures and royalties for oil and gas, or terms and conditions of surface leases.
- The *Forest Act* (RSBC 1996, c. 157), to regulate oil and gas Master Licences to Cut, cutting permits and use of forestry roads.
- The *Heritage Conservation Act* (RSBC 1996, c. 187), to regulate cultural and heritage (archaeology) sites in the province.
- The *Geothermal Resources Act* (RSBC 1996, c. 171), and associated regulations, to regulate development and use of geothermal resources
- The *Land Act* (RSBC 1996, c. 245), to regulate Crown land licences of occupation, statutory right of ways and rents.
- The *Water Sustainability Act* (SBC 2014, c. 15), to regulate water diversion, storage and use of water through issuance of water licences and regulation of any associated dams.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

- The *Agricultural Land Commission Act* (SBC 2002, c. 36), to regulate the non-farm use of land in the Agricultural Land Reserve for oil and gas purposes.
- The *Mines Act* (RSBC 1996, c. 293) to regulate extraction of aggregates.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SECTION 1 TABLE OF CONTENTS

OIL AND GAS REGULATION

20000 - 21900

20000	OIL AND GAS REGULATION – GENERAL
20100	INDIGENOUS RELATIONS
20200	APPLICATION REVIEW
20250	ARCHAEOLOGICAL ACTIVITY MONITORING (NEW)
20300	COMPLIANCE AND ENFORCEMENT
20550	EXTERNAL AUDIT AND ASSESSMENT (NEW)
20600	FACILITIES REGULATION AND MONITORING
20750	INCIDENT AND EMERGENCY RESPONSE (NEW)
20850	LIABILITY MANAGEMENT (NEW)
20900	ROAD REGULATION AND MONITORING
21000	PIPELINE REGULATION AND MONITORING
21100	POLICY AND PROCEDURES DEVELOPMENT
21400	RESERVOIR REGULATION AND MONITORING
21600	STAKEHOLDER RELATIONS
21700	TIMBER CUTTING LICENSING
21900	WELL REGULATION AND MONITORING

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20000 OIL AND GAS REGULATION – GENERAL

Records not shown elsewhere in this ORCS that relate generally to regulation of the oil and gas industry and the activities of the Commission. Covered in this primary are general records categories that apply to all staff in the Commission, such as notebooks, ad hoc advisory material, and the Commissions’ website. The corporate registry tracks information regarding companies with assets in British Columbia.

This primary also covers the board of directors’ records. The board of directors manage the affairs of the Commission, provide guidance, approves budgets, service plans and regulatory initiatives, pass regulations per the *Oil and Gas Activities Act* (SBC 2008, c. 36, s.106-109) , and establish the Commission’s organizational structure.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For convenience copies, and routine reports of temporary usefulness, see special schedule 102901 (Transitory Records).

For legal opinions, see ARCS primary 350.

For legislation and regulations, see ARCS primaries 125-140.

For policies, procedures, standards, and guidelines, see secondary 21100-00.

For program planning, see ARCS secondary 400-20.

For publications such as *The Pipeline*, see ARCS primary 312.

For reference material/topical files, see ARCS secondary 358-20.

For tracking lists, spreadsheets and registers, see ARCS secondary 100-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20000 OIL AND GAS REGULATION – GENERAL

A SA FD

-02	Ad hoc analysis projects	SO	nil	DE
------------	---------------------------------	----	-----	----

(covers ad hoc, issue driven projects, which may include technical analysis, advisory services, or assessing potential impacts of change in policy, regulation, industry, etc.)

SO: if related to a plan or policy, when it has been abandoned or approved and there is no need to reference the records; for all other ad hoc analysis projects, when it no longer has reference value

NOTE: This secondary applies to records of advisory and analysis work done throughout the Commission, sometimes with the sector, municipalities, or ministries. Examples of these projects would be: compliance and enforcement’s equipment inventory; evaluating the status of dams when legislation changed; resource assessments; or assessing the potential impact government’s policies and plans, such as land use planning, would have on Commission processes. This secondary does not apply to studies, major projects, permit-specific work, or field and pool technical analysis.

NOTE: Classify project records relating to business or program planning under ARCS 400, and strategic engagement projects under secondary 21600-35.

-06	Notebooks	SO	nil	DE
------------	------------------	----	-----	----

(covers staff notebooks containing day to day planning, meeting notes, assignments, and field notes; these are used to support compliance, investigations or to provide background information in subsequent situations)

SO: when no longer necessary for reference purposes

NOTE: Where there is a consistent practice of transcribing notes of inspections, investigations, or stakeholder conversations into the official file (usually in a system such as KERMIT) the original notebook/notes can be considered transitory. For notebooks that are not transcribed, and document conversations with First Nations, community, industry, or investigations, notebooks must be kept as long as necessary for providing continuity in relationship, documentation of conversation, and reference.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20000 OIL AND GAS REGULATION – GENERAL

A SA FD

-07	Oil and Gas Commission website (http://www.ogc.gov.bc.ca/)	SO	nil	DE
------------	--	----	-----	----

SO: when the website is altered, updated, redesigned, or closed

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

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

-10	Statistical and activity reports (covers ad hoc, statistical and routine reports that are not part of an operational file, such as a compliance file or well file)	SO	nil	DE
------------	--	----	-----	----

SO: when information is no longer required for statistical, reporting, or analysis purposes

NOTE: This secondary covers the various reports produced by the Commission, such as weekly/monthly/quarterly reports, which are not classified elsewhere in this ORCS. It does not cover, for example, annual reports, service plans and annual activity reports, which are classified under secondary 21600-20, or technical/data reports for operational activities such as wells or pipelines, which belong on the individual activity file.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20000 OIL AND GAS REGULATION – GENERAL

A SA FD

-20	<p>Corporate registry (formerly called “company files”, this secondary covers information about specific companies such as address changes, company approvals, copies of insurance, and other company information) (arrange by company name)</p> <p>SO: when it has been five years since the company ceased operation in the province, or for longstanding companies, when 12 calendar years have elapsed from the receipt of the information</p> <p>NOTE: The retention ensures the information is available if a company restarts activities; in this event, the company is reinstated and the file reactivated. Retaining 12 years of longstanding company information is consistent with the name change and amalgamation file under 20200-18.</p> <p>DE: Information about companies will be destroyed because it is also in the application (20200-20) and related activity files.</p>	SO	nil	DE
------------	--	----	-----	----

-35	<p>OGC Board of Directors files (includes board briefing material, such as agendas, minutes, presentations, and reports)</p> <p>10y: The combined active and semi-active retention period of ten years is in keeping with special schedule 102906 (Executive records).</p> <p>FR: The government archives will fully retain OGC Board of Directors case files because they provide evidence of how the Board guides the affairs of the Commission and approves the Commission’s budget, service plans, and regulatory initiatives.</p>	FY+1y	8y	FR
------------	--	-------	----	----

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20000 OIL AND GAS REGULATION – GENERAL

A SA FD

-40 Compliance evaluation files

SO nil DE

(covers the assessment and evaluation of a company’s compliance with regulatory requirements; this is sometimes done in conjunction with the Compliance and Enforcement team and is more of a “compliance support” working file, and other times the compliance evaluation is performed independently, such as archaeology’s non-compliance files) (arrange by company, then by year)

SO: when outstanding issues have been resolved, and when no longer useful for researching a company’s compliance history

NOTE: This secondary does not cover compliance and enforcement investigations and inspections, which are classified under primary 20300, or audits, which are classified under primary 20550.

DE: Compliance evaluation records will be destroyed because they serve as working files done in conjunction with the Compliance and Enforcement Branch (20300). Archaeology compliance evaluations will be destroyed because the functions and activities are sufficiently documented in the applications (20200-20) and enforcement actions related to non-compliance are fully retained under contravention decisions and orders (20300-60 and -65).

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20100 INDIGENOUS RELATIONS

Records relating to communication and engagement with Indigenous communities to identify the impact of oil and gas development activities on those communities, and to promote a resolution of those impacts. The Commission works with communities to: assist with their understanding and involvement in decisions which may affect their interests; develop the capacity to participate in the review and approval of oil and gas projects; act as a facilitator between industry and Indigenous peoples, and enter agreements with Indigenous communities.

To support Indigenous peoples' participation in processes affecting them and to build relationships, Commission staff facilitate meetings with senior leadership and statutory decision makers, take part in community visits and participate in community events, and identify two-way training and information sharing opportunities to enhance relationship building and mutual understanding of interests. Commission staff also consult with Indigenous communities on proposed oil and gas activities for which the Commission has received an application. Multiple groups may be consulted in relation to an individual application.

For capacity funding agreement negotiation and management, see *ARCS* primary 146.

For engagement surveys, see *ARCS* 338.

For memoranda of understanding and agreement development and negotiation, see *ARCS* primary 146.

For operational policy, procedures, and protocol, including the *Compendium*, see secondary 21100-00.

For permit-specific application review working files, see 20200-40.

For reference material/topical files, see *ARCS* secondary 358-20.

For regulatory development see *ARCS* primary 140.

For strategic projects, see secondary 21600-35.

For tracking sheets and lists, such as the election schedule or First Nation consultation spreadsheet, see *ARCS* secondary 100-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20100 INDIGENOUS RELATIONS

A SA FD

-20 Indigenous relations

SO nil FR

(includes reports, copies of agreements, compliance and enforcement complaints, correspondence, issue resolution, meeting notes, maps, photos, and guidance documents)
(arrange by band, consultancy, community, or tribal council)

SO: when no longer required to support the Commissions relationship and provide immediate access to its history with Indigenous communities

FR: The government archives will fully retain Indigenous relations records because they provide evidence of the Oil and Gas Commission's consultation and liaison with Indigenous groups that are or may be affected by natural resource sector activities. Indigenous relations records specific to a particular application are documented on the relevant application file, which is fully retained under secondary 20200-20.

NOTE: Permit-specific Indigenous consultation records are classified and managed accordingly: consultation working files, kept for reference, are classified under 20200-40, and the record of consultation is fully retained in the application file under 20200-20.

-40 Cultural awareness and training

SO nil DE

(covers cultural and relationship building events and training, both internal and external; this includes cultural awareness workshops such as community events, culture camp, OGC 101, as well as multi-agency and internal cross-cultural initiatives and training opportunities)
(arrange by event, workshop or initiative name, and then year)

SO: when no longer used or referenced

END OF PRIMARY

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

20200 APPLICATION REVIEW

Records relating to the review of all industry applications and proposals seeking issuance of permits, licenses and approvals as they pertain to oil and gas activities. The Commission is responsible for ensuring that approved applications are in the public interest with regard to environmental, economic and social impacts. Application files are historically known as “OGC” files.

The Commission’s specific permitting authority is defined in the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA). In order to function as a single-window regulator for oil and gas activities in British Columbia, delegation agreements are in place to allow the Commission to make decisions on certain oil and gas uses. In addition, authorizations granted through specific acts provide the Commission permitting powers under specified enactments.

Permits and authorizations granted by the Commission include:

- Oil and gas activity permits under OGAA, including well, pipeline, facilities, road and geophysical permits.
- Associated oil and gas activity authorizations under the *Petroleum and Natural Gas Act* (RSBC 1996, c. 361) or *Land Act* (RSBC 1996, c. 245), as applicable, including activities such as investigative use, aggregate operations, work spaces and camp sites.
- Authorizations and approvals under the *Water Sustainability Act* (SBC 2014, c. 15), including authorizations and approvals for changes in and about a stream, short-term water use and water licences.
- Non-farm use of lands included in the Agriculture Land Reserve (ALR), under delegated authority under the *Agriculture Land Commission Act* (SBC 2002, c. 36).
- Master licences to cut, cutting permits, and road use permits under the *Forest Act* (RSBC 1996, c. 157).
- Archaeology-related permissions under the *Heritage Conservation Act* (RSBC 1996, c. 187).
- Specific provincial authorizations related to pipelines subject to the *National Energy Board Act* (R.S.C., 1985, c. N-7).
- Approvals and permits for waste treatment and disposal by the oil and gas industry per the *Environmental Management Act*, (SBC 2003, c. 53).

The application review process of these permits and authorizations consists of a sequence of steps. A company submits an application, which includes consultation and technical information. The application is reviewed for impacts affecting stakeholders, Indigenous communities, environmental issues and archaeological interests. Enhanced consultation may be required, including: public safety and emergency response planning; records of community input; assessing commitments by applicant; and comments provided by the application review team. The majority of applications are processed through the Application Management System (AMS); see the Systems Section for an overview of how the system manages application processing.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20200 APPLICATION REVIEW

A SA FD

Approved oil and gas applications give permission to the company to carry out construction and operations pertinent to the activity. The permit expires where construction activities have not started within two (2) years of permit issuance. Unless expired, the permit remains active until cancelled, suspended or declared spent.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a description of the Application Management System (AMS), Integrated Resource Information System (IRIS), and KERMIT, see the Systems Section. For declined, cancelled or withdrawn archaeological permits, see secondary 20250-20.

For General development permits, see *Appendix A: Summary of amendments*. For operational policies, procedures, and guidelines, including manuals such as the *Oil and Gas Activity Application Manual*, see secondary 21100-00.

The agency OPR is the Applications Department, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Cancelled, expired, or refused applications (covers applications which were approved, but no activities occurred so they were cancelled or expired without land disturbance, and applications which were refused)	SO	nil	DE

SO: when four years has elapsed since application approval with no activity occurring, or since refusal of the application

NOTE: The retention provides time to cover the authorized two year permit period, a year for extension, and an extra year as a "grace period", to discover if activity has actually occurred on the site.

NOTE: This secondary applies to activity files (such as well files or pipeline project applications), which fit the criteria outlined above.

