CONFERENCE

FILE CLASSIFICATION PLAN

January 1989
Records Management Programme
United Church of Canada

CONTENTS

CONFERENCE FILE CLASSIFICATION PLAN

I   INTRODUCTION

A.   BACKGROUND

This project is a result of the United Church's growing need for more systematic record keeping methods.

In August, 1984, the 30th General Council of The United Church of Canada, meeting in Morden, Manitoba agreed to the development and implementation of a records management system for the national offices which would extend to the twelve - now thirteen - Conference offices.

A Task Force on Archives and Records Management was formed. It recommended the establishment of a records management program. A Steering Committee was implemented to achieve this goal working with a Records Management Assistant hired for a one year term.

Letter to Conference Secretaries

January 30, 1989

I am happy to attach the File Classification Plan which is the result of the Records Management Program requested by some conferences, which most of you were able to support financially. You have an investment in it and when it is implemented your potential paybacks can be substantial in increased office efficiency alone. The document speaks for itself and you will want to read carefully through the instructions on how the File Classification Plan works (first 10 pages).

Knowing the United Church, my suspicion is that some will have the initial reaction that your present system suits your needs perfectly or that somehow you know better than the professionals. I want to urge that you think the whole matter through carefully. The system is flexible. Even when conferences have files that are peculiar to their own operation these can be fitted into this system with little difficulty.

The ideal, of course, would be that every Conference has a parallel system that meets professional standards and enables the implementation of a consistent records retention/disposition program. Such a program schedules the length of time records need to be kept in the office, in inactive storage and indicates whether the final disposition is to Archives or destruction. The development of such schedules would be the next step after the implementation of the File Classification Plan. Unfortunately no funds are available to proceed with this step.

Converting the existing system to this uniform system is going to require some energy on your part. If we begin with the notion that records are filed so that they can be retrieved when needed, then the effort is justified. The Classification Plan enables every new staff person who comes into your office to understand and follow the system. Further advantages of a system such as this are identified on page 2.

Each conference archivist and each conference secretary are receiving a copy of this letter. It is obviously directed primarily to conference secretaries. It is important, however, that the Conference Office and the Conference Archives work closely together, hence the double mailing.

Lise Giroux has now completed her time with us and so you may wonder what you do with questions or problems. In an ideal world there would be a Records Management person on staff in the General Council offices. In the less than ideal world that is brought about by our budgets, we will continue the Records Management Steering Committee and we have set up a Records Officers Group at 85 St. Clair.

The group consists of representatives from each Unit and like the Steering Committee will, for the time being, be chaired by myself. I am not pretending to be an authority on records management but will be a pipeline to two committees who will have some knowledge and more importantly to Jean Dryden, who is the Church Archivist, and who will work with both committees. I hope you will feel comfortable discussing your own program and how it can be adapted to this church-wide program with us.

Yours sincerely,

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B. METHODOLOGY

A team of library students from the University of Western Ontario surveyed the records in the London Conference office and compiled an inventory of all their holdings. This inventory was handed over to the Records Management Assistant for analysis. Visits were scheduled to the London and Hamilton Conference offices to review the records first hand.

Great effort was taken to evaluate the common functions of Conference offices without including provincial or regional differences. These differences may be included in the file classification plan by the Conferences themselves as they work through the document and personalize it.

The subjects relating to the program areas within the Division of Mission in Canada (DMC) and the Division of World Outreach (DWO) were not included in the present file classification plan because of the varying terms of reference and structures that have been developed independently by each Conference. Conference offices may wish to incorporate these areas into the plan by following the same standards and logic as set forth.

Conferences are urged to adapt this file classification plan according to individual volume of records and particular need. THIS IS NOT A STATIC DOCUMENT.

II   ADVANTAGES OF ORGANIZED RECORDS

Records are the lifeblood of an organization. If an effective administration is to be maintained, then filing systems must be organized and improved.

An organized filing system will:

- o   decrease the time required to retrieve a file or document

- o   eliminate duplication of files

- o   make it possible to access another person's files during periods of unscheduled absences

- o   reduce equipment needs.

