

# Here's the Problem

Bob has retired from the Planning Department after 20 years



Carl has taken his position and is unable to find any files when needed because he doesn't know how and where Bob stored his files



Phil from the Recreation Department comes to the Planning Department to find a file but can't because there isn't any conformity across the organization





# File Classification and its Essentialness to Successful Records Management

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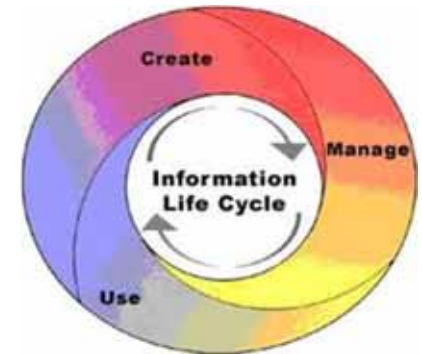


# Records Management

- ▶ Is the practice of maintaining documents from the time they are created until the time they are disposed of

This includes:

- ✓ Developing Policies and Procedures
- ✓ Document Creation
- ✓ File Classification
- ✓ Version Control
- ✓ Security
- ✓ Retention
- ✓ Lifecycle Changes (Active → Inactive → Archived)
- ✓ Disposal / Destruction



# What is File Classification?

- ▶ A logical and systematic arrangement for organizing documents and records
- ▶ A file arrangement that places logically related records in a predetermined sequence for easy retrieval when needed



# Creating / Designing a File Classification System

Documents/Records can be arranged several ways

This could include but not limited to:

- ✓ Department
- ✓ Subject
- ✓ Date
- ✓ Code
- ✓ Project
- ✓ Geographic Location
- ✓ Alphabetically



# How Does TOMRMS Work?

- ▶ Multi-Tiered System

- ▶ Primary Heading

This classification is functional, not organizational or departmental, and is indicated by an alphabetical character

- ▶ Secondary Heading

Indicated using a two digit number that are assigned according to municipal needs by the Records Coordinator

- ▶ Tertiary Heading

These are indicated using whatever method is most beneficial/useful for the User Department (date, subject, alphabetic, etc...)

- ▶ Scope Notes

Explain the types of documents/records to be filed under each heading, as well as those records to be excluded



# How Does TOMRMS Work? (cont'd)

## Also Includes:

- ✓ Policies and Procedures  
(responsibilities of staff members, document/record maintenance, lifecycle definitions, storage sites, etc...)
- ✓ Full Retention Schedule
- ✓ Alphabetic Cross Reference
- ✓ Citation Table
- ✓ Table of Contents



# TOMRMS Overview



# What are the Benefits of Using a File Classification System?

- ▶ Documents are stored in logical and systematic arrangement that make it possible to:
  - ✓ Locate documents/records in a timely manner
  - ✓ Uniform File Arrangements
  - ✓ Consistent Recordkeeping Procedures
  - ✓ Better Confidential File Security
  - ✓ Less Lost Files
  - ✓ Less Duplication of Files
  - ✓ Clear Definition(s) of Roles and Responsibilities of Staff
  - ✓ Move Documents/Records Through their Lifecycle (Active → Inactive → Archived or Disposed)



# What is an EDRMS

(Electronic Document and Records Management System)

- ▶ A computer based system for the organized storage of electronic and/or hardcopy documents and records

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# Benefits of an EDRMS

- ▶ Easier to “search”, “find” and “locate” files when needed
- ▶ Easy to distribute files to needed recipients
- ▶ Possible to set-up workflows making it easier to get assignments done and track progress
- ▶ Possible to automate processes
- ▶ Easy to apply security and access control settings
- ▶ No more lost files
- ▶ Save floor/filing space
- ▶ Easier to back-up files in case of disaster (off-site storage)
- ▶ Easier to meet government standards, regulations and policies



# How File Classification is Essential to an Efficient EDRMS

- ▶ In order to make an EDRMS function as effectively and efficiently as possible you must have:
  - ✓ A complete and efficient folder structure
  - ✓ Identify what is to be stored in the system and what's not (E-mails, Documents and/or Records, etc...)
  - ✓ Proper user and group settings
  - ✓ Appropriate metadata/index fields for documents
  - ✓ Predefined security/control settings
  - ✓ Identified roles and responsibilities for staff members
  - ✓ A PLAN FOR HOW THE SYSTEM WILL BE IMPLEMENTED (Departmentally, Entire Organization, User Based)



# Review of File Classification Inside of FileHold



Questions?