NOTE: This secondary does not apply to declined or cancelled archaeological applications, which are classified under 20250-20.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20200 APPLICATION REVIEW

	A	SA	FD
<p>-18 Name changes, transfers and amalgamations (covers name changes, transfers and company amalgamations for oil and gas activities such as wells, pipelines, facilities and roads)</p> <p>12y: The twelve-year combined active and semi-active retention period is based on operational requirements to reference asset ownership history</p> <p>DE: Name changes, transfers, and amalgamations will be destroyed because the function and activities are sufficiently documented by BC Registries and Online Services.</p>	CY+2y	10y	DE
<p>-20 Application files (covers all permit and license applications received and approved by the Commission) (includes application forms, reviews, approval letters, permits, licenses, Indigenous consultation records, archaeological assessments, maps, mitigations, and other supporting documentation)</p> <p>SO: the application file will be considered closed when:</p> <ul style="list-style-type: none"> • the permit or licence has expired, and for multi-authorization sites, all related permits and licences have expired; • permit conditions have been met; • and where relevant, the retention in the associated permitted activity file [i.e. well file] has expired • for archaeological permits, when no longer required to provide evidence of permitted archaeological activities <p>SR: The government archives will selectively retain application files because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. They document the Commission’s comprehensive review of the applications for permits and authorizations. This includes the technical review of engineering, land and habitat, forestry, agriculture, archaeology, and environmental management, and the engagement process with Indigenous peoples, stakeholders, land owners and partner agencies. The records also</p>	SO	nil	SR

(cont.)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20200 APPLICATION REVIEW

A SA FD

-20 Application files (cont.)

document the decisions of the Commission, the permits and authorizations issues, the conditions imposed by the Commission for oil and gas development, and the rights and obligations of permit holders.

The records complement other records appraised for full retention: facilities (20600-30), pipeline projects (21000-35), well authorizations (21900-30) and reservoir analysis and management files (secondary 21400-35).

Applications for campsites, short-term use approvals (*Water Sustainability Regulation* (B.C. Reg. 94/2016), Part 4) and water notifications (*Water Sustainability Act*, (SBC 2014, c. 15, s.9) may be destroyed because these records relate to activities that have a minimal effect on the environment. All other types of application files will be fully retained.

NOTE: Permits and authorizations granted by the Commission include well, geothermal well, pipeline, facility, LNG facility, road, geophysical permits and all associated oil and gas authorizations including ancillary sites, investigative use, geotechnical investigation, aggregate operations, borrow pits, workspaces, campsites, water storage sites, changes in and about a stream, short-term water use and water licences. They also include non-farm use of lands in the Agricultural Land Reserve, master licences to cut, cutting permits, land tenure, waste management, archaeological investigation, inspection and alteration permissions, provincial authorizations related to pipelines subject to the *National Energy Board Act* and other miscellaneous oil and gas applications.

NOTE: The majority of permit applications are processed within the Application Management System (AMS). See the AMS System Overview for more information regarding application processes and contents.

(cont)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20200 APPLICATION REVIEW

A SA FD

-20 Application files (cont.)

NOTE: Once an application is approved, an “activity file” is opened under the appropriate secondary for the following activities:

Facilities	20600-30
Pipelines	21000-35
Roads	20900-30
Wells	21900-30

-40 Application review working files

SO nil DE

(covers the working files of Commission staff who contribute to the application review process through consultation or technical reviews, such as archaeological, engineering, environmental, Indigenous, geological, or other reviews)
(includes emails, notes, drafts and other material)

SO: when no longer required for reference purposes, which is usually after application is approved and activity has commenced

OPR: Oil and Gas Commission

NOTE: This secondary includes permit-specific consultation with Indigenous peoples, which are currently managed in “e-binders”. Non-permit specific records regarding Indigenous relations are classified under 20100-20.

DE: The application review working files will be destroyed because the resulting decisions are documented in the application file (secondary 20200-20), which are selectively retained.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20250 ARCHAEOLOGICAL ACTIVITY MONITORING

Records relating to archaeological activities and the monitoring of permits issued under sections 12 and 14 of the *Heritage Conservation Act* (RSBC 1996, c. 187) (*HCA*).

Archaeologists working in British Columbia to excavate or alter the land for archaeological research or search for artifacts must have a permit, issued under the *HCA*, s. 14. The permit allows a qualified and permitted archaeologist to search for evidence of the existence of a site, authorize the systematic recovery of data from sites for research or mitigate the potential loss of data from the development of an area. Alteration permits, issued under *HCA*, s. 12, allow alterations in order to facilitate development of an area.

The Commission issues and manages these permits when they relate to oil and gas activities, on behalf of Forests, Land, and Natural Resource Operations and Rural Development (FLNROD).

Those permit files are classified under primary 20200 Application Review in this *ORCS*; this primary covers the related records to the issuance and monitoring of the permitted functions. Included in this primary is tracking information regarding the classification of archaeological sites, through Borden numbers, and the refused, cancelled or withdrawn applications. Also covered are final archaeological reports submitted as a requirement for s.14 permits, which are maintained as a reference collection. These reports summarize the activities completed by an archaeologist over the duration of their permit, and describe the activities outlined above.

- For alteration permits (s.12), see secondary 20200-20.
- For application review working files, see secondary 20200-40.
- For archaeological audits, see primary 20550.
- For operational policy and procedures, see secondary 21100-00.
- For pre-application issues, see secondary 21600-25.
- For s. 14 permits, see secondary 20200-20.
- For tracking sheets and lists, see *ARCS* secondary 100-05.

The agency OPR is the Heritage Conservation Program, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Borden numbers (covers the temporary and permanent registration information for Borden numbers for BC sites; Borden numbers are the standard alpha-numeric naming convention for archaeological sites)	CY+1y	nil	DE
	(cont)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20250 ARCHAEOLOGICAL ACTIVITY MONITORING

A SA FD

NOTE: Borden numbers are registered with the FLNROD Archaeology Branch; the retention allows time for lags in registration periods and tracking the numbers assigned to sites.

-10 Final archaeological reports

SO nil DE

(covers final reports submitted by archaeologists conducting work in the oil and gas sector, such as Archaeological Impact Assessments and site reports)

SO: when no longer useful for reference purposes

NOTE: These reports are initially used to reconcile permit conditions and ensure the documentation of archaeological activities and findings are complete. The set of reports have continued usefulness for reference, because they document archaeology sites and heritage inspection/investigation activities.

DE: Final archaeological permit reports will be destroyed because they are maintained by the Archaeology Branch under secondary 11200-03 in the *Archaeology ORCS*, schedule 170415, where they are designated for full retention by the government archives. Reports or assessments related to a single application are copied to the relevant application file under 20200-20, which is fully retained by the government archives.

-20 Declined, cancelled or withdrawn archaeological permits

SO nil DE

(covers the background and rationale for the decision to decline, cancel or withdraw the application)

SO: when no longer required for reference when reviewing subsequent archaeological applications

NOTE: These records have long term reference value, as the reason or rationale for the decision can endure over time. The information documented in these files is relevant if a future application is received for the same site, and contributes to the Commission's collection of archaeological information. which have long term reference value, as the reason or rationale for those actions can endure over time

END OF PRIMARY

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

20300 COMPLIANCE AND ENFORCEMENT

Records relating to ensuring permitted oil and gas activities are conducted in compliance with the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA), related regulations, specified enactments and other applicable legislation.

This function is carried out through inspections and investigations, which may be triggered internally through routine inspection cycles, or from external sources, such as an incident or complaint. A complaint usually comes from the public regarding impacts potentially caused by an oil and gas activity, or non-compliance. The Commission evaluates and responds to those that are associated with an oil and gas permit holder with respect to their regulatory requirements or permit conditions. This includes maintenance of lease sites, ground disturbances, vegetation management, impact on waterways, use and maintenance of oil and gas roads, safe operations of wells, pipelines and facilities, odours, spills, or any similar concerns that have the potential to impact health, safety or the environment.

The compliance function is performed through the monitoring and inspection of permit holder activities, and investigation and enforcement of alleged non-compliance. The enforcement process encompasses tools and actions that work to keep activities and operations in compliance with legislation, including the issuance of orders, findings of contravention, and execution of administrative penalties, per the *Administrative Penalties Regulation* (B.C. Reg. 35/2011).

The Commission may issue orders with respect to activities and obligations under the Act. Orders are not contingent on a finding of contravention; they may also be issued if a person fails to comply with the Act, regulations, the person's permit or authorizations, or a previous order. Orders may also be necessary to mitigate a risk to public safety, protect the environment, or to promote the conservation of petroleum and natural resources. They specify whatever action must be taken, stopped or modified by the permit holder and includes the date by which they must comply. The Commission monitors compliance with the order.

The Commission may pursue further enforcement actions through a contravention decision if the permit holder does not comply with order requirements by the date specified, or if the alleged compliance issue is too significant to manage via an order. In this case, a Commission investigator develops a Contravention Report, containing detailed evidence outlining the permit holder's alleged contravention. The permit holder is given written notice of opportunity to be heard, in order to present the Commission with evidence supporting their defense.

At the end of the response period, the statutory decision maker will make a determination. The determination will indicate whether the permit holder is found in contravention of their obligations, and whether an administrative penalty will be imposed.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

- For a description of the Integrated Resource Information System (IRIS), and Knowledge, Enterprise, Resource, Management, Information, and Technology (KERMIT), see the Systems Section.
- For a list of classifications removed from this primary, see *Appendix A: Summary of Amendments to the OGCO ORCS*.
- For legal matters, see ARCS primary 350.
- For notebooks, see secondary 20000-06.
- For reference material/topical files, see ARCS secondary 358-20.
- For the Case File Ledger, see ARCS secondary 100-05.
- For the *Compliance and Enforcement Manual*, deficiencies code list, Project Inspection Procedure form, and other operational policy or procedures, see secondary 21000-00.
- For tracking spreadsheets, such as the Case File Ledger, see ARCS secondary 100-05.

The agency OPR is the Compliance and Enforcement Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-05 Complaints (covers complaints in the KERMIT system)	SO	nil	DE

SO: when complaint is closed by being referred to another jurisdiction, determined to be unfounded/no action required, or resolved, and when no longer required for statistical reporting and trend analysis

DE: Records in secondary 20300-05 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: Complaints are managed in the KERMIT. When a complaint triggers an inspection or investigation the original complaint stays in the system, and there is a link to the related activities.

NOTE: Complaints may originally come in through Emergency Management BC emails, which are scheduled under 20750-07.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-40 Enforcement case files

CY+14y nil DE

(covers all investigations into alleged non-compliance with regulatory and permitted requirements; commonly called case files, the outcome of these investigations may be that: the allegations are unfounded; the company is in compliance; or an enforcement action such as an order, a ticket, a warning or contravention decision)

(includes investigation and continuation reports, background material such as notes, maps, photos, call logs and correspondence, and copies of administrative enforcement actions)

(arrange by case file number)

15y: The retention ensures that the case file is available when establishing administrative penalties, and that it remains available while associated contravention decisions and orders are open.

DE: Records in secondary 20300-40 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: Investigations which result in an enforcement action may include the issuance of a formal investigation report, order, or contravention. Copies of those documents will be in these investigation files, but for original orders, see -65, and for contravention decision files, see -60.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-45 Compliance issue and topic files

SO nil DE

(sometimes called “non-enforcement files”, this secondary covers collections of material from various sources, including other areas of the Commission, on topics which pertain to general compliance issues, and are useful for referencing in future inspections or investigations)

SO: when reference value has expired

DE: Records in secondary 20300-45 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: Material relevant to a specific investigation or inspection is filed under the appropriate file (-40 and -50); this secondary may include copies of that material as part of the topical information (i.e. photos or notes).

-50 Compliance site inspections

SO nil DE

(covers site inspections of wells, pipelines, facilities, roads, bridges, dams, crossings, rigs, etc., some of which are tied to an activity, and some “general” and associated with a company) (includes inspection preparation material, reports, deficiencies, deficiency responses, remedial actions, notifications and correspondence)

SO: for inspections associated with a permitted activity, when the retention period for the activity (such as a well authorization) has expired; for general inspections not associated with a permitted activity, when 10 years have elapsed since remediation actions were completed

DE: Records in secondary 20300-50 will be destroyed because the compliance and enforcement function is sufficiently documented in the legislation, annual activity reports, policy and procedures, and orders and contravention decisions, all of which are designated for full retention by the government archives.

NOTE: The retention period ensures that access to the compliance history for permitted activities and the companies performing them is available.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-60	Contravention decisions (covers the decision for administrative findings of contravention, per <i>Administrative Penalties Regulation</i> (B.C. Reg. 35/2011)) (includes contravention report, opportunity to be heard hearing material, company response, correspondence, legal review and final decision)	SO+10y	nil	FR
	SO: when administrative penalties have been paid, and the review and appeal period has expired			
	10y: The retention period provides time to access a company's compliance history, which is a consideration when deciding on administrative penalties.			
	FR: Contravention decisions and Orders will be fully retained because they provide evidence of the Commission's monitoring, inspection, investigation and enforcement of permit holder activities and alleged non-compliance with the <i>Oil and Gas Activities Act</i> , related regulations, specified enactments and other applicable legislation.			

-65	Orders (covers orders issued to enforce a company's compliance with legislation and regulation, mitigate risk to public safety, protect the environment, or to promote the conservation of petroleum and natural gas resources) (includes background material, legal advice, the order, any amendments, the termination, and may include follow up confirmation of compliance)	SO+10y	nil	FR
	SO: when the conditions of the order have been satisfied, and the review and appeal period has expired (if relevant)			
	10y: The retention provides time to access a company's compliance history, which is a consideration when deciding on administrative penalties.			
	OPR: Oil and Gas Commission			

(cont)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20300 COMPLIANCE AND ENFORCEMENT

A SA FD

-65 Orders (cont)

FR: Contravention decisions and Orders will be fully retained because they provide evidence of the Commission's monitoring, inspection, investigation and enforcement of permit holder activities and alleged non-compliance with the *Oil and Gas Activities Act*, related regulations, specified enactments and other applicable legislation.

NOTE: Orders are issued under various acts, and are not always the result of a compliance investigation. Examples of other types of orders are OGAA s. 38 orders, which require a company to prepare, maintain and submit documents; s. 30 orders, which require a company to submit a security to ensure the performance of an obligation under the *Act*, permit or an authorization; or s. 50 action orders which allow the Commission to carry out an action referred to in the order. This secondary applies to all orders issued by the Commission, with the exception of orders relating to reservoir management, under s.75, which are filed under 21400-35.

NOTE: Records relating to compliance with the order are filed in the associated investigation file.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT

Records relating to the Commission’s audit programs, which evaluate, through a systematic and documented process, a permit holder’s activities or programs and /or management systems against established criteria. For instance, evaluating a permit holder’s compliance with regulatory requirements to have safety, management and procedural plans in place; or focus on a company’s management system, including how the system is working in the field.

