

OFFICE RECORDKEEPING SYSTEM

In the B.C. Government, the requirements for establishing office recordkeeping systems are set in the following legislation, policy and standards:

- *Document Disposal Act, Freedom of Information and Protection of Privacy Act;*
- *Core Policy and Procedures Manual Chapter 12, Information and Technology Management Supplemental Manual;* and
- *Administrative and Operational Records Classification Systems (ARCS and ORCS)*

*An office recordkeeping system is a shared ARCS /ORCS based filing system in which **non-transitory** records are created, protected, retained and destroyed in accordance with legal retention schedules.*

ARCS and ORCS combine a records classification/filing system with retention and disposition schedules for government records.

A **classification system** identifies and describes the records created by offices.

A **records retention and disposition schedule** gives the timetable governing the life span of a record from creation, through active use within an office and retention in off-site storage, to destruction or transfer to the government archives.

All ministries must establish their office recordkeeping systems in accordance with ARCS and ORCS.

*Records that have only short-term or temporary usefulness are considered to be '**transitory records**' and may be disposed of when no longer needed. Since they will not become part of a final record of decision, and do not fulfill any administrative or operational functions, they do not need to be filed in the office recordkeeping system and should be destroyed when no longer needed. For more information see the special schedule for [Transitory Records](#)*

TYPES OF OFFICE RECORDKEEPING SYSTEMS: LIMITATIONS AND CAPABILITIES

- **Hardcopy:** ARCS and ORCS paper files. Printing and filing records can be a suitable approach for some types of records, but is not viable for many categories of electronic

INFORMATION ACCESS OPERATIONS

FACT SHEET # 1

records. It is also not consistent with key government goals for more fully electronic operations, reduced carbon emissions, enhanced information sharing, etc.

- **LAN (Local Area Network):** drives or SharePoint sites organized and administered in accordance with *ARCS* and *ORCS*. This method may be viable for limited volumes and types of electronic records, or suitable as an interim approach pending use of a fully-functional recordkeeping system (i.e., EDRMS TRIM)

EDRMS (TRIM): a comprehensive recordkeeping system with a full range of records management tools including a classification table (*ARCS* and *ORCS*); linked retention schedules; and sophisticated searching and retrieval functions. EDRMS TRIM enables integrated management of both physical and electronic records.

HP TRIM (Total Records and Information Management) software has been designated the standard Enterprise Document and Records Management System (EDRMS) for the B.C. Government.

RESPONSIBILITIES:

- **Employees** are responsible for documenting their work and filing the records they create or receive 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.

ADDITIONAL INFORMATION:

If you need more information or assistance with managing your records, please contact your Ministry or Corporate Records Officer.

For more information about *ARCS*, *ORCS*, EDRMS (TRIM), and relevant records management concepts, policies and standards, visit the [IAO Records Management website](#).