

PVNC Catholic General Records and Retention Schedule (GRRS) 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 General Records and Retention Schedule (GRRS), which can be accessed by all Board staff on the online employee Dashboard 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

COM - Communications & Public Relations

CUR - Curriculum Programs

FAC - Facilities Management

FIN - Finance

GOV - Governance

HUM - Human Resources

LEG - Legal Matters

PLN - Planning and Research

STU - Student Services

The retention period is also recorded. Retention periods have been determined to ensure records are kept for the right amount of time based on statutory (i.e. Education Act), operational, or other needs. Refer to the General Records and Retention Schedule (GRRS).

Example:

Primary Subject	Secondary Subject	Responsibility	Min. Retention Period	Disposition
COM	Media Inquiries	Communication Services	Current Year + 1	Delete