Examples of current external auditing programs performed by the Commission:

- Integrity Management Program Compliance Assurance: mandated by regulation, Integrity Management Programs (IMPs) provide a systematic approach for assuring asset integrity throughout the entire life cycle of the asset. The IMP audits focus on determining that the permit holders have a fully developed and implemented Integrity Management Program (IMP) that adheres to the requirements of the Canadian Standards Association, such as the CSA Z662 standard for Oil and Gas Pipelines Systems.
- Archaeological Audit Program: this program ensures client management systems are in place to support compliance with legislative, regulatory and permit obligations, and gathers baseline data to establish best management practices for archaeology management within the oil and gas sector.
- Restoration Verification Audit Program (RVAP): the objective of this program is to determine that Certificate of Restoration (CoR) regulatory requirements are being met, and that contamination at reclaimed oil and gas sites is being addressed in accordance with provincial regulatory requirements.

For emergency response exercise evaluations, see secondary 20750-30.

For policy, procedures and guidelines, both internal and external, such as the *Restoration Verification Audit Program Procedure Manual*, see secondary 21100-00.

For program development, see ARCS 400.

For reference material/topical files, see ARCS secondary 358-20.

For review/evaluation of programs, see ARCS 400.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT

A SA FD

-10 Final audit reports SO nil DE

(covers final audit reports, produced specifically for the company/audit project, and associated technical/scientific/lab data reports [for the RVAP audits])

SO: when no longer required for tracking a company's overall history of compliance with their regulatory requirements

NOTE: Classify program reports produced on an annual basis, such as the cumulative Archaeological Audit Report, under 21600-30.

-20 Audit working files CY+10y nil DE

(includes research, correspondence, maps, site forms, checklists, tracking sheets, notifications, transcriptions, interview notes, self-assessment and supporting documents from the company, draft reports, copies of final reports, corrective action plans and follow-up)

10y: The retention ensures that the working file is available for reference in subsequent audits, and also ensures that the budget and invoicing material in the RVAP files are available for fiscal accountability.

NOTE: Classify final audit reports under -10.

DE: Final audit reports and audit working files will be destroyed because the audit framework is retained under 21600-00 Policy and procedures, and the annual reports that summarize audit implementation, processes involved in assigning ratings, audit results and recommendations for improvement, are retained under 21600-20, which is designated for full retention by the government archives. Also, final assessment reports and working files relating to the restoration of exploration and production sites will be destroyed because final assessment reports and the associated technical data are copied to the relevant well authorization file (21900-30), which is fully retained by the government archives.

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20600 FACILITIES REGULATION AND MONITORING

Records relating to the ongoing monitoring of gas processing plants, production facilities and any other surface equipment deemed by the *Oil and Gas Activities Act (OGAA)* (SBC 2008, C. 36) to be a facility. OGAA defines a facility as “a system of vessels, piping, valves, tanks and other equipment used to gather, process, measure, store or dispose of petroleum, natural gas, water or substance.” For example, gas processing plants are designed primarily for the extraction from natural gas of hydrogen sulphide, carbon dioxide, helium, ethane, natural gas liquids or other substances. A production facility is designed primarily to accommodate production or disposal or both production and disposal of well effluent products and byproducts.

The Commission monitors and regulates construction, modification and operation of all facilities, ensuring they meet the design and operational requirements outlined in the *OGAA*, *Oil and Gas Waste Regulation (OGWR)* (B.C. Reg. 254/2005), *Drilling and Production Regulation (DPR)* (B.C. Reg. 282/2010), the *Environmental Protection and Management Regulation (EPMR)* (B.C. Reg. 200/2010) and the *Liquefied Natural Gas Facility Regulation (LNGFR)* (B.C. Reg. 146/2014).

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For emergency response plans, see primary 20750.

For facility applications that are cancelled or expire without land disturbance, see 20200-05.

For facility applications, see primary 20200.

For facility Integrity Management Plan (IMP) compliance assessments, see primary 20550.

For operational policy, such as the *Oil and Gas Activity Operations Manual*, see secondary 21100-00.

For pipeline projects, see primary 21000.

For reference material/topical files, see *ARCS* secondary 358-20.

For wells, see primary 21900.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20600 FACILITIES REGULATION AND MONITORING

A SA FD

-30 Facility files SO nil FR
(covers facilities such as gas plants, Liquid Natural Gas (LNG) facilities, refineries, dehydrator stations or compressor stations)
(includes forms, specifications, schematics, drawings, testing, analyses, exemptions, construction plans, system diagrams, inspection reports and permits)
(arrange by facility number)

SO: when the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site

NOTE: While a facility may be removed from a site, there is often sub-surface infrastructure (such as cut off pilings) remaining on site; these files document both the infrastructure and activity information.

FR = The government archives will fully retain facilities records because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of the permit holders in regards to gas processing plants and production facilities and the Commission’s statutory responsibilities concerning the monitoring and inspection of these plants and facilities. The records also provide information about the ongoing evolution of oil and gas production in British Columbia; the management of the province’s oil and gas resources; and government priorities regarding environmental protection, sustainable resource development, public and worker health and safety, cultural heritage, and Indigenous relations. The records complement the related facility permit applications, which are fully retained under secondary 20100-20.

END OF PRIMARY

20750 INCIDENT AND EMERGENCY RESPONSE

Records relating to the Commissions' response to incidents, per the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA) and the *Emergency Management Regulation* (B.C. Reg. 204/2013) (EMR).

During an oil and gas activity, an incident may occur that is outside of normal operations. Response includes the activities that address the short-term, direct effects of an incident. Depending on the magnitude of the incident, response may also include the execution of emergency plans.

Per the *EMR*, a permit holder is required to prepare and maintain an emergency response program and an emergency response contingency plan (or plans). The objective is to protect people, property and the environment by establishing a framework for emergency preparedness, planning and response. This is supported in the Commission by:

- Reviewing industry emergency management programs and plans.
- Evaluating permit holder emergency response exercises.
- Administering incident and complaint response processes.
- Leading emergency and incident follow-up and investigation.

Permit holders are the primary responders when incidents occur; they evaluate the situation, and take appropriate actions based on the nature and magnitude of the incident.

All emergency level incidents are reported through Emergency Management BC (EMBC). EMBC provides notification to the Commission, including a direct call to the emergency officer (EO.) The EO then contacts the permit holder, evaluates the situation, determines the appropriate actions and notifications, and will act accordingly. The Commission provides oversight and monitors events during incident and emergency response, and may direct additional resources to respond to any incident, or in rare cases, assume overall management of the incident.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For external audits, see primary 20550.

For external communications, such as safety advisories, see secondary 21600-06.

For inspections and investigations, see primary 20300.

For ledgers and tracking spreadsheets, see *ARCS* secondary 100-05.

For memoranda of understanding, such as with the National Energy Board, see *ARCS* primary 146.

For mutual aid agreements, see *ARCS* primary 146.

For operational policy and procedures, such as the *Emergency Management Manual*, or the exercise evaluation audit checklist, see secondary 21100-00.

For seasonal briefings, and other liaison with the emergency community, see *ARCS* secondary 230-20.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

The agency OPR is the Security & Emergency Management Branch, unless otherwise noted below. See specific secondaries for OPR retention schedules.

All non-OPR offices will retain these records for: SO nil DE

-01 General CY+1y nil DE

-05 Company correspondence CY+9y nil DE

(covers correspondence, commonly called letters, regarding timelines for exercises, approvals / amendments for emergency response plans, and variances for regulatory requirements)

10y: The retention ensures the correspondence is retained for a similar period as the associated exercises and emergency response plans, and that the company's compliance / activity information is available in support of determining administrative penalties.

-07 Emergency Management BC reports CY+1y nil DE

(covers the full set of emails, commonly called Dangerous Goods Incident Reports (DGIR's) or General Incident Reports (GIR's) which document all reported incidents that appear to be related to the oil and gas industry)

NOTE: Complaints and incidents are manually entered into the KERMIT system, where they are managed as follows: incident reports which warrant a response are classified under -45 Incidents, and complaints and investigations under primary 20300.

-20 Emergency response plans (ERP's) SO nil DE

(includes plans, checklist, correspondence)
(arrange by company name)

SO: when there have been three subsequent plans received, or when the asset that the supplemental plan relates to has had a certificate of restoration issued or remedial actions completed

NOTE: The retention ensures the Commission will have the current plus two previous plans, for compliance support, and trend tracking. It also ensures that the plans for an orphaned well are available for the reclamation process.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

-20 Emergency response plans (ERP's) (cont)

NOTE: An ERP has two components: a core plan, which holds basic information about the company and its emergency policies that are not site-specific, and supplemental plans, which contain site specific information and plans for appropriate response.

Currently, the Commission receives both an electronic and a hard copy of the ERP. The most recent hard copy is held for convenience purposes, as it is easily transportable in case of an emergency and for field work. However, it is a duplicate of the electronic ERP, and may be destroyed when replaced by an updated version, under the authority of special schedule 102901 (*Transitory Records*).

-30 Exercise evaluations

SO nil DE

(covers the evaluation of a company's emergency response exercises, which test the emergency response program and the plan, and confirms that emergency response personnel know their duties)

(arrange by company name)

(includes notes, evaluation checklist and report, and follow up correspondence)

SO: when no longer required to monitor whether a company is meeting response objectives and commitments; this will usually be two exercise cycles (6 years), and include at a minimum two full scale exercises

NOTE: Permit holders usually perform emergency response exercises on a three-year cycle: two annual "table-top" exercises, followed by a full-scale functional exercise.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

-45	Incident files	SO	nil	DE
------------	-----------------------	----	-----	----

(covers minor incidents and lower level emergencies that are the result of an oil and gas activity; these may be spills, equipment failures or small fires)

(includes reports and correspondence)

(arrange by incident number)

SO: when the incident and follow up activities are complete, and the information is no longer relevant for site reclamation

OPR: Oil and Gas Commission

DE: Incident files may be destroyed because major incident responses are fully retained under secondary 20750-50. In addition, information about incidents involving a fatality will be fully retained in Coroner's investigations case files (schedule 116356) and Commission guidance to industry about emergency planning, response and Emergency Response Plan requirements is fully retained under secondary 21100-00.

NOTE: Because most incidents are spills, incident information is highly relevant to the reclamation of a site. Part of the reclamation process is assessing potential contaminants on the site by reviewing historical activities, spills etc. Incident information ultimately supports due diligence in addressing outstanding environmental concerns and helps to ensure sites are properly restored.

NOTE: Classify major incidents, that potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre (EOC) under -50.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20750 INCIDENT AND EMERGENCY RESPONSE

A SA FD

-50 Major incident and emergency response files SO nil FR

(covers incidents that may potentially affect life and safety, warrant full investigation, or are managed through the Emergency Operations Centre [EOC]) (includes notebooks, correspondence, shape files, and reports) (arrange by incident, and if managed through the EOC, then by role, such as incident commander, planning, operations, logistics, and finance & administration)

SO: when the incident and follow up activities are complete, and the information is no longer relevant for site reclamation

OPR: Oil and Gas Commission

FR: The government archives will fully retain Major incident responses because they provide evidence of the Commission's responsibilities regarding the coordination, support, follow-up, and investigation of incidents and accidents that are significant due to their location or the nature of the incident and the potential effect on people and the environment. Incident responses also provide evidence of the collaboration that occurs within the Commission, between the Commission and other agencies or government bodies, and between the Commission and permit holder to ensure public and environmental safety.

NOTE: Because most incidents are spills, incident information is highly relevant to the reclamation of a site. Part of the reclamation process is assessing potential contaminants on the site by reviewing historical activities, spills etc. Incident information ultimately supports due diligence in addressing outstanding environmental concerns and helps to ensure sites are properly restored.

NOTE: Classify minor incidents under -45.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20850 LIABILITY MANAGEMENT

Records relating to the management of liability with regards to oil and gas assets, through the Liability Management Rating (LMR) program and orphan site management.

The intent of the LMR program is to identify permit holders whose estimated oil and gas decommissioning liabilities exceed their estimated oil and gas assets. In such cases, the identified permit holders are required to take steps to address the financial risk related to their operations. The LMR program enables the Commission to determine security deposit requirements of the permit holders as a protection measure, in the event they are not capable of meeting abandonment and reclamation obligations.

This primary also covers orphan site management. Under the *Oil and Gas Activities Act* (SBC 2008, c. 36) (OGAA), the Commissioner can designate orphan sites (a well, facility, pipeline and/or area affected by oil and gas activity) when a regulated permit holder cannot be located or is insolvent. Before the Commissioner designates an orphan site, the Commission exhausts every possibility to ensure those responsible, even in bankruptcy, are held financially accountable. When an orphan site is designated, the Commission may use the Orphan Site Reclamation Fund (OSRF) to decommission and restore the site. The restoration process provides assurance to stakeholders that oil and gas infrastructure has been removed, and that all known contamination risks or other hazards have been mitigated.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For annual LMR Summary reports, see secondary 21600-20.
For policy and procedures, such as the *LMR Program Manual*, see secondary 21100-00.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20850 LIABILITY MANAGEMENT

	A	SA	FD
<p>-03 Security deposit files (covers the liability calculation files for both drilling deposits, created under the <i>Petroleum And Natural Gas Act</i>, RSBC 1996, C. 361, S. 160, and security deposits, created under the <i>Oil And Gas Activities Act</i>, SBC 2008, C. 36, S. 30 and pursuant to the <i>Fee, Levy and Security Regulation</i>, (B.C. Reg. 8/2014)) (includes security drilling deposit requirements for companies, cost estimates, correspondence, financial statements and reviews)</p> <p>SO: when the security has been returned to the company, or transferred to another operator or the Orphan Site Reclamation Fund</p> <p>10y: The retention period allows for fiscal accountability and aligns with Board policy which allows 10 years to reclaim an orphan well.</p> <p>NOTE: The Commission may return security deposits to the permit holder when they have achieved a consistent and sustainable liability rating, and have demonstrated compliance with regulatory obligations, or when they no longer hold assets in the province. If the related asset(s) become an orphaned site, the security will be transferred to the OSRF.</p>	SO+1y	9y	DE
<p>-20 Corporate asset files for orphaned or at-risk sites (covers corporate asset files received from insolvent or at-risk companies whose assets have either been designated as orphaned, or may potentially be orphaned. The Commission receives these files to support the future transfer of the asset to a responsible party and prevent the site from being orphaned, or in the interest of having all information possible to assist in the restoration of the orphaned site)</p> <p>SO: when no longer useful to support the transfer of the site or the restoration of the orphaned site</p> <p>DE: These records may be destroyed because records relating to the Commission's permit and licence approvals and the monitoring and regulating of oil and gas activities are fully retained under 20200-20, 20600-30, 20750-50, 20900-20, 21000-35, 21400-35 and 21900-30.</p>	SO	nil	DE

(cont)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20850 LIABILITY MANAGEMENT

A SA FD

-20 Corporate asset files for orphaned or at-risk sites (continued)

NOTE: If the Commission is successful in finding a company who will take on the management of the assets, the associated files may be transferred to the new responsible party. Those files are classified under -21 Corporate asset files for transferred assets.

-21 Corporate asset files for transferred assets SO nil OD
(covers corporate asset files which are being transferred to a responsible party to assist them in the ongoing management and eventual reclamation of the site)

SO: when the ownership of the asset has been transferred to the responsible party / new permit holder

NOTE: These files are originally created by oil and gas companies and transferred to the Commission because of their value in assisting with the transfer of the asset to another company for ongoing management. Many parts of the corporate file duplicate the Commission's files, and hold no value to the Commission, yet have great value to the receiving company so they may understand the operations and details of the assets they are acquiring.

OD: These records may be transferred to a new permit holder so they can understand the operations and details of the assets that they are acquiring, and because records relating to the Commission's permit and licence approvals and the monitoring and regulating of oil and gas activities are fully retained under 20200-20, 20600-30, 20750-50, 20900-20, 21000-35, 21400-35 and 21900-30.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20900 ROAD REGULATION AND MONITORING

Records relating to permits for use of and access to roads as part of the infrastructure required for oil and gas activities such as wells, pipelines, and facilities. All permits are issued in accordance with the *Oil and Gas Road Regulation* (B.C. Reg. 56/2013) (*OGRR*), but this primary also covers roads or portions of a road originally authorized and constructed under the *Land Act* (RSBC 1996, c. 245) or the *Petroleum and Natural Gas Act* (RSBC 1996, C. 361), as a Petroleum Development Road. Authorization for the permit holder to make changes in or about a stream comes from the *Water Sustainability Act* (SBC 2104, c. 15).

There are a variety of types of oil and gas roads applicants may apply for, such as:

- Long-term, all-weather roads: roadbeds surfaced with gravel.
- Short-term, low-grade roads: constructed during non-frozen ground conditions.
- Snow and/or ice roads: activities carried out during frozen ground conditions with minimal soil disturbance.

The records in this primary document the road “activity file.” Road permit holders have obligations regarding the construction, maintenance, use and deactivation of oil and gas roads, including clearing widths, bridges and culverts, hazard warnings and post-construction reporting.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For inspections, see secondary 21300-50.

For operational policy, see secondary 21100-00.

For road permit applications, see secondary 20200-20.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 Road files (formerly called Petroleum Development Roads (PDR's), this secondary covers the post-approval activity information for road permits, which approve the construction of roads, bridges and culverts for oil and gas activity) (includes maps, special studies, reports and notices, and for original PDR files, the applications)	SO+5y	nil	FR
SO: when the road has been cancelled or deactivated, and restoration is complete	(cont)		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

20900 ROAD REGULATION AND MONITORING

A SA FD

-20 Road files (continued)

5y: The retention provides time to ensure there are no issues with the deactivation, cancellation, or restoration of the road.

FR: The government archives will fully retain Road files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. They also provide information about the construction, maintenance, use and deactivation of oil and gas roads. The records complement the related road permit applications, which are fully retained under secondary 20200-20.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21000 PIPELINE REGULATION AND MONITORING

Records relating to the regulating and monitoring of all pipelines within the boundaries of the province which have been constructed or are operating under the jurisdiction of the government of British Columbia. The *Oil and Gas Activities Act (OGAA)* SBC 2008, c. 36) defines a pipeline as “piping through which any of the following is conveyed: petroleum or natural gas; water produced in relation to the production of petroleum or natural gas or conveyed to or from a facility for disposal into a pool or storage reservoir; solids; substances prescribed under section 133 (2) (v) of the *Petroleum and Natural Gas Act* (RSBC 1996, c. 361); other prescribed substances, and includes installations and facilities associated with the piping”.

The Commission monitors the construction, modification and operation of all pipelines, ensuring they meet the design and operational requirements outlined in the *OGAA*, the *Pipeline Regulation* (B.C. Reg. 281/2010) and the *Environmental Protection and Management Regulation* (B.C. Reg. 200/2010). Of particular note, as required under Section 3 of the *Pipeline Regulation*, every permit holder designing, constructing, operating, maintaining or abandoning pipeline infrastructure in British Columbia must follow the most current version of CSA Z662, including Annex N.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a list of classifications removed from this primary, see Appendix A: *Summary of Amendments to the OGCO ORCS*.

For facilities, see primary 20600.

For operational policy, such as the *Oil and Gas Activity Operations Manual*, see secondary 21100-00.

For pipeline applications, see primary 20200.

For pipeline Integrity Management Plan (IMP) compliance assessments, see primary 20550.

For reference material/topical files, see *ARCS* secondary 358-20.

For wells, see primary 21900.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21000 PIPELINE REGULATION AND MONITORING

A SA FD

-35 Pipeline projects

SO nil FR

(includes forms, maps, drawings, specifications, exemptions, schematics, permits, testing results, analyses, correspondence, and photographs)
(arrange by pipeline project number)

SO: when the pipeline has been removed, or no longer exists

NOTE: These records will be retained by the Commission for an indefinite period of time because pipelines are rarely removed from the ground after being cancelled, and even when parts are removed, sections which could be disruptive to the environment to take out (such as under a river) will remain underground. This lengthy retention period is required to document the activities and the locations of the lines.

FR: The government archives will fully retain pipeline project records because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of the permit holders in regards to pipeline construction and operation, and the Commission's statutory responsibilities concerning the monitoring of pipelines. The records also provide information about the ongoing evolution of the technical aspects of pipeline design and construction in British Columbia and the Commission's priorities regarding environmental protection, sustainable resource development, public and worker health and safety, cultural heritage, and Indigenous relations. These records complement the related permit applications, which are fully retained under secondary 20200-20.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21100 POLICY AND PROCEDURE DEVELOPMENT

Records relating to the development of operational guidelines and policies, including procedures, standards, protocols, recommended practices and directives, that are for internal use, and also for external use to assist clients, First Nations and stakeholders with clarification of operational requirements. The requirements are a resource tool for companies and provide direction to industry to ensure safe and efficient practices.

For committees, see ARCS secondary 200-20.

For fee and levy changes, see ARCS primary 140.

For legislation and regulation development, see ARCS primary 140.

For program planning, see ARCS secondary 400-20.

For reference material/topical files, see ARCS secondary 358-20.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - final (covers final/approved policies, procedures, standards, protocols and guidelines pertaining to the functions and activities documented in this ORCS, and developed for internal or external use, including operational manuals such as the <i>Oil and Gas Activity Operations Manual</i> , the <i>Compendium</i> , and OGC process maps) (arrange by category if necessary, and then by policy name or registration number)	SO	5y	FR
SO: when the policy/procedure is replaced or becomes irrelevant; for policy/procedures which are required to provide point-in-time evidence, such as environmental and wildlife policy, when no longer needed to provide evidence for decisions			
FR: The government archives will fully retain final versions of operational policy and procedural documentation because they provide evidence of the governance of the functions and programs covered by this ORCS.			
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21100 POLICY AND PROCEDURE DEVELOPMENT

A SA FD

-20 Policy, guideline, and procedure development files SO 5y DE
(includes briefing notes, correspondence, drafts, and working materials)

SO: when the final product is approved and distributed, or abandoned, and when no longer required for reference

DE: Policy, guidelines and procedure development files will be destroyed because final products are fully retained under secondary -00.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21400 RESERVOIR REGULATION AND MONITORING

Records relating to the regulation and monitoring of petroleum and natural gas reservoirs in the province, and the subsurface storage or disposal of associated products or by-products. The Commission ensures compliance with requirements for wells, the allowable production of wells, and the development of effective and efficient engineering practices through the approval and monitoring of reservoir projects.

An example of a reservoir project includes storage of natural gas in depleted high porosity/permeability reservoirs to provide supply during peak demand periods. Traditionally, this means that gas injected in summer is withdrawn to meet winter heating requirements. Another project type is concurrent production, the controlled simultaneous production of an oil accumulation and its associated gas cap.

This primary also includes the records which map the oil and gas field and pool boundaries. These boundaries are outlines on the earth's surface that define a subsurface oil or gas accumulation.

For operational policy and procedures, see secondary 21100-00.
For reports produced on an annual basis, such as the *Hydrocarbon and By-product Reserves Report*, see 21600-20.

The agency OPR is the Field Engineering and Technical Services, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-25 Geological topical files	SO	nil	DE

(covers information regarding subsurface composition and contents, gathered for convenience and reference purposes)
(arrange by field, formation or topic)

SO: when no longer useful for reference purposes

NOTE: This secondary covers a compilation of material gathered from outside sources, as well as material that is part of other Commission applications and files (i.e. well reclassification applications or geological maps, plats and cross-sections from field and pool applications that are classified under -35).

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21400 RESERVOIR REGULATION AND MONITORING

A SA FD

-35 Reservoir analysis and management

SO nil FR

(commonly called field and pool files, this secondary covers projects that relate to managing and analysing reservoir contents; also covers records that document the reservoir properties, characteristics and boundaries)
(arrange by field, then by pool, then by project type)
(includes applications, analysis, approvals, orders, tests and reports for projects such as water disposal, good engineering practice (GEP), concurrent production, waterflood, gas reinjection, experimental/innovative technology, acid gas disposal, acid gas disposal progress reports, commingling, spacing and target areas, reservoir worksheets, initiating well testing waivers and observation wells, as well as field or pool net pay maps, designations and lists)

SO: the files are closed according to the following criteria:

- for records relating to production management, such as Good Engineering Practices (GEPs), 20 years after pool abandonment;
- for records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, when no longer required to provide evidence of the activities;
- for records which document the composition and structure of the field or pools, when that information is no longer required.

FR: The government archives will fully retain Reservoir analysis and management files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of permit holders and the Commission's statutory responsibilities to ensure safe and effective reservoir management. The records also provide information about the ongoing evolution of engineering principles used to maximize resource recovery. The records complement other permit application and related oil and gas activity records, which are appraised for full retention under secondaries 20200-20 and 21900-30.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21400 RESERVOIR REGULATION AND MONITORING

A	SA	FD
SO	7y	DE

-40 Production allowable reports

(covers oil and gas allowable reports, which document managed production flows from oil and gas wells)
(arrange by company, then by production year)

SO: the end of the production year the report covers

7y: The retention ensures the information is available to track a company's compliance with their regulatory requirements and permitted production rates; support royalty calculations; and provide rationale for decisions made around changes to production rates.

NOTE: The production year runs from November 1st to October 31st.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21600 STAKEHOLDER RELATIONS

Records relating to communication with stakeholders involved in the development of the province’s oil and gas sector. This includes informational communications regarding Commission directives, advisories and initiatives. It also includes consultation on matters related to rights, terms of entry on private and agricultural leased lands, and oil and gas activities, which provides an opportunity for public participation, identification of any issues or concerns, and education for affected parties about oil and gas development projects.

This primary also covers the communication of both sector and corporate performance. Corporate performance reports identify goals, objectives, performance measures, and other strategic information. Corporate performance objectives are formally communicated in service plans, and performance actuals in annual reports.

For news releases, see ARCS primary 330.
 For policy and procedures, see secondary 21100-00.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-03 General inquiries	CY+1y	2y	DE
-06 External communications	CY+3y	6y	FR

(covers communication products such as information letters, industry bulletins, directives, safety advisories, fact sheets and other methods of communicating Commission information to external stakeholders)
 (includes drafts, correspondence, and final products)

10y: The retention provides sufficient time to reference the way the Commission addressed issues and communicated to stakeholders over time. It also aligns with special schedule 102906, *Executive Records*.

NOTE: Classify reports produced on an annual basis (both technical and performance reports) under -20.

FR: The government archives will fully retain External communications. They provide evidence of what information is conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of

(cont)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

FR: The government archives will fully retain External communications. They provide evidence of what information is conveyed by the Commission to clients, Indigenous peoples, communities and multiple levels of (cont)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21600 STAKEHOLDER RELATIONS

A SA FD

-06 External communications (continued)

government about oil and gas operations and activities in British Columbia, and the methods and tools used to communicate that information. This is consistent with the full retention of communication projects in the *Government Communication ORCS* (schedule 881035, secondary 23100-30). The records also complement policies and procedures, which are appraised for full retention under secondary 21100-00.

-20 Annual activity reports

SO nil FR

(covers technical, analytical and performance reports created by the Commission on an annual basis that document both Commission and industry activities, such as the Hydrocarbon and By-Product Reserves in British Columbia, the Pipeline Performance Summary, the Annual Service Plan and others)
(arrange chronologically by fiscal year)

SO: when no longer being used for trend analysis, and understanding Commission and activity history

NOTE: Classify report development under secondary -30

FR: The government archives will fully retain Annual activity reports because they provide evidence of the Commission's structure, activities, priorities, and finances.

PIB -25 Pre-application issues case files

SO nil DE

(covers issues and concerns that are raised at the pre-application stage of the permit process, such as landowner liaison issues, archaeological inquiries, or technical advice for the preparation of applications)
(arrange by name of company or landowner)

SO: when issue is resolved or no longer relevant, or the permit is approved and activity has commenced, and when no longer needed for reference and tracking purposes

DE: Pre-application issues case files will be destroyed because the Commission's role in dispute resolution is well documented in Policy and procedures – final (secondary 21100-00) and the mitigation of issues is documented on the related Applications file (20200-20), which will be fully retained by the government archives.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21600 STAKEHOLDER RELATIONS

		A	SA	FD
	-30 Report development files (covers the development material for reports that are created on an annual basis) (arrange by report) SO: when report has been published, or abandoned, and when development material is no longer required for reference purposes NOTE: Classify final annual activity and service plan reports under -20.	SO	nil	DE
PIB	-35 Stakeholder issues (covers the resolution of issues and concerns that are not related to specific permits, applications, or part of the pre-application process) SO: when issue is resolved or no longer topical, and when no longer needed for reference purposes	SO	nil	DE
	-40 Strategic engagement projects (covers strategic projects regarding consultation or engagement plans) (arrange by project) SO: when project is completed, cancelled, or abandoned 7y: The retention period ensures that the records are available for a sufficient period for reference and program planning purposes. NOTE: Classify business planning and strategic planning for the Commission under ARCS primary 400. DE: Strategic engagement projects will be destroyed because sufficient information about these functions are documented in service plans and annual reports (secondary 21600-20) and application files (secondary 20200-20), which are fully retained by the government archives.	SO+7y	nil	DE

END OF PRIMARY

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21700 TIMBER CUTTING LICENSING

Records relating to the issuance, monitoring and administration of Master Licenses to Cut (MLTC), which are required where the removal of Crown timber is necessary to conduct oil and gas activities. The MLTC allows the company to cut and/or remove timber during the term of the license, from areas of Crown land that are located within a specified forest district; cutting permits are issued under the master license to authorize the cutting on specific individual blocks. All master licenses are issued pursuant to the *Oil and Gas Activities Act* (SBC 2008, c. 36) and the *Forest Act* (RSBC 1996, c. 157).

For a description of the Integrated Resource Information System (IRIS), see the Systems Section.

For operational policy, see secondary 21100-00.

For records relating to cutting permits, see primary 20200.

The agency OPR is the Applications Department, unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
-20 Master licenses to cut (arrange by company, then by master license number)	SO	nil	DE
SO:	when replacement master license is issued, or license has expired		
DE:	Master licenses to cut will be destroyed because they do not have long-term value. Individual cutting permits related to these licenses are filed on the appropriate application file (secondary 20200-20), which is fully retained by the government archives.		

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21900 WELL REGULATION AND MONITORING

Records relating to the technical information and analyses related to the potential for and methods of extracting petroleum, natural gas or other energy resources from specific wells. The Commission regulates and monitors the exploration and development of oil and gas activities, including the management, long term protection and conservation, control and treatment of wells. All data connected with or derived from drilling, production or other work performed on a well must be submitted to the Commission. Submission requirements include reports, surveys, testing and analyses, samples, cores and logs. The Commission must give approval for any changes, transfers or amendments made to a well authorization as well as issue associated certificates, permits, and authorizations.

Wells are classified according to criteria outlined in the *Drilling and Production Regulation* (B.C. Reg. 282/2010, s. 2); well reports and data are held confidential for the associated periods of time established in the *Oil and Gas Activities Act General Regulation* (B.C. Reg 274/2010, s. 17). After the confidential periods have expired, well information held by the Commission is routinely released. For example, wells classified as developmental are held confidential for two calendar months, after which the well data and well reports are available to industry and the public.

NOTE: The classifications in this primary apply to the official copy of the records, regardless of media, and include data held in systems.

For a description of the Integrated Resource Information System (IRIS), see the Systems Section.

For convenience copies, kept for administrative purposes and ease of reference, see special schedule 102901 (Transitory Records Schedule).

For facilities, see primary 20600.

For liability management, see primary 20850.

For operational policy, see secondary 21100-00.

For orphan wells, see primary 20850.

For pipelines, see primary 21000.

For security deposits, see secondary 20850-03.

For well applications, see primary 20200.

For well authorization applications that are cancelled or expire without land disturbance, see 20200-05.

The agency OPR is the Oil and Gas Commission unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

21900 WELL REGULATION AND MONITORING

A SA FD

-30 Well authorization files SO nil FR

(arrange by well authorization number)
(includes well and test hole amendments, revisions, exemptions, title clearance sheets, drill stem test, applications and approvals (e.g., to alter or abandon a well, for allowable production), well summary reports, work-over and completion reports, geological reports, well site access and cleanup reports, certificates of restoration, correspondence, well name changes and transfers, well logs or formation evaluation logs)

SO: when a certificate of restoration is issued and the well information is no longer needed for environmental and safety management

NOTE: These records will be retained for an indefinite period of time because the geological and technical well information holds long-term value for future exploration, as well as for managing the lifecycle of the well. Also, well integrity issues can arise long after a well is considered remediated or "closed". In these situations, immediate access to the file is necessary to manage safety and environmental issues.

FR: The government archives will fully retain Well authorization files because they provide evidence of the use of land for activities that may have a significant long-term environmental effect. In addition, they document the rights and obligations of permit holders and the Commission's statutory responsibilities to ensure safe and effective extraction of resources. The records also provide information about the ongoing evolution of the methods of extracting petroleum, natural gas, or other energy resources. The records complement other records appraised for full retention: applications (secondary 20200-20); facilities (20600-30), pipeline projects (21000-35), and reservoir analysis and management (secondary 21400-35).

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

OIL AND GAS REGULATION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
COMMON SYSTEM NOTES	2
Application Management System (AMS)	3
Integrated Resource Information System (IRIS)	8
Knowledge, Enterprise, Resource, Management, Information, and Technology (KERMIT)	11

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEMS SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

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

- | | | |
|-------------------|------|---|
| Active | SO: | The system becomes superseded and obsolete when all data have been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications. |
| Semi-Active | nil: | There is no semi-active retention period assigned to systems. |
| Final Disposition | DE: | Each system will be destroyed when all data has been migrated to 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. For more information, see DE appraisal notes under the secondaries that cover the data. |

APPLICATION MANAGEMENT SYSTEM (AMS)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose and overview

The Application Management System (AMS) is an online system for the submission, payment, review and approval of the majority of oil and gas and associated activity applications received by the Commission. It provides a consistent process for oil and gas activity permit applications, related activity authorization applications, applications for provincial approvals for National Energy Board (NEB) pipelines, and holds historical data submissions.

The system has three modules: AMS Application, AMS Payment, and AMS Review.

AMS Application (also called ePermits)

Inputs

Application information depends on the type and location of the activity. The information collected regarding an application is organized by the following categories:

- Spatial data
- Administrative information
- Land
- Forestry
- Stewardship
- Agriculture
- Archaeology
- Consultation and notification
- Rights holder
- First Nations
- Maps and plans
- Attachments

Also documented in the application are activity details, which outline the planning, design and technical requirements. Additional supplementary information may be required depending on the type of oil and gas activity, location, and engineering and technical details provided.

Examples of activity details for type of application:

- Wells: well/facility application area spatial (WFAA), well details, and land information
- Facilities: WFAA spatial, facility overview, facility details including equipment details, technical specifications and exemptions; and land information
- Roads: road application area spatial (RAA), road type and overview, road details, and road land information
- Short-term water use: points of diversion spatial, overview and points of diversion details
- Pipeline: pipeline application area polygons (PAA), pipeline overview, pipeline details including segment linkages; installation details and exemptions; and land information
- Geophysical: geophysical details such as program type, energy source and construction method, and geophysical land information
- Associated Oil and Gas Activities (AOGA), such as access, above ground fresh water line, aggregate / borrow pits, airstrips, campsites, fresh water storage sites, monitoring sites: activity details and land information
- Changes in and about a stream: stream details, planning and design, and exemptions

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

The final record of an application file will hold the consultation, mitigation plans, conditions and technical details of the permitted activity.

Process

Application information is entered by or derived from data submitted by the applicant. Attachments are uploaded directly. The online application submission process includes:

- Using the Application Analysis Tool (not mandatory)
- Reviewing the dashboard
- Creating a new application
- Uploading spatial data
- Completing, validating, and submitting the application.

Applicants can either start building their application directly, or test/build the application using the “Application Analysis Tool” provided.

If the client chooses to use the Application Analysis Tool, they have the capability to submit their spatial data and run a Spatial Overlay Engine (SOE) report. This report will identify known environmental, social and land considerations, such as highlight areas overlapping the surface location of the proposed activity, including tenures, land and resource planning zones, and areas established by order. Applicants can use this information to plan engagement activities (notification and consultation) and/or mitigation strategies, and allows applications to pinpoint the best location for a project at the beginning of the process. Using this tool will not generate any activity identifiers. If the user so chooses, they can directly move this data into an official application submission (they cannot start an amendment in this fashion at this time).

AMS is the system of records for the majority of applications to the Commission. Once an application is approved and the permit issued, additional material cannot be added to it.

AMS Payment (also called ePayment):

Application fees must be paid by companies who have submitted applications to the Commission for oil and gas activity permits. Application fees are transferred to the Commission via electronic funds transfer (EFT) through the Application Management System (AMS) payment module. AMS Payment is the secure, online portal used to electronically pay for applications submitted through the AMS using Pre-Authorized Debit. Applicants are required to register and set up security roles for a secure payment account with AMS Payment.

Process:

Invoices for new AMS applications of type ‘Application’ are automatically generated on the dashboard on the basis of the:

- Activity information for the application
- Inventory codes for each activity

Invoices for AMS applications of type ‘Amendment’, and manual payments (not associated with AMS activities) are generated manually by finance staff based on:

- Activity information for the amendment
- Inventory codes for each activity according to the activity and information provided by reviewers through a manual process.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Only users with Payor permissions can pay for an invoice. Invoices are paid through the ePay dashboard using the authorization code and EFT set up in ePayment

Outputs

Invoices are the sole output of AMS Payment. These can be downloaded as .PDF documents from within the ePayment application.

AMS Review (also called Categorization and Review Determination [CRD]):

All review and determination data is recorded in this application. This includes the multiple review type recommendations, and the final decision and rationale. There can be many attachments included with each application review in support of any of the recommendations or the decision. In the case of a partial or full approval, a permit will also be attached to the record. AMS is the system of record for the majority of applications to the Commission. Once an application is approved and the permit issued, additional material cannot be added to it.

Process

Applications submitted through AMS Application are moved into the AMS Review system. The Commission conducts a comprehensive technical review of the application based on the characteristics, location and circumstances of the activity. Technical reviews include engineering (facilities, pipelines or drilling and production), land and habitat, forestry, agriculture, archaeology and environmental management.

During this review and determination process, the Commission also conducts a wide range of engagement processes, liaising with Indigenous peoples, stakeholders, land owners and partner agencies. If the Commission finds minor and/or major deficiencies in the application, the Commission contacts the applicant to clarify details, make revisions and/or provide additional information.

Based on activity types and location, the system assigns specific reviews types or tasks to appropriate staff for completion. These include the following:

- Historical Pipeline Land Review
- Historical Pipeline Engineering Review
- Historical Facility Review
- Commission Initiated Amendment Determination
- CIA Post Decision Tasks
- First Nations
- Land and Habitat
- Forestry
- Agriculture
- Consultation and Notification
- Composite Application
- Pipeline Engineering
- Facility Engineering
- Drilling and Petroleum Engineering
- Community Relations
- Archaeology
- Environmental Management
- Hydrogeology
- Post Decision Tasks

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Details from the review and engagement processes are recorded in the CRD database by the AMS Review system.

The permit decision maker ensures that all aspects of an application – indigenous, archeological, landowner and community liaison, environmental, land, geology and technical are reviewed and signed off by the appropriate commission staff before approving and issuing the permit.

Once an application is approved, the associated data is moved to the operational databases and made available to the Commission's operational systems. The approved activities are available in KERMIT and IRIS for the ongoing collection of information.

Outputs

The main outputs of AMS system are approved activities and Permit documents. Permit documents are manually created by Commission staff and attached to the CRD review and determination record manually.

Historical Note

AMS was implemented in July 2016, and replaced a paper-based process in which staff provided all application analysis and processing.

Previous to AMS, pipeline applications were submitted to KERMIT. The KERMIT database is still operational and is now the system of record for "pipeline activity files", among other activities. Pipeline applications are now submitted through AMS.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPLICATION MANAGEMENT SYSTEM (AMS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
OGCO	20200-05	Cancelled, expired or refused applications	SO	nil	DE
OGCO	20200-20	Application files	SO	nil	SR
Inputs					
OGCO	20200-40	Application review working files	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6 102902	see appropriate secondaries	INFORMATION TECHNOLOGY Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
OGCO = *Oil and Gas Regulation ORCS*, schedule 163507

END OF OVERVIEW

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

INTEGRATED RESOURCE INFORMATION SYSTEMS (IRIS)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose

The purpose of the Integrated Resource Information System is to track and maintain a database of all oil and gas related development from its initial proposal to its approval, eventual project completion and continuous monitoring and inspection.

Information Content

IRIS is the operational management system for wells, roads, geophysical, associated activity and Changes In and About a Stream (CIAS) operational activities. The information in IRIS relates to all aspects of operational data for well engineering/production data

Inputs, Processes, and Outputs

Inputs

Information is entered into IRIS in multiple ways:

- Application Management System (AMS): Approved activities are moved from AMS Application into a database, which IRIS reads and presents the data directly in its screen
- eSubmission: Operational data is submitted by companies through the external eSubmission portal; this includes information such as drilling and workover submissions, water user reporting, and various other submissions.
- Data Load: Data is imported from external systems.
- Manual Data Entry: Some operational data is entered into IRIS by Commission staff.

Processes

IRIS provides the following core functionality, by activity type:

- Wells: Provides summary views of all approval and operational data such as well status, subsurface activity and reported data and associated processes. Additional information associated with operational wells is available/managed in IRIS:
 - Drilling
 - Production
 - Waste Disposal
 - Geology
 - Reserves (reporting and Pay Zone maintenance)
- Geophysical: holds approved activity data, and provides summary and required reporting.
- Roads: holds summary activity data for each road and its associated activities. Road specific reporting is also provided.
- Associated Activities: summary reporting and operational views of associated activities.
- CIAS: summary reporting.
- Water Use: reporting.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

Additional functionality is also provided for with legacy (pre AMS) application data, legacy Pipeline data, and some limited inspection functionality (specifically Surface Case Vent Flow functionality).

Outputs

- Reports.
- Outputs to databases which feed AMS Application for amendments.
- Export files for external systems.

Historical Notes

Prior to the introduction of the Application Management System (AMS), IRIS contained and managed detailed information related to well, road, geophysical and ancillary applications and data associated with their review and determination process. This functionality has since been moved to AMS, but is available through historical READ ONLY versions of the application.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

INTEGRATED RESOURCE INFORMATION SYSTEMS (IRIS)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
OCGO	20200-20	Application files	SO	nil	SR
OCGO	20300-50	Compliance site inspections (covers deficiency reports)	SO	nil	DE
OCGO	20600-30	Facility files	SO	nil	FR
OCGO	20750-45	Incidents	SO	nil	DE
OCGO	20900-20	Road files	SO	nil	FR
OCGO	21000-35	Pipeline projects	SO	nil	FR
OCGO	21700-20	Master licenses to cut	SO	nil	DE
OCGO	21900-30	Well authorization files	SO	nil	FR
OCGO	21900-45	Well incidents – electronic	SO	nil	DE
Inputs					
OCGO	20100-20	Indigenous relations	SO	nil	FR
OCGO	20200-20	Application files	SO	nil	SR
Outputs					
OGCO	20000-10	Statistical and activity reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6 102902	see appropriate secondaries	INFORMATION TECHNOLOGY Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = Administrative Records Classification System, schedule 100001
OCGO = OIL AND GAS REGULATION ORCS, schedule 163507

END OF OVERVIEW

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

KNOWLEDGE, ENTERPRISE, RESOURCE, MANAGEMENT, INFORMATION, AND TECHNOLOGY (KERMIT)

SYSTEM OVERVIEW

Creating Agency

Oil and Gas Commission

Purpose

KERMIT is a multi-function system that:

- manages the operational lifecycle of pipelines and facilities
- through the corporate registry, includes the interface by which the Commission manages most of the security roles for core Commission systems
- documents operational compliance activities

KERMIT also enables users, both internal and external, to look up legacy applications, find permits, submit notices and submit incidents, and produce reports.

