

McGill University Archives - Office Records Classification Systems

Office Records



Faculty Classification Systems: A Structural-Functional Approach

Digital records, paper files, mail servers within a one classification system

Among the challenges facing McGill offices is the management of a diversity of record formats held in independent systems (email, network drives, paper files) and the lack of a classification plan to facilitate data sharing, export, and preservation.

Pending the selection of a document management application, academic departments may benefit from the interim implementation of a simple taxonomy or classification for the organization of its records – this taxonomy should be based on the major office functions, organizational structures and related activities, irrespective of the record type (digital or paper) or where they are stored (filing cabinet, mail server or local area network).

This plan is structured around the basic functions of a faculty - the records are created to support these functions and therefore anyone with a basic idea of the work processes of the office can file and retrieve the records. Offices wishing to use this interim strategy may wish to consult their system administrator and contact the University Archives (particularly if no standard filing system exists).

Sample Filing Classification Plan

This plan is generic and based on typical functions of a Faculty office (curriculum development, human resources life cycle). There are at least two levels within each major functional category. For electronic records (ie: office records on a directory), each classification heading is a directory or sub-directory.

Faculties Sample Filing Classification Plan

Administration – Files concerning the planning and financing of faculty activities, as well as relations with the higher administrative bodies, other faculties and academic departments of the Faculty.

- Planning
- Budget
- Executive and administrative bodies
- Faculties
- Academic Departments

Human Resources Life Cycle – Files concerning the life cycle of employment for academic and support staff.

Tenure

- Committees
- Case Files

Hiring

- Committees
- Case Files

Termination

- Committees
- Case Files

Support Staff

- Case Files

External Relations – Files documenting external relations of the Faculty in the areas of teaching, research and professional development.

Universities
Organizations
Events

Curriculum Development – Files concerning the evolution of curriculum

Committees
Case Files

Students – Files documenting the academic progress of students.

Case Files
Local Student Databases

Resource/Contact:

University Archives x 3772
www.archives.mcgill.ca

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