

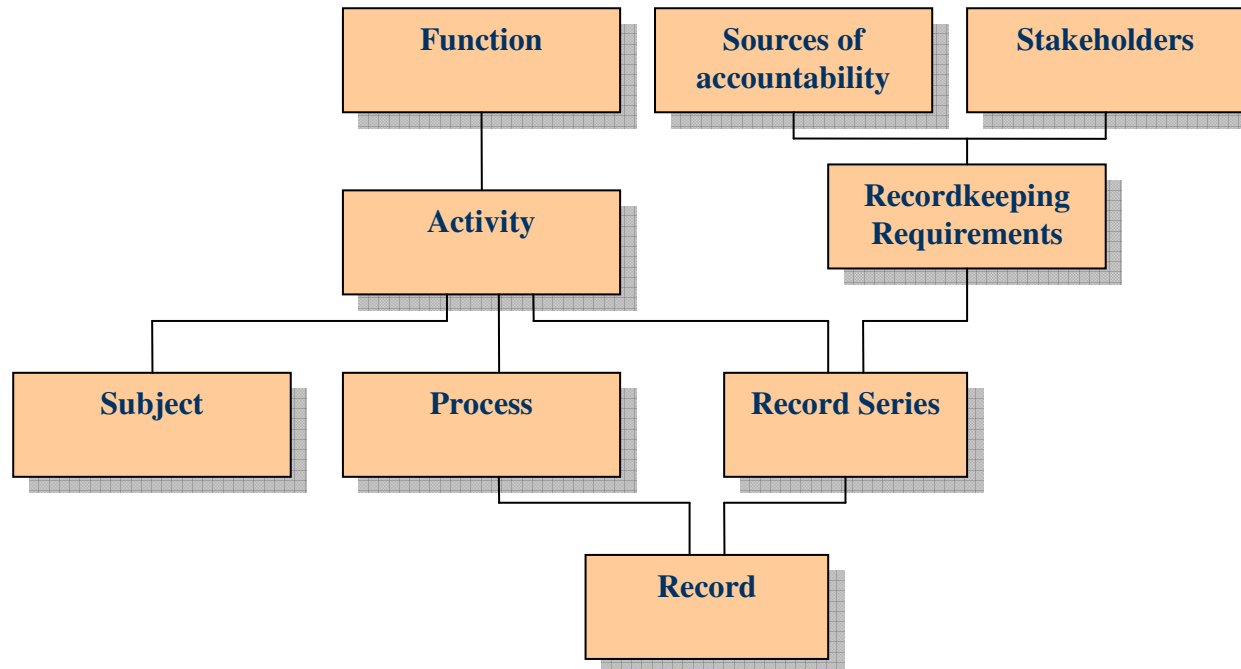
Classification

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Classification Scheme

- Central role in records management
 - Places information in context
 - Organise storage
 - Permits browsing for information
- Framework from which policies can be applied
 - Access Control
 - Retention & Disposal

Structure of the Intellectual Architecture for Records Management

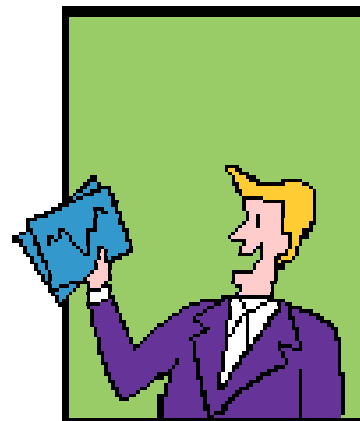
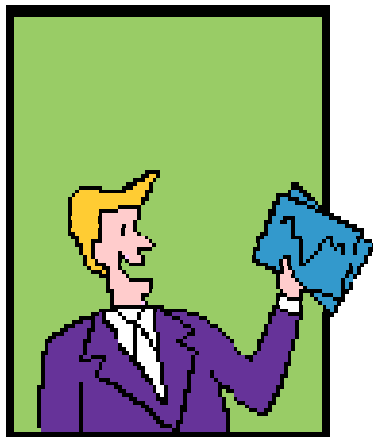


Impact of classification

- Classification allows for a single “virtual” repository
- Most staff see and use only a small portion of the classification scheme
- Staff only need to ensure information is stored in the correct place
 - Classification ensures correct policies are applied

Connections

- Sharing information
 - Both sender and receiver need to classify in the same way to effectively share information



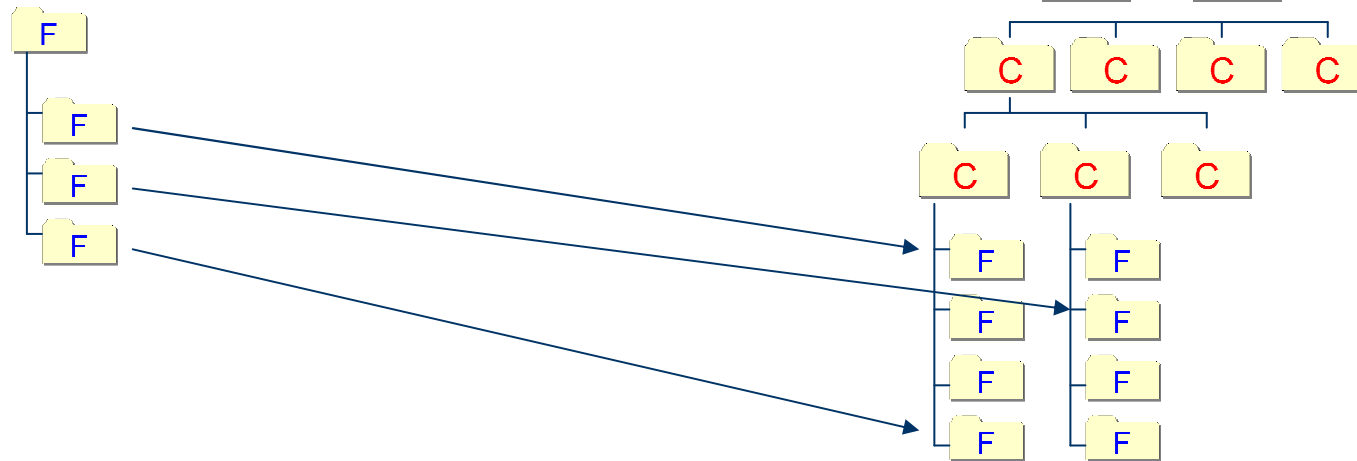
What is a File Plan

- It is a way of organising files and documents held by an organisation – both on paper and electronically
 - Gives records context
 - Allows for effective management of records
 - Assists in retrieving information
 - Implement an EDRMS

Aiding the User

- Scope Notes for each function, activity and class of information
- Brief description to give the user a sense of what information is covered
- Notes exceptions – hybrid records, links to similar classes

View onto a corporate fileplan



Developing a File Plan

- Review background material (mission statements, job descriptions, directory structures, list of registered files)
- Interview staff regarding functions, related activities and the records produced
- Discuss how users retrieve or share information – what metadata should be included

Local Government Classification Scheme

- Starting point for a classification scheme
- LGCS v1 developed by RMS
- LGCS v2 developed by IFC, reviewed by RMS
 - Separated series from functions and activities
 - Updated links to LGSL and IPSV

LGCS Plans

- New retention guidance being developed
 - Identified sources
 - Linked into functions and activities
- Will be published on RMS Website

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