

1. Statement

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.

2. Standard

The Operational Records Classification System (ORCS) is the standard classification system and retention and disposition schedule for operational recorded information for departments of the GNWT.

3. Supporting Documentation and Information

- a. Policy - Recorded Information Management. 6003.00.18
- b. Policy - Records Scheduling. 6003.00.24
- c. Guideline - ORCS Development. 6003.00.25
- d. Standard - Administrative Records. 6003.00.19

4. Definitions

Operational Records Classification System (ORCS)

A standardized system for identifying, describing, organizing, classifying, managing, and disposing of all types of operational (program) records.

Operational Records

Records which relate to the operations and services provided by a department or agency 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.

Records Disposition Authorities (RDA)

A list of public records which indicates and authorizes the length of time a particular series of records should be maintained in the active area of the department, the length of time they should be maintained in semi-active storage, and identifies the final disposition action for the records series; destruction or archival selection.

5. Implementation

Departments shall identify, describe, classify, organize, retain, and dispose of their operational recorded information according to the classification system and retention and disposition schedules set out in their Departmental ORCS.

Departmental ORCS must be developed and approved pursuant to the ORCS Development Guideline, 6003.00.25 and the Records Scheduling Policy, 6003.00.25.

Each department shall maintain the original ORCS schedule and shall review their records disposition authorities at least once every five years to ensure that the descriptions of the information and the retention periods are still valid.

Departments may apply this standard to Boards and Agencies at their discretion.

Chairman of the Informatics
Policy Committee (IPC)