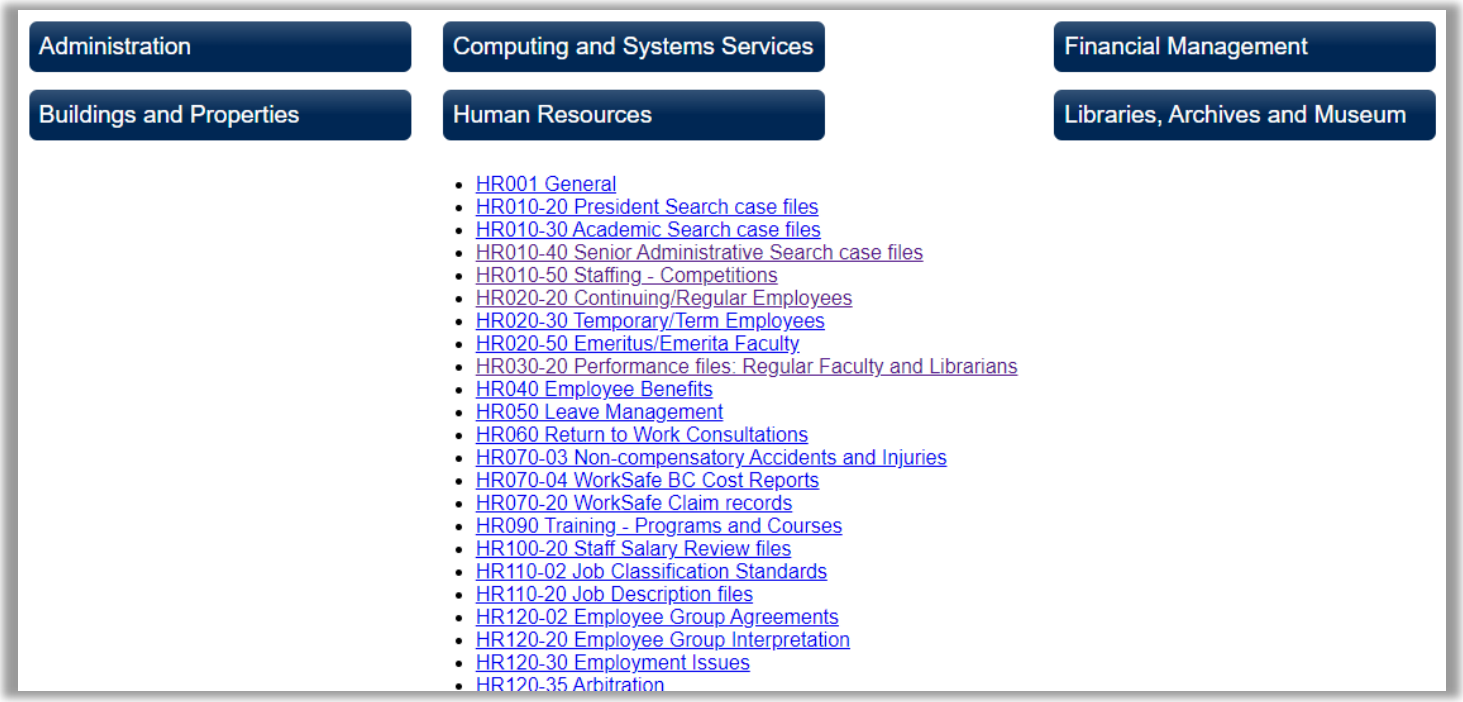
HOW TO SEARCH THE DIRECTORY OF RECORDS

From the Directory of Records main page, you have two methods of searching:

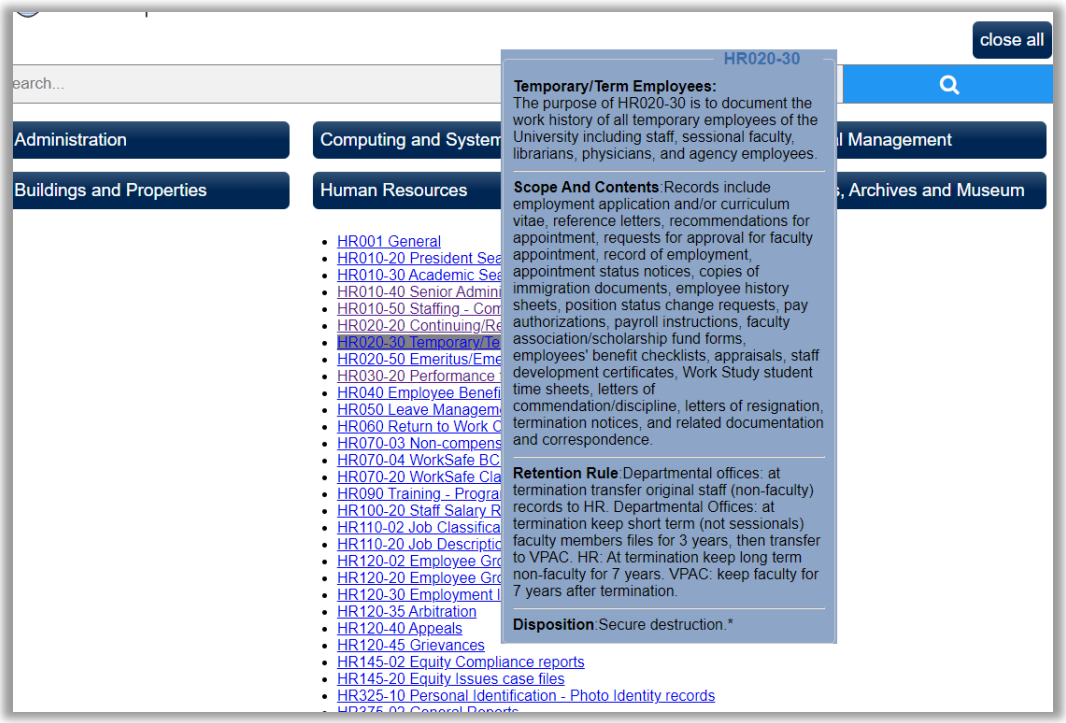
1. Browse Database:

This enables browsing and review of main topic headings. They exist as functional descriptions elated to the overall Directory Sections (i.e. Administration, Human Resources, Student Records).

Example: If you know the records you have are from Human Resources, click on the HR section and look for the most likely heading:



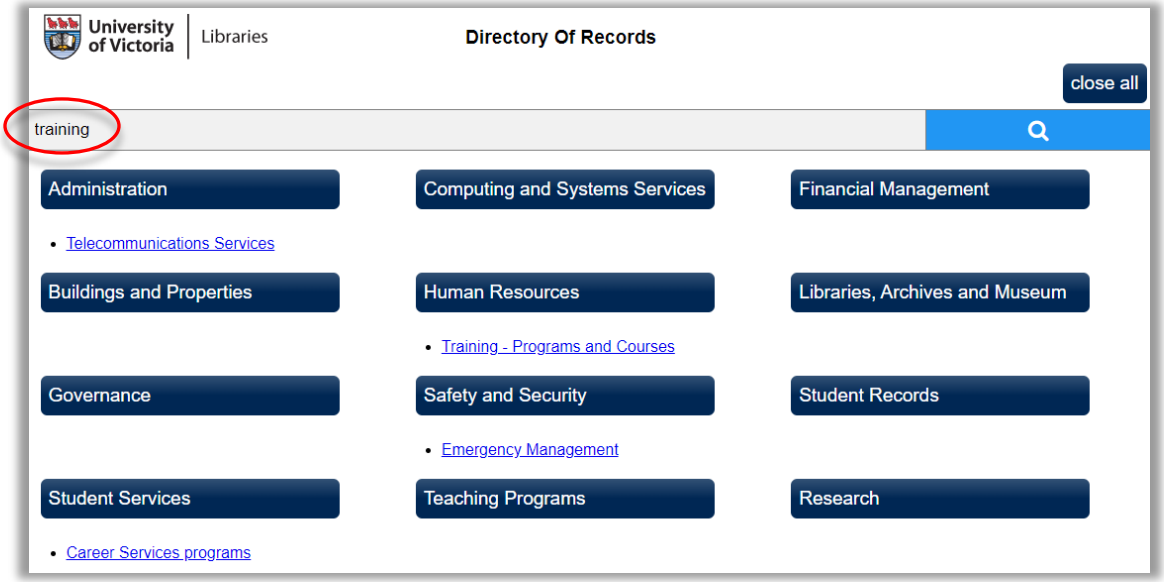
As you hover your mouse over each link, look through the Purpose Statement and Scope and Contents (the overall description of the series), to determine the best fit for the records.



2. Keyword Search:

The keyword search is a directed technique, and is most useful if you are unsure how records should be classified. The search will allow you to enter a keyword which will you can search all fields.

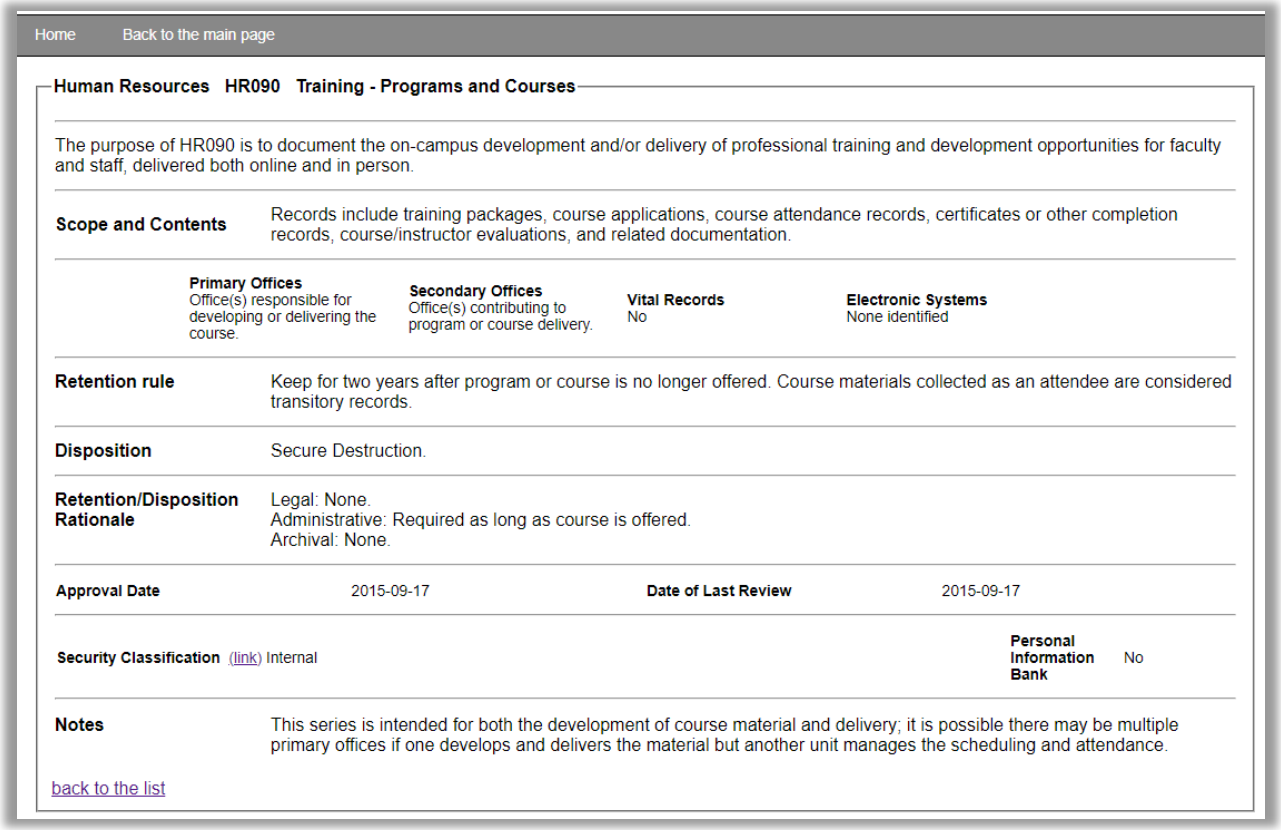
Example: If you need to classify a set of training records, you could start by searching all fields with the term "**training**" to see if a relevant entry appears:



Look through the Purpose Statements and Scope and Contents of the results to see if they correspond with the records.

When deciding how to properly classify records, think about their overall function. For example: training records should not be classified based on the *type* of training (i.e. Records Management training records do not belong in Administration - Records Management) but on the *function* of training itself (so Records Management training records belong in Human Resources - Training). This is not always an intuitive process, however thinking from the broader perspectives of other departments or offices may help you better understand the records' function and corresponding section.

Clicking on any of the displayed links will take you to the full citation for the category:



Home Back to the main page

Human Resources HR090 Training - Programs and Courses

The purpose of HR090 is to document the on-campus development and/or delivery of professional training and development opportunities for faculty and staff, delivered both online and in person.

Scope and Contents	Records include training packages, course applications, course attendance records, certificates or other completion records, course/instructor evaluations, and related documentation.

Primary Offices	**Secondary Offices**	**Vital Records**	**Electronic Systems**
Office(s) responsible for developing or delivering the course.	Office(s) contributing to program or course delivery.	No	None identified

Retention rule	Keep for two years after program or course is no longer offered. Course materials collected as an attendee are considered transitory records.
Disposition	Secure Destruction.
Retention/Disposition Rationale	Legal: None. Administrative: Required as long as course is offered. Archival: None.

Approval Date	2015-09-17	**Date of Last Review**	2015-09-17

Security Classification (link) Internal **Personal Information Bank** No

Notes This series is intended for both the development of course material and delivery; it is possible there may be multiple primary offices if one develops and delivers the material but another unit manages the scheduling and attendance.

back to the list

You can also look at the Retention Rule and method of Disposition fields; these will tell you how long the records are to be kept, and their disposition (or what do with them after their retention period is over: destruction or permanent transfer to the Archives).

Finally, if you are still unable to find what you are looking for, or are unsure if you've found the correct series, contact us at rmhelp@uvic.ca.