Information Content/Processes

KERMIT is the primary operational management system for pipelines and facilities. It also holds compliance and enforcement information such as inspections, deficiencies, and investigations for all assets (e.g., pipelines, facilities, wells, roads etc.).

KERMIT is also used to:

- Manage name changes, amalgamations, and transfers of assets for activities managed in KERMIT (pipelines and facilities)
- Provide the interface by which internal staff and external company representatives can manage security roles
- Track and manage and liability ratings for wells and facilities (AIR)
- Calculate and report on oil and gas reserves
- Provide general reporting functions, using IRIS data when the reports use well-related data (see the IRIS system overview for IRIS information)

The information in KERMIT is organized by “tabs”, which provide the following functions:

- **To-do List:** part of the workflow element of KERMIT, this information is organized by job type, process type, or user. There are currently over 140 processes that can be performed through this tab, which range from assigning tasks, completing inspections or pipeline cancellations, to entering forest tenure, generating notices, reviewing submitted information, and updating information. The processes tab holds attachments, communication logs and documents and received responses.
- **Post Permit Actions:** this is the area where you can find permits, archaeological requirements, access notices of intent for pipelines and facilities, access legacy applications, update tenure, and start “transactions”, such as notice of construction, notice of pressure tests, as built submissions, etc.
- **Wells:** consisting of legacy data transferred from the decommissioned PIMS system, this contains data such as well index reports, wells spudded, completion data, detailed well inquiries,

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

year to date well statistics. Well data is actually managed in the IRIS system, but some of it is accessed through KERMIT, primarily through document search and report functions.

- **Projects and Facilities:** this starts with a search page to access pipeline projects and facility information through various criteria such as operations, locations, tenure number, or project number. Once you find your asset (i.e., facility or pipeline project/segment) you have access to multiple tabs outlining information on project/facility details, operational transactions, site equipment, linkages to other data elements such as production or injection data, operator information, design capacity and recovery efficiency, compliance and enforcement actions relating to the site, such as inspections, complaints and incidents, liability information, notes, and attachments.
- **Compliance and Enforcement:** this tab holds emergency management details, i.e., complaint and incident information; inspections and deficiencies; administrative deficiencies (e.g., when a company isn't submitting required information); and notifications. Notifications of deficiencies, for example, are emailed to the operator through KERMIT, and response is received and logged under the appropriate inspection.
- **Search and maintenance functions:** these tabs cover document search functions, to see what documents have been submitted, and where they reside in the system; also covers system/corporate registry maintenance functions such as entering new contacts, operator changes, bulk cancellations, and is the place to update standardized data elements such as checklists, LMR categories and violation codes.
- **Reports:** KERMIT produces a wide range of reports, categorized into operations, incidents and complaints, community relations, tenure, core, and pipeline reports, some with a range of reports to choose from.
- **Reservoir:** this tab accesses reserves data, produces reservoir reports, disposal well approvals, and a range of reserves and data management reports, which are accessing current data in the IRIS system, as well as data which was transferred to KERMIT from the decommissioned PIMS system. These reports gather information such as pool reserves by oil or gas, engineering pools list, completion events, gas test flow rates, and orphan reserves.
- **Geology:** provides access to geology reports, such as extraneous pools, pay zone contact type issues, pay parameters. These reports are gathering data from IRIS, the system which holds well data.
- **Production:** provides access to production reports, such as monthly and cumulative production, monthly pool production and injection summaries, and also has a production query function, which allows you to search production data through various criteria.
- **Asset Integrity and Retirement:** used to track Liability Management Ratings (LMR), this tab accesses calculators such as well liability calculation detail, facility asset and liability calculation, and runs reports such as operator summary reports, monthly summary reports, and a build report list for wells and facilities.

Historical Notes

Prior to the introduction of the Application Management System (AMS), pipeline and facility applications were submitted to KERMIT. That original application data remains in KERMIT; this includes information

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

such as application submission documents, First Nation consultation, landowner consultation and notification, communication logs, and the permit.

When the Petroleum Information Management System (PIMS) system was decommissioned, PIMS data was transferred to KERMIT. PIMS was a database of well, facility, reserve, and production related information.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

SYSTEM TITLE (AND ACRONYM)

Classifications of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
OGCO	20000-20	Corporate Registry	SO	nil	DE
OGCO	20200-18	Name changes, transfers and amalgamations	CY+2y	10y	DE
OGCO	20200-20	Application files	SO	nil	SR
OGCO	20300-05	Complaints	SO	nil	DE
OGCO	20300-40	Enforcement case files	CY+14y	nil	DE
OGCO	20300-50	Compliance site inspections	SO	nil	DE
OGCO	20600-30	Facility files	SO	nil	FR
OGCO	20750-45	Incidents	SO	nil	DE
OGCO	20750-50	Major incident and emergency response	SO	nil	FR
OGCO	21000-35	Pipeline projects	SO	nil	FR
Inputs					
OGCO	21900-30	Well authorization files	SO	10y	FR
Outputs					
OGCO	20000-10	Statistical and activity reports	SO	nil	DE
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS Section 6 102902	see appropriate secondaries	INFORMATION TECHNOLOGY Special Schedule for Transitory Electronic Data Processing (EDP) Records	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
OGCO= *Oil and Gas Regulation*, schedule 163507

END OF OVERVIEW

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-----------------------	-------	----------------	--------------------------

This concordance table is intended as a general guide for transition between the old and new versions of this ORCS. The new classifications and retentions apply to all relevant digital and physical operational records, both in the office and in offsite storage. Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

When converting files to the new ORCS, you will need to check file contents to ensure that the recommended replacement secondary is appropriate for that particular file.

-00	Policy and procedures	Throughout this ORCS, all -00 secondaries have been superseded by 21100-00.	Unchanged.
20000 OIL AND GAS REGULATION – GENERAL			
20000-02	Ad-hoc analysis projects	NEW	SO nil DE
20000-03	Energy project review process	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20000-06	Notebooks	NEW	SO nil DE
20000-10	Statistical and activity reports	NEW	SO nil DE
20000-20	Companies	Renamed to Corporate Registry. Supersedes 21000-20. Retention changed from SO 5y DE, and SO trigger defined (added the 5 years into the SO trigger)	SO nil DE

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20000-25	Geographical Oracle Access Tool (GOAT)	Secondary closed. GOAT was replaced by WHISTLER.	
20000-30	Integrated Resource Information System (IRIS)	<p>Secondary closed as it does not meet ORCS standards (we no longer schedule systems with secondaries), and because the 2018 amendment does not include full system analysis which would enable updating it to current standards. Original closing criteria and appraisal note is embedded here for future reference. Original retention was SO nil SR.</p> <p>SO: when the function supported by the database is no longer performed by government</p> <p>SR: The government archives will retain records from IRIS which provide access to the following files: application files - paper (secondary 20200-20), facilities - paper (secondary 20600-30), pipeline projects - paper (secondary 21000-35) and well authorizations - paper (secondary 21900-30). These electronic records serve as an automated index to these files that are fully retained by the government archives. Production, reservoir, engineering and geology related data records may also be retained because they have ongoing scientific and research value.</p> <p>Records in the system related to application status, tracking and sign off have no long-term value and may be destroyed.</p>	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
		Decisions about the exact records in the system to be retained and any technical requirements and specifications will be decided in consultation with a government archivist at the time of transfer of records to the government archives.	
20000-40	Compliance evaluation	NEW	SO nil DE
20100 INDIGENOUS RELATIONS			
20100	ABORIGINAL RELATIONS	Primary title changed to INDIGENOUS RELATIONS.	
20100-03	Aboriginal trapping issues	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material. Or, 21600-30 Stakeholder issues.	Unchanged
20100-04	Archaeology	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20100-05	Heritage sites	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20100-06	Traditional use studies	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20100-10	Archaeology impact assessments	Secondary closed. Impact assessments are part of the application file under 20200-20. Retention changed from SO 5y DE.	SO nil SR
20100-12	Archaeology overview assessments	Secondary closed. Overview assessments are part of the application file under 20200-20. Retention changed from SO 5y DE.	SO nil SR
20100-14	Archaeology permit reports	Secondary closed. Use 20250-10 for Final archaeological reports. Retention changed from SO 5y DE.	SO nil DE
20100-16	Site information forms	Secondary closed. Use 20250-10 for Final archaeological reports.	Unchanged
20100-20	Bands / tribal councils	Title changed to Indigenous relations. SO trigger defined. Retention changed from SO 5y SR.	SO nil FR
20100-25	Cross-cultural training	Secondary closed. See -40 Cultural awareness and training. Retention changed from CY+1y 3y DE.	SO nil DE
20100-30	Cultural events	Secondary closed. See -40 Cultural awareness and training.	Unchanged
20100-35	Workshops	Secondary closed. See -40 Cultural awareness and training.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20100-40	Cultural awareness and training	NEW	SO nil DE
20200 APPLICATION REVIEW			
20200-05	Cancelled, expired or refused applications	NEW	SO nil DE
20200-18	Name changes, transfers and amalgamations	NEW (supersedes 21900-18, Well name changes and transfers)	CY+2y 10y DE
20200-20	Application files – paper	Title changed to Application files. SO trigger expanded. Supersedes 20200-25 Application files – electronic.	SO nil SR
20200-25	Application files – electronic	Superseded by 20200-20 Application files. Retention changed from SO nil DE.	SO nil SR
20200-30	General development permits - paper	Title changed to General development permits (GDP). Secondary closed; these permits are no longer issued.	Unchanged
20200-35	General development permits – electronic	Secondary closed; these permits are no longer issued. This classification applies to GDP data held in IRIS.	Unchanged
20200-40	Application review working files	NEW	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20250 ARCHAEOLOGICAL ACTIVITY MONITORING (NEW PRIMARY)			
20250-05	Borden numbers	NEW	CY+1y nil DE
20250-10	Final archaeological reports	NEW	SO nil DE
20250-20	Declined, cancelled or withdrawn archaeological applications	NEW	SO nil DE
20300 COMPLIANCE AND ENFORCEMENT			
20300-03	Safety	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20300-05	Complaints	NEW	SO nil DE
20300-20	Deficiency reports - paper	Secondary closed. Deficiencies are part of the inspection report on KERMIT, classified under 20300-50.	Unchanged
20300-25	Deficiency reports – electronic	Secondary is closed because these are not tracked in the same way and the data is no longer available.	Unchanged
20300-30	Integrity management – paper	Superseded by 20550-10 Final audit reports, and -20 Audit working files. Retention changed from SO 6y DE.	SO nil DE CY+10y nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20300-35	Integrity management – electronic	Secondary closed. This information is documented in other parts of the records system.	Unchanged
20300-40	Investigations	Title changed to Enforcement case files. Retention changed from SO 6y DE.	CY+14y nil DE
20300-45	Compliance issue and topic files	NEW	SO nil DE
20300-50	Site inspections - paper	Title changed to Compliance site inspections. Supersedes 20300-55 Site inspections – electronic. Retention changed from SO 6y DE, and SO trigger updated.	SO nil DE
20300-55	Site inspections – electronic	Superseded by 20300-50 Compliance site inspections.	Unchanged
20300-60	Contravention decisions	NEW	SO+10y nil FR
20300-65	Orders	NEW	SO+10y nil FR
20400 DISPUTE RESOLUTION – CLOSED PRIMARY			
<p><i>This primary is closed. The Commission stopped using the Alternative Dispute Resolution (ADR) framework in 2010 when the Oil and Gas Activities Act came into effect, and dispute facilitation was no longer regulated. Because these records are scheduled for full retention, the information from the primary is here to assist in the transfer of the records to the government archives.</i></p>			

