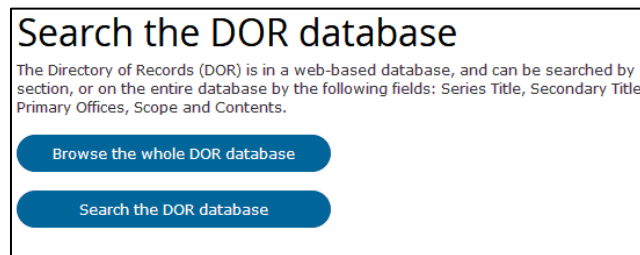


HOW TO SEARCH THE DIRECTORY OF RECORDS

From the Directory of Records main page, select “Search the Database.” From there, you will be prompted to pick between two main options: to browse or search the database.



1. **Browse Database:**

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

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

Human Resources HR070-20 [WorkSafe Claim records](#)

The purpose of HR070-20 is to document claims with WorkSafe BC resulting from accidents and personal injuries that occur in the workplace.

Records include accident investigation reports, WorkSafe claim reports of injury or industrial disease (Forms 6A Employees Report and 7 Employers Report to the Board), doctors' progress and final reports, requests for disclosure, notices of appeal, T4 reporting data and related documentation and correspondence. Includes appeals to the Review Division and appeals to the Worker's Compensation Appeal Tribunal.

Retention rule Primary office: Keep for the longer of 7 years after satisfaction of the claim or expiration of an appeal period, or 7 years after employee termination.

Disposition Secure destruction.

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.

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

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.

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 prompt you to enter a keyword into multiple search fields, or you can search all fields.



Series Title:

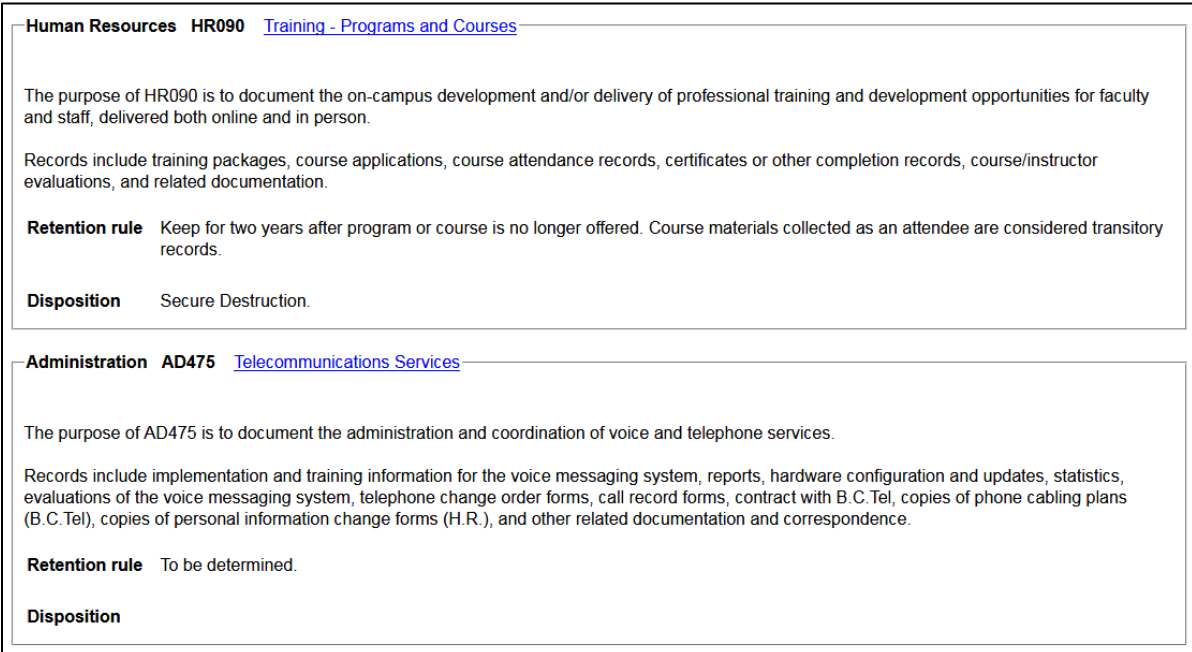
Scope And Contents:

Directory Section: All

Or Search all fields

Set up your query within these fields and search the database.

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:



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.

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

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.

Administration AD475 [Telecommunications Services](#)

The purpose of AD475 is to document the administration and coordination of voice and telephone services.

Records include implementation and training information for the voice messaging system, reports, hardware configuration and updates, statistics, evaluations of the voice messaging system, telephone change order forms, call record forms, contract with B.C.Tel, copies of phone cabling plans (B.C.Tel), copies of personal information change forms (H.R.), and other related documentation and correspondence.

Retention rule To be determined.

Disposition

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.

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 Office(s) responsible for developing or delivering the course.	Secondary Offices Office(s) contributing to program or course delivery.
Vital Records No	Electronic Systems 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.

You can also look at the Retention Rule and method of Disposition in the subject heading description; 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).

If the subject heading description is close to what you're looking for, but not quite right, consider browsing through the section (in this case, Human Resources). You could also consider looking at other relevant Directory Sections in the drop-down box pictured below.

Directory Section	Search	List
ADMINISTRATION		
Buildings and Properties		
Computing and Systems Services		
Financial Management		
Governance		
Human Resources		
Libraries, Archives and Museum		
Research		
Safety and Security		
Student Records		
Student Services		
Teaching Programs		

Review and consider the classification titles found in the appropriate Directory Sections.

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.