



## PVNC RECORDS AND INFORMATION CLASSIFICATION AND RETENTION SCHEDULE CLASSIFICATION SCHEME

The use of subject-based classifications is a standardized means of organizing records based on subject and function so that periods of retention can be applied.

This classification scheme is the basic foundation of the Board's Records and Information Classification and Retention Schedule (CRS), which can be accessed by all Board staff on the online employee HUB under "Records Lookup."

This classification scheme is hierarchical and flexible. This means the classification begins with broad subject codes, e.g. Administration, then becomes increasingly more specific e.g. Meetings, Staff Meetings. It is a flexible scheme in that it can be used in many different ways to best organize information.

The following ten subject codes are the first step in organizing records and information.

The subject codes are available as labels to adhere to file folders, binders and file dividers. Subject codes are also used to organize online documents and email messages.

**ADM**

**Administration:** Administrative operations under the authority of the Board.  
E.g. ADM – Staff Meetings

**COM**

**Communications & Public Relations:** The communication, promotion, and marketing of board and school activities, programs, and services. E.g. PUB – Media Relations

**CUR**

**Curriculum Programs:** The function of planning and implementing curriculum and curriculum related programs. E.g. CUR – Blended Learning

**FAC**

**Facilities Management:** The management and maintenance of assets and property, health, safety and security, and inspections and testing. E.g. FAC – Maps

**FIN**

**Finance:** Financial planning and reporting, and the administration of accounting, payroll and procurement. E.g. FIN – Board Budget

**GOV**

**Governance:** Corporate governance of the school board such as policy and bylaws.  
E.g. GOV – Standing Committee Agendas and Minutes

**HUM**

**Human Resources:** The management of employees in accordance with policy, procedure, and the law. E.g. HUM – Benefits Administration

**LEG**

**Legal Matters:** Legal matters as they relate to school board operations.  
E.g. LEG – Appeals and Hearings

**PLN**

**Planning and Research:** The undertaking of planning and research to support the operations of the school board. E.g. PLN – Enrolment Planning

**STU**

**Student Services:** Activities related to the provision of academic-based and other programs and services to students. E.g. STU – Registration

2.0 In addition to the subject code label, a second label is adhered that shows the content of the file called the “filename”. Filenames are found in the [Records Classification and Retention Schedule \(CRS\)](#) available on the HUB. There is no restriction to use only these filenames; other, more common terms can be used so long as the proper subject code label and the proper retention period are used.

The retention period is also recorded on the second label. Retention periods have been determined to ensure records are kept for the right amount of time based on statutory (e.g. Education Act), operational, or other needs. Refer to the [Records Classification and Retention Schedule \(CRS\)](#).

**EXAMPLE:**

FAC

- Holy Cross CSS Floor Plans
- Life of Facility + 6 yrs