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
<p>Records relating to the commission's role in resolving oil and gas development issues and disputes between affected parties, such as energy companies and landowners or First Nations. The goal of dispute resolution is to explore and understand each other's interests and develop acceptable solutions together. If the commission cannot resolve the dispute, it must encourage the use of consensual alternative dispute resolution. Pursuant to the <i>Oil and Gas Commission Act</i> (SBC 1998, c. 39, s. 8), the commission may authorize one or more persons to facilitate settlement, and make recommendations that must be considered by the commission before deciding the disputed matter.</p> <p>Pursuant to the <i>Oil and Gas Commission Act</i> (SBC 1998, c. 39, s. 9), the advisory committee's role in requests for reconsideration is that upon application by an interested person, the advisory committee may request that the commission reconsider any original decision made. The Commission may grant or refuse the request and reconsider the matter in a manner the commission deems appropriate.</p> <p>This primary also covers the practice advisory group (PAG), a joint initiative between the commission and the oil and gas industry. The PAG structure consists of a steering committee and eight sub-committees that submit recommendations to the commission.</p>			
20400-20	<p>Alternative dispute resolution (ADR)</p> <p>Secondary is closed</p>	<p>(arrange by name of individual or company) (covers background documentation, decisions, recommendations and related ADR correspondence involving companies or individuals)</p> <p>FR: The government archives will fully retain alternative dispute resolution (ADR) records because these records provide evidence of citizens' concerns about the oil and gas development process and the commission's central role in resolving outstanding issues and disputes between parties.</p>	CY+1y 9y FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20400-25	Oil and gas commission advisory committee Secondary is closed	(covers minutes, reports, briefing notes, recommendations and decisions) FR: The government archives will fully retain oil and gas advisory committee records because these records provide evidence of the deliberations and advice of citizens, representing environmental, First Nations, and other interests, to the Oil and Gas Commission.	CY+1y 9y FR
20400-30	Practice advisory group (PAG) Secondary is closed	(covers issues, concerns, suggestions and recommendations submitted to PAG and subsequent issue papers developed for submission to the commission) FR: The government archives will fully retain practice advisory group (PAG) records because these records provide evidence of the deliberations and advice of citizens, representing scientific, oil and gas industry, and government interests, to the Oil and Gas Commission.	CY+1y 9y FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20400-40	Requests for reconsideration Secondary is closed	(covers background documentation, recommendations and related correspondence from the advisory committee concerning requests for reconsideration) FR: The government archives will fully retain requests for reconsideration because these requests provide evidence of citizen involvement in the resolution of issues and disputes related to the oil and gas development. These records are also related to the oil and gas advisory committee records (secondary 20400-25) that are retained by the government archives.	CY+1y 9y FR
20500 ENGINEERING AND GEOLOGICAL MONITORING – PRIMARY CLOSED			
20500-02	Enhanced oil (tertiary) recovery	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-04	Environmental	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-05	Experimental scheme	Superseded by 21400-35 Reservoir analysis and management Retention changed from CY+2y 2y DE.	SO nil FR
20500-07	Infill drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20500-08	Flaring	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-09	Gas conservation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-10	Gas cycling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-13	Gas re-injection	Superseded by 21400-35 Reservoir analysis and management. Retention changed from CY+2y 2y DE.	SO nil FR
20500-14	Injection / disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-15	Surface casing reductions	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20500-18	Waivers	Superseded by 21400-35 Reservoir analysis and management or, by the well file the waiver applies to. Retention changed from CY+2y 2y DE.	SO nil FR
20500-20	Monthly injection / disposal statements (BC S-18 forms)	Secondary closed – original retention applied to paper based processes, and these forms are received through e-submission and go into IRIS. Create a new schedule for the data when doing the full system overview of IRIS, and system transformation has stabilized.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20550 EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT (NEW PRIMARY)			
20550-10	Final audit reports	NEW	SO nil DE
20550-20	Audit working files	NEW	CY+10y nil DE
20600 FACILITIES REGULATION AND MONITORING			
20600-03	Facilities index	<p>Secondary is closed – indexes are no longer created.</p> <p>Original SR: The government archives will selectively retain the facility index because it provides access to facilities - paper (secondary 20600-30) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) facility index with each accession of facilities - paper files. If the facility index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	Original retention (unchanged): SO nil SR
20600-20	Emergency response plans - production	Secondary superseded by 20750-20 Emergency response plans (ERP's).	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20600-30	Facilities – paper	Name changed to Facility files. Supersedes -35 Facilities – electronic. Closing trigger redefined, and retention changed from SO+1y 10y FR.	SO nil FR
20600-35	Facilities – electronic	Superseded by 20600-30 Facility files. Retention changed from SO nil DE.	SO nil FR
20600-40	Facility incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
20600-45	Facility incidents – electronic	Superseded by secondary 20750-45.	Unchanged
20700 GEOPHYSICAL EXPLORATION – PRIMARY CLOSED			
20700-02	Flow holes	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20700-03	Trappers	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20700-04	Unexploded charges	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20700-20	Geophysical (seismic) program files – paper	Secondary is closed; these are now Investigative Use Permits (IUP) under 20200-20. The retention still applies to records offsite: SO+3y 10y DE. SO trigger: when the final plans are received.	Unchanged
20700-25	Geophysical (seismic) program files - electronic	Secondary is closed; these are no longer being created. Data still resides in IRIS.	Unchanged
20750 INCIDENT AND EMERGENCY RESPONSE – NEW PRIMARY			
20750-05	Company correspondence	NEW	CY+9y nil DE
20750-07	Emergency Management BC reports	NEW	CY+1y nil DE
20750-20	Emergency response plans (ERP's)	NEW Supersedes: <ul style="list-style-type: none"> • 20600-20 Emergency response plans – production (facilities). Retention: SO nil DE • 21000-25 Emergency response plans (pipeline) Retention: SO nil DE • 21900-20 Emergency response plans - drilling and completion Retention: SO+1y nil DE (SO = when production emergency response plan is submitted) 	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20750-30	Exercise evaluations	NEW	SO nil DE
20750-45	Incidents	NEW Supersedes: <ul style="list-style-type: none"> • 20600-40 Facility incidents - paper Retention: SO+2y 10y DE • 20600-45 Facility incidents – electronic Retention: SO nil DE • 21000-45 Pipeline incidents – paper Retention: SO+2y 10y DE • 21000-50 Pipeline incidents – electronic Retention: SO nil DE • 21500-30 Rig incidents Retention: SO+2y 10y DE • 21900-40 Well incidents - paper Retention: SO+2y 10y DE • 21900-45 Well incidents – electronic Retention: SO nil DE SO for paper files: when the incident is resolved. SO for electronic files was undefined.	SO nil DE
20750-50	Major incident and emergency response files	NEW	SO+10y nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20800 LAND USE PLANNING – PRIMARY CLOSED			
20800-03	Agricultural impact assessments	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-04	Agricultural land commission	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-05	Environmental impact assessments	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-07	Habitat conservation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-08	Issues	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-10	Protected areas	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-12	Stream crossings	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
20800-20	Land resources management planning (LRMP)	Superseded by 20000-02 Ad-hoc analysis projects. Retention changed from CY+1y 2y DE.	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20800-30	Muskwa-Kechika management area	Superseded by 20000-25 Ad-hoc analysis projects. Retention changed from CY+1y 2y DE.	SO nil DE
20850 LIABILITY MANAGEMENT – NEW PRIMARY			
20850-03	Security deposit files	NEW. Supersedes 21900-03.	SO+1y 9y DE
20850-20	Corporate asset files for orphaned or at risk sites	NEW	SO nil DE
20850-21	Corporate asset files for transferred assets	NEW	SO nil OD
20900 ROAD REGULATION AND MONITORING			
20900	PETROLEUM DEVELOPMENT ROAD (PDR) APPROVAL	Primary title change to ROAD REGULATION AND MONITORING. This reflects the fact that PDR's are no longer issued, they are now simply "road permits", and permit approvals are scheduled under 20200.	
20900-07	Sierra Yoyo Desan (SYD) road	Secondary closed. NOTE: This classification would cover topical material. Commission records related to issuing this road permit, and subsequent material, should be on the PDR Road file, under 20900-20. The retention for 20900-20 is SO+5y nil FR.	Unchanged.

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
20900-20	Petroleum development roads (PDR) – paper	Secondary renamed to Road files. Scope changed: original PDR files contained both the application and activity, whereas new road files contain the activity information, and the permit approval is classified under 20200-20. SO trigger defined. (supersedes 20900-35)	Unchanged
20900-25	Petroleum development roads (PDR) - electronic	Secondary is closed because these are no longer being issued. Retention is SO nil DE. Did not merge this classification with the paper because the data had been appraised as DE, and the nature of the data hadn't changed to warrant re-appraisal (the "official" PDR file was maintained in paper format).	
20900-30	Road use permits – paper	Superseded by 20200-20 Application files. Retention changed from SO+1y nil DE.	SO nil SR
20900-35	Road use permits – electronic	Superseded by 20200-20 Application files. Retention changed from SO nil DE.	SO nil SR
21000 PIPELINE REGULATION AND MONITORING			
21000-03	Bridge crossings	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21000-05	Pipeline codes and standards	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21000-06	Pipeline index	<p>Secondary is closed - indexes are no longer created.</p> <p>Original SR criteria: The government archives will selectively retain the pipeline index because it provides access to pipeline projects - paper (secondary 21000-35) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) pipeline index with each accession of pipeline projects - paper files. If the pipeline index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	Original retention (unchanged): SO nil SR
21000-07	Pipeline information bulletins	Secondary is superseded by 21600-06 External communications. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21000-09	Tank farms	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21000-20	Companies	Secondary is closed (it can still be applied to offsite records). Company files are now classified under 20000-20 Corporate Registry. Retention changed from SO 5y DE.	SO nil DE
21000-25	Emergency response plans	Secondary superseded by 20750-20 Emergency response plans (ERP's).	Unchanged
21000-30	Environmental assessment projects	Secondary closed. Function transferred to Major Projects, which will be covered in future ORCS amendment.	
21000-35	Pipeline projects - paper	Name changed to Pipeline projects. Supersedes -40 Pipeline projects – electronic.	SO nil FR
21000-40	Pipeline projects – electronic	Superseded by -35 Pipeline projects. Retention changed from SO nil DE.	SO nil FR
21000-45	Pipeline incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21000-50	Pipeline incidents – electronic	Superseded by secondary 20750-45.	Unchanged.
21000-55	Pipeline Information System (PLS)	Secondary is closed. The data in PLS was migrated to KERMIT when the system was decommissioned.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21100 POLICY AND PROCEDURE DEVELOPMENT			
21100-00	Policy and procedures	Scope expanded to cover all policy and procedures for the Commission. Simplifies scheduling when many products span multiple primaries.	Unchanged.
21100-02	Checklists	Closed, as there is no evidence of use. Newly created lists may be scheduled under 100-05.	Unchanged.
21100-20	Guideline and policy development files	Added SO trigger. Retention changed from SO+2y 5y DE.	SO 5y DE
21100-25	Levies and fees	Secondary closed. Levies and fees, per OGAA, are now established in regulation; files relating to amendments to levies and fees are scheduled under ARCS primary 140.	Unchanged.
21200 PRODUCTION MONITORING – PRIMARY IS CLOSED			
21200-02	Crown petroleum natural gas rights	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material. . (Ministry of Energy, Mines and Petroleum Resources is responsible for this function)	Unchanged.
21200-03	Drilling activity	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21200-04	Gas production and reserves	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-06	Numerical simulation	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-07	Oil and gas activity	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-08	Oil production and reserves	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-10	Periodic progress reports	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-11	Revenue	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21200-13	Statistics	Superseded by 20000-10 Statistical and activity reports.	Unchanged.
21200-15	Studies and analysis	Closed because secondary is unused. Ad hoc analysis projects are classified under 20000-02. Studies and research will be properly covered in future ORCS amendment.	Unchanged.
21200-20	Petroleum Information Management System (PIMS)	Secondary is closed. Data was migrated to Kermit when the system was decommissioned.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21200-30	Production audits	Secondary is closed – no longer doing these.	Unchanged.
21300 PROJECT FUNDING – PRIMARY CLOSED			
		<p>Primary is closed because the original funding program, SCEK, was superseded by the BC Oil and Gas Research and Innovation Society (BC OGRIS), which acts as an independent society. The commission no longer receives the project applications, as outlined in the original schedule.</p> <p>Commission staff who are on a BC OGRIS committee or board will schedule their records under ARCS primary 200.</p>	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21300-20	Environmental fund projects - pending/approved	<p>Secondary is closed.</p> <p>Original SO: when project is complete</p> <p>Original SR criteria: The government archives will selectively retain environmental fund project records. Only a copy of each final project report will be fully retained. The research documented in these reports has ongoing scientific value. These reports also provide detailed information about the type of projects funded by the commission and its industry partners. All remaining records, including applications for funds and administration of funds, may be destroyed. A summary list of approved projects and amounts awarded is available in the commission's annual report (secondary 21600-20) that is fully retained by the government archives.</p> <p>At the time of transfer to off-site storage commission staff will box final reports separately from other records that will be destroyed.</p>	Original retention (unchanged): SO+1y 6y SR
21300-30	Environmental fund projects - rejected/discontinued	<p>Secondary is closed.</p> <p>Original retention: CY+1y 4y DE.</p>	Unchanged
21300-40	Other funded projects	<p>Secondary is closed.</p> <p>Original retention: CY+1y 2y DE.</p>	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21400 RESERVOIR REGULATION AND MONITORING			
21400-02	Acid gas	Covers acid gas progress reports. Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-03	Annual pressure survey schedule	Superseded by 21900-20 Well authorization files. Retention changed from SO NA NA.	SO nil FR
21400-04	Concurrent production	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-06	Gas cap production	Superseded by 21900-20 Well authorization files. Retention changed from SO NA NA.	SO nil FR
21400-08	Good engineering practice	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-09	Hydrocarbon and by-products reserves report	Superseded by 21600-20 Annual activity reports. Retention changed from SO NA NA.	SO nil FR
21400-10	Pool drainage	Superseded by ARCS 358-20 Library/topical reference material. Retention changed from SO NA NA.	SO nil DE
21400-11	Storage of hydrocarbons in underground formations	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21400-13	Waterflood	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-20	Commingling	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-30	Field designations	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-35	Reservoir analysis and management files	NEW	SO nil FR
21400-40	Natural gas allowable production	Title changed to Production allowable reports. Retention changed from SO NA NA.	SO 7y DE
21400-50	Pool designations and lists	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21400-60	Reservoirs	Superseded by -35 Reservoir analysis and management. Retention changed from SO NA NA.	SO nil FR
21500 RIG REGULATION AND MONITORING – PRIMARY CLOSED			
21500-03	Rig activity	Secondary is superseded by 21900-30 Well authorizations. Rig activity information is received through e-submission and filed to the well file.	SO nil FR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21500-05	Rig lists	Secondary is closed – weekly rig activity lists are no longer being produced. Original retention was CY+1y 2y DE.	
21500-20	Rigs	Secondary is closed – rig information is being maintained on the well file, under 21900-30.	SO nil FR
21500-30	Rig incidents	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21600 STAKEHOLDER RELATIONS			
		Primary title changed from STAKEHOLDER COMMUNICATION.	
21600-02	Commissioner's update	Secondary closed – now part of the Pipeline newsletter, under ARCS primary 312.	
21600-05	Information bulletins	Superseded by 21600-06 External communications. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21600-06	Information letters	Title change to External communications. Supersedes 21600-05 Information bulletins. Retention changed from CY+1y 2y DE.	CY+3y 6y FR
21600-10	Preliminary mediation	Secondary closed – not a process that is used anymore.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21600-12	Public involvement guideline	Secondary closed – not being produced anymore.	
21600-20	OGC annual reports and service plans	Title changed to Annual activity reports. SO trigger defined.	
21600-25	Pre-application issues case files	SO trigger defined.	SO nil DE
21600-30	Report development files	NEW	SO nil DE
21600-35	Stakeholder issues	NEW	SO nil DE
21600-40	Strategic engagement projects	NEW	SO+7y nil DE
21700 TIMBER CUTTING LICENSING			
		Primary title changed from TIMBER CUTTING LICENCE MONITORING.	
21700-02	Forest Practices code	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21700-03	Master License Index	Secondary is closed – no longer maintaining this index.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21700-20	Master licenses to cut – paper	Title changed to Master licenses to cut. Retention changed from SO+2y 3y DE to reflect current practice.	SO nil DE
21700-25	Master licenses to cut – electronic	Secondary closed – not used in IRIS, as indicated. If Master License to Cut data is created, it will be scheduled under -20.	
21800 WASTE REGULATION – PRIMARY CLOSED			
21800-02	Contaminated sites	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-03	Deep well disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-04	Drilling spills	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-05	Drilling waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21800-07	Emissions	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material	Unchanged
21800-09	Land spraying while drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21800-10	Operator registration lists	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-12	Sour liquids	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-13	Special waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-14	Storage of waste	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-16	Waste discharge	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-17	Water disposal	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21800-20	Waste management permits	<p>Secondary superseded by 20200-20 Application files.</p> <p>This secondary was established before the Commission began issuing waste management permits.</p> <p>Retention changed from SO+1y 5y DE</p>	SO nil SR

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900 WELL REGULATION AND MONITORING			
21900-02	Coalbed Methane (CBM)	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-03	Drilling deposits	Superseded by 20850-03. Retention changed from FY+1y 5y DE	SO+1y 5y DE
21900-04	Drilling reports	Superseded by 21900-30, because drilling reports are part of the well file. Monthly drilling reports exported from IRIS are covered by 20000-10.	SO nil FR
21900-05	Drilling techniques and technology	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-08	Field pressures	Superseded by 21900-30. Field Pressures are filed onto the appropriate well files. Retention changed from CY+2y 3y DE.	SO nil FR
21900-09	Offshore drilling	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-13	Segregation tests	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900-14	Sour gas	Closed. Use ARCS 358-20 Library/topical reference material for new / onsite material.	Unchanged
21900-15	Spacing and target areas	Superseded by 21400-35 Reservoir analysis and management Retention changed from CY+4y nil DE	SO nil FR
21900-17	Well index	<p>Secondary is closed - indexes are no longer created.</p> <p>SR: The government archives will selectively retain the well index because it provides access to well authorizations - paper (secondary 21900-30) records that are retained by the government archives.</p> <p>Commission staff will transfer a copy of the current (at the time of transfer) well index with each accession of well authorizations - paper files. If the well index is discontinued, the last version of the index will be fully retained. All other versions may be destroyed because the list is cumulative and the information will be captured in the versions that are fully retained.</p>	Original retention (unchanged): SO nil SR
21900-18	Well name changes and transfers	Superseded by 20200-18 Name changes, transfers and amalgamations.	CY+2y 10y DE
21900-20	Emergency response plans – drilling and completion	Secondary superseded by 20750-20 Emergency response plans (ERP's). Retention changed from SO+1y nil DE.	SO nil DE

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
21900-30	Well authorizations – paper	Title changed to Well authorization files. Supersedes -04 Drilling Reports, -08 Field Pressures, -35 Well authorizations – electronic, and 21500-05 Rig activity. SO trigger redefined. Retention changed from SO+1y 10y FR.	SO nil FR
21900-35	Well authorizations – electronic	Superseded by -30 Well authorizations. Retention changed from SO nil DE.	SO nil FR
21900-40	Well incidents – paper	Secondary superseded by 20750-45 (incidents are not separated by the type of activity they relate to). Retention changed from SO+2y 10y DE.	SO nil DE
21900-45	Well incidents – electronic	Superseded by secondary 20750-45.	Unchanged
SYSTEM OVERVIEW SECTION			
	Application Management System (AMS)	NEW	
	Geographical Oracle Access Tool (GOAT)	System overview closed; GOAT has been replaced by Whistler, which will be covered in a future ORCS amendment.	
	Integrated Resource Information System (IRIS)	AMENDED	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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

APPENDIX A: Summary of Amendments to the OIL AND GAS REGULATION ORCS

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
	KERMIT	NEW	
	Petroleum Information Management System (PIMS)	System overview closed; PIMS has been decommissioned.	
	Pipeline Information System (PLS)	System overview closed; PLS has been decommissioned.	
	Oil and Gas Commission Website	Overview closed as it is no longer applicable. The Commission website is undergoing a complete overhaul at the time of ORCS amendment, and will be appraised in a future amendment.	

Any records in offsite storage that are classified by a secondary that is now closed may finish their lifecycle with the original retention.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20000	OIL AND GAS REGULATION - GENERAL		
25000-01	General <i>(throughout the ORCS)</i>	CY+1y nil DE	Keep for two years, and then destroy.
20000-02	Ad-hoc analysis projects	SO nil DE	When the project relates to a plan or policy, keep until it has been abandoned or approved, and there is no need to refer to the records; and for all other ad hoc analysis projects, keep until they no longer have reference value, and then destroy.
20000-06	Notebooks	SO nil DE	Keep until you do not refer to them, and then destroy.
20000-07	Oil and Gas Commission website	SO nil DE	Webpages will be deleted as they are updated, redesigned or closed.
20000-10	Statistical and activity reports <i>(ad hoc, statistical and routine reports (i.e. weekly/monthly/quarterly) that are not part of an operational file, such as a compliance file or well file)</i>	SO nil DE	Keep until no longer required for statistical, reporting or analysis purposes, and then destroy.
20000-20	Corporate Registry	SO nil DE	Keep until it has been five years since the company ceased operations in the province, or, for longstanding companies, when 12 years have elapsed from the receipt of the information. Then destroy.
20000-40	OGC Board of Directors files	FY+1y 8y FR	Keep for ten years, and then transfer to the government archives.
20000-40	Compliance evaluation files <i>(for the compliance work done outside of the C&E team, or in conjunction with them)</i>	SO nil DE	Keep until any outstanding issues have been resolved, and when no longer useful for researching a company's compliance history, and then destroy.
20100	INDIGENOUS RELATIONS		
20100-20	Indigenous relations	SO nil FR	Keep until no longer required to support the Commissions' relationship and document the history with Indigenous communities, and then transfer to the government archives.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20100-40	Cultural awareness and training	SO nil DE	Keep until no longer used or referenced, and then destroy.
20200	APPLICATION REVIEW		
20200-05	Cancelled, expired, or refused applications	SO nil DE	Keep until four years has elapsed and no activity has occurred since application approval, or since refusal of the application, and then destroy.
20200-18	Name changes, transfers and amalgamations	CY+2y 10y DE	Keep for 12 years, and then destroy.
20200-20	Applications <i>(Covers all permits and licence applications received and approved by the Commission)</i>	SO nil SR	Keep until all permits and licences have expired, conditions have been met, and, where relevant, the retentions in the associated activity files have expired. Keep archaeological permits until no longer required to provide evidence of permitted archaeological activities. Then most applications will be transferred to the government archives. <i>(see ORCS for details)</i>
20200-40	Application review working files <i>(Covers the working files of anyone in the Commission who is part of the application review process.)</i>	SO nil DE	Keep until you are no longer referring to them, usually after application is approved and activity has commenced, and then destroy.
20250	ARCHAEOLOGICAL ACTIVITY MONITORING		
20250-05	Borden numbers	Cy+1y nil DE	Keep for two calendar years, and then destroy.
20250-10	Final archaeological reports	SO nil DE	Keep until no longer useful for reference purposes, and then destroy.
20250-20	Declined, cancelled or withdrawn archaeological permits	SO nil DE	Keep until no longer required for reference when reviewing subsequent archaeological applications, and then destroy.
20300	COMPLIANCE AND ENFORCEMENT		
20300-05	Complaints	SO nil DE	Keep until complaint is closed and is no longer required for statistical reporting or trend analysis, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20300-40	Enforcement case files	CY+14y nil DE	Keep for 15 years, and then destroy.
20300-45	Compliance issue and topic files	SO nil DE	Keep until reference value has expired, and then destroy.
20300-50	Compliance site inspections	SO nil DE	Keep for inspections associated with a permitted activity, when the retention period for the activity (such as a well authorization) has expired; for general inspections not associated with a permitted, when 10 years have elapsed since remediation actions were completed, and then destroy.
20300-60	Contravention decisions	SO+10y nil FR	Keep for 10 years after administrative penalties have been paid and review and appeal periods have expired, and then transfer to the government archives.
20300-65	Orders	SO+10y nil FR	Keep for 10 years after conditions of the order have been satisfied and review and appeal periods have expired, and then transfer to the government archives.
20550	EXTERNAL AUDIT AND COMPLIANCE ASSESSMENT		
20500-10	Final reports	SO nil DE	Keep until no longer required for tracking a company's history of compliance with their regulatory requirements, and then destroy.
20500-20	Audit working files	CY+10y nil DE	Keep for 10 years after the audit year is complete, and then destroy.
20600	FACILITIES REGULATION AND MONITORING		
20300-30	Facility files	SO nil FR	Keep until the facility has been removed, the site has been restored, and the file is no longer required to document activities conducted on the site. Then transfer to the government archives.
20750	INCIDENT AND EMERGENCY RESPONSE		
20750-05	Company correspondence	CY+9y nil DE	Keep for 10 years, and then destroy.
20750-07	Emergency Management BC reports	CY+1y nil DE	Keep for 2 years, and then destroy.
20750-20	Emergency response plans (ERP's)	SO nil DE	Keep until there have been three subsequent plans received, or when the asset that the supplemental plan relates to has had a certificate of restoration issued or remedial actions completed.
20750-30	Exercise evaluations	SO nil DE	Keep until no longer required to monitor whether a company is meeting response objectives and commitments; this will usually be two full exercise cycles (6 years), and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
20750-45	Incident files	SO nil DE	Keep until the incident is complete, and the information is no longer relevant for site reclamation, and then destroy.
20750-50	Major incident and emergency response files <i>(covers the records of the EOC)</i>	SO nil FR	Keep until the incident is complete, and the information is no longer relevant for site reclamation, and then transfer to the government archives.
20850	LIABILITY MANAGEMENT		
20850-03	Security deposit files	SO+1y 9y DE	Keep for 10 years after the security has either been returned to the company, transferred to another operator, or transferred to the Orphan Site Reclamation Fund, and then destroy.
20850-20	Corporate asset files for orphaned or at risk sites	SO nil DE	Keep until no longer useful to support the transfer of the site or the reclamation of the orphaned site, and then destroy.
20850-21	Corporate asset files for transferred assets	SO nil OD	Keep until the ownership of the asset has been transferred to the responsible party / new permit holder, and then transfer the file/s to them.
20900	ROAD REGULATION AND MONITORING		
20900-20	Road files	SO+5y nil FR	Keep for 5 years after the road has been cancelled or deactivated, and restoration is complete, and then transfer to the government archives.
21000	PIPELINE REGULATION AND MONITORING		
21000-35	Pipeline projects	SO nil FR	Keep until the pipeline has been removed, or no longer exists, and then transfer to the government archives.
21100	POLICY AND PROCEDURE DEVELOPMENT		
25100-00	Policy and procedures – final <i>(covers both internal and external policies, guides, manuals, best practices, etc.)</i>	SO 5y FR	Keep 5 years after the policy is replaced or becomes irrelevant; for policy/procedures which are required to provide point-in-time evidence, such as environmental and wildlife policy, when no longer needed to provide evidence for decisions, then transfer to the government archives.
25100-20	Policy, guideline, and procedure development files	SO 5y DE	Keep for 5 years after the final product is approved and distributed, or abandoned and when no longer referred to, and then destroy.
21400	RESERVOIR REGULATION AND MONITORING		
21400-25	Geological topical files	SO nil DE	Keep until no longer useful for reference purposes, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
21400-35	Reservoir analysis and management	SO nil FR	Keep: <ul style="list-style-type: none"> records relating to production management, such as GEP's, until it has been 20 years since pool abandonment; records relating to projects that resulted in a changed subsurface environment or have potential safety considerations in future activities, such as disposals and waterflood projects, until no longer required to provide evidence of the activities; records which document the composition and structure of the field or pools, until that information is no longer required. Then transfer to the government archives.
21400-40	Production allowable reports	SO 7y DE	Keep for 7 years after the end of the production year, and then destroy.
21600	STAKEHOLDER RELATIONS		
21600-06	External communications	CY+3y 6y FR	Keep for 10 years, and then transfer to the government archives.
21600-20	Annual activity reports <i>(this covers all Commission reports produced on an annual basis)</i>	SO nil FR	Keep until no longer when being used for trend analysis and understanding Commission and activity history, and then transfer to the government archives.
21600-25	Pre-application issues case files <i>(this applies to landowner liaison case files and includes archaeology as well)</i>	SO nil DE	Keep until the issue is resolved or no longer relevant, or the permit is approved and activity has commenced, and when no longer needed for reference and tracking purposes. Then destroy.
21600-30	Stakeholder issues <i>(covers the resolution of issues and concerns that are not related to specific permits, applications, or part of the pre-application process)</i>	SO nil DE	Keep until issue is resolved or no longer topical, and when no longer needed for reference purposes, and then destroy.
21600-35	Strategic engagement projects	SO+7y nil DE	Keep for seven years after the project is completed, cancelled, or abandoned, and then destroy.

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

APPENDIX B: SUMMARY OF RETENTIONS – please refer to the ORCS document for classification details.

Classification	Classification Title	Retention	Retention (in narrative form)
21600-40	Report development files <i>(this covers the development / draft material for producing the annual reports under -20.)</i>	SO nil DE	Keep until report has been published, or abandoned, and when development material is no longer required for reference purposes, and then destroy.
21700	TIMBER CUTTING LICENSING		
21700-20	Master licences to cut	SO nil DE	Keep until replacement master license is issued, and then destroy.
21900	WELL REGULATION AND MONITORING		
21900-30	Well authorization files <i>(there is a clarifying note in the ORCS describing why this will be an indefinite period)</i>	SO nil FR	Keep until a certificate of restoration is issued, and the well information is no longer needed for environmental and safety management, then transfer to the government archives.

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

Summary Details of Request

File Number:	Applicant Type:	Request Wording:	Date Released:
BCER2024-001	Interest Group	<p>Copies of the following:</p> <ul style="list-style-type: none">• delegation of authority charts for the <i>Information Management Act</i>, as applicable.• interoffice memoranda about freedom of information and records/information management.• Metadata Application Profiles and records disposition models, as well as associated policies and procedures and implementation plans and reports.• office of primary responsibility designations/matrices.• policies and procedures regarding eDiscovery/Legal Requests for Records; and• technical manuals for records management systems. <p>Date Range: 1 January 2021 to 21 May 2024</p>	Jul 10, 2024