

Description of Directory of Records Fields	
Title	Field Description
Purpose Statement	Describes the action or function that the records document.
Scope and Contents	Describes the type of records expected to be classified in the series. Specific document types and examples can be cited. Any useful contextual information related to the activity or function can also be included.
Primary Offices	The office or offices responsible for keeping the original and/or official versions of records, and responsible for carrying out the approved disposition of the records. The Primary Office is consulted when changes are proposed to the Directory (where “all offices” is indicated, a representative sample may be consulted). When Primary offices are disposing of records, they are required to apply for approval to dispose using the forms available here .
Secondary Offices	The office or offices which may hold duplicate copies of records that are to be maintained for shorter retention periods than original and/or official versions of records These offices are not required to apply for approval prior to disposing of these records, however they must adhere to the retention schedule.
Vital Records	Yes/No –Records that are necessary to re-establish or continue the business of the university in the event of a disaster, including those that are necessary to recreate the university's legal and financial position, necessary to preserve the rights of the university, its students and employees, and others associated with the university. A yes response implies special protections are in place to ensure the security and access of these records in recovery from a disaster or in time of emergency.
Electronic Systems	Lists University information systems or sub-systems (i.e. Banner Finance or Banner Student) that carry the records. Primarily enterprise systems but may include individual office systems where the system is determined to carry the authoritative record.
Retention rule	The instructions to primary and secondary offices regarding the length of time for which records should be kept.
Disposition	Disposal of the records no longer needed for day-to-day operations, through secure destruction or transfer to the University Archives. Archives may retain all of the records or a selection.
Appraisal Rationale	Describes the basis for the retention schedule: based on administrative, legal, and archival values.
Approval Date	Date of approval by the University President, which is the effective date of the rules established by the entry. Any extant records will immediately be subject to those rules.
Date of Last Review	Date series was reviewed for amendment (whether amended or not).
Security Classification	Classification per the University’s Information Security Classification Procedures . A security classification of Confidential or above requires that security measures be in place to protect the records from unauthorized access. Any Personal Information Bank will be at least Confidential.
Personal Information Bank	Yes/No - Is the series a Personal Information Bank? FIPPA defines a personal information bank as “ <i>a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual</i> ” (Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165, Part 6 – General Provisions)
Notes	Any useful information not covered in other fields: direction for classification, historical perspective etc.

Administration AD001 Administration General

The purpose of AD001 is to document administrative functions and activities not shown elsewhere in the Administration section.

Scope and Contents Records include general subject and convenience files relating to the administrative function.

Primary Offices
All Offices

Secondary Offices

Vital Records

Electronic Systems

Retention rule To be determined

Disposition

Retention/Disposition Rationale To be determined.

Approval Date not set

Date of Last Review not set

Security Classification [\(link\)](#)

Internal

Personal Information Bank

Notes