



Standard – Operational Records

6003.00.32

Issued By: The Office of the Corporate Chief Information Officer

1. Effective Date

This standard took effect on June 5, 2007. The revisions to this standard take effect on the date approved below.

2. Application

This standard applies to all government bodies as identified in the *Archives Act*.

3. Context

The purpose of this standard is to establish a government-wide records classification system for identifying, describing, organizing, classifying, managing, and disposing of the operational records of the Government of the Northwest Territories.

4. Statement

The Operational Records Classification System (ORCS) is the standard classification system and retention and disposition schedule for operational records for government bodies.

5. Implementation

Government bodies shall identify, describe, classify, organize, retain, and dispose of their operational records according to the classification system and retention and disposition schedules set out in their ORCS.

A government body's ORCS must be developed and approved pursuant to the ORCS Development Guideline, 6003.00.25 and the Records Scheduling Policy, 6003.00.24.

Each government body shall maintain the original ORCS document and shall review their ORCS at least once every five years to ensure that the descriptions of the information and the retention periods are still valid.

6. References

Records scheduling is subject to a number of provisions, as established by the Acts and policies outlined in Appendix B.

7. Monitoring and Reporting

There are no monitoring or reporting requirements.

8. Enquiries

All enquiries regarding this standard should be directed to the Department of Infrastructure, Corporate Information Management Division.

9. Approval

This standard is effective from the date approved below.

Corporate Chief Information Officer	Signature	Date
Chair IPC		2018-09-12

Appendix A

Definitions

Final disposition is the final action taken with regard to a group of records after their inactive phase has ended. It may be either destruction or transfer to the NWT Archives.

Government body means (a) a department, branch or office of the Government of the Northwest Territories, (b) an agency, board, commission, corporation, office or other body designated in the regulations to the *Archives Act*, or (c) the office of a member of the Executive Council.

Operational Records Classification System (ORCS) is the government-wide standardized system for the classification, filing, retrieval, retention and disposition of operational records. Each government body will have one or more ORCS. Operational records are those records which relate to the operations and services provided by a government body in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization.

Record is a record of information, regardless of its form and characteristics, the means by which it was created and the media on which it may be stored and, without limited the generality of the foregoing, include (a) a document, book, ledger, photograph, image, audio-visual recording, x-ray, map and drawing, and (b) a record created or stored in digital or other intangible form by electronic means, but does not include software or a mechanism that produces records.

Records Disposition Authority (RDA) a plan respecting the preservation and destruction of public records as described in the *Archives Regulations*, which must (a) include a comprehensive description of each class of public records; (b) specify the criteria for determining whether a class of public records should be preserved or destroyed; and (c) specify the minimum periods during which the government body must retain each class of records that it intends to destroy.

Retention period refers to the length of time a record must be retained in order to satisfy administrative, fiscal, legal and research requirements of a government body. Retention periods are usually specified in number of years or by reference to the termination of a project or event.

Appendix B

References

Archives Act sets the legal framework for disposing, transfer, custody and access to records;

Recorded Information Management Policy (6003.00.18) guides government bodies in the management of their recorded information (regardless of format) and defines the authority and accountability framework;

Records Scheduling Policy (6003.00.24) guides government bodies in the classification, retention, and final disposition of government records;

Guidelines – ORCS Development (6003.00.25) provides guidance on the development and formatting of an Operational Records Classification System.