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:

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.

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:

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.

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.

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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.