Two basic premises regarding records should be recognized.

- o   If you have responsibility for a function, you have responsibility to adequately document it. It is important to record decisions and actions taken and to keep information that may be needed later.

- o   Records should be adequately protected and taken cae of. This means setting up good files, filing regularly and filing carefully.

A few points to remember are:

- o   Break the extra copy habit. Duplicate records cost money to make and to keep.

- o   Always put records in the right place. Do not simply leave them in your desk drawer or on a bookshelf.

- o   If you keep records in a cabinet in your own work area, make sure they are filed according to the office file classification plan so you and others can use use them efficiently.

- o   Keep your personal material separate from the office records.

> o   Should you have records in your work area when you change jobs, be sure to leave them for your replacement. Remember, the records created while performing your job functions belong to the organization.

When one person plays a role in better records management, everyone benefits.

III   BASIC PRINCIPLE OF SUBJECT CLASSIFICATION

The basic principle of subject classification is that the SUBJECT of the record whether it be correspondence or documents governs the selection of the correct file code.

When all the material on a given subject is grouped together:

- o   reference is faster

- o   decisions can be made with all the information available

- o   inquiries can be routinely answered

IV   STRUCTURE AND CODING SYSTEM

The structure of the file classification plan is pyramidical, apexing with the general and spreading to the specific, beginning with group headings, then primaries, secondaries, and lastly tertiaries.

A.   GROUP HEADINGS

All records generated are initially grouped under GROUP HEADINGS. Example: FIN FINANCE or ADM ADMINISTRATION

B.   PRIMARIES

Each of these headings is then broken down into more specific sub-headings called PRIMARIES.

FIN-01	FINANCE GENERAL
FIN-10	ACCOUNTING
FIN-15	AUDIT

C.   SECONDARIES

Each of the primaries are further sub-divided into particular subjects or SECONDARIES.

FIN-01-0	FINANCE GENERAL Policy & Procedures
FIN-01-1	FINANCE GENERAL General
FIN-10-1	ACCOUNTING General
FIN-10-2	ACCOUNTING Accounts (alpha by account code)
FIN-15-0	AUDIT Policy & Procedures
FIN-15-1	AUDIT General
FIN-15-2	AUDIT

Reports

FIN-15-3   AUDIT
                Audited Financial Statements

IMPORTANT: -0 IN THE SECONDARY POSITION IS ALWAYS RESERVED FOR "POLICY & PROCEDURES".

               -1 IN THE SECONDARY POSITION IS ALWAYS RESERVED FOR "GENERAL".

For secondary specific files, add -2, -3, -4, -5 etcetera, progressively as required.

D.   TERTIARIES

Secondary subjects may be sub-divided and extended to the TERTIARY level but only as required and preferably to include only four or five additional subjects.

FIN-20-3-1   AUDIT
                 Audited Financial Statements
                 Conference

FIN-20-3-2   AUDIT
                 Audited Financial Statements
                 presbytery

FIN	-	20	-	3	-	1
GROUP HEADING (Finance)		PRIMARY (Audit)		SECONDARY (Audited Financial Statements)		TERTIARY (Conference)

Under code FIN-20-3-1, is the Conference office's audited financial statements and under code FIN-20-3-2, is the presbytery's audited financial statements.

E.   CODING

When coding, determine the subject first. Refer to the file classification plan for the proper file code. Then, using pencil, write the classification code in the upper right-hand corner of the document.

Some helpful hints:

o   Consider the function of the record. Look for key words and phrases. Since the subject line of correspondence may be misleading, do not choose the file code on this basis alone.

o   Refer to previous records on file to be sure.

o   Ask the author or someone familiar with the record for more information if an accurate subject is difficult to determine.

F.   INDEXING

It is useful to maintain an alphabetical index to the file classification system of subjects. This can be maintained easily on a word processor or on data base management software. See Section XIII Alphabetical Subject Index, pages 43 – 47.

V   OPENING FILES

A subject file (SECONDARY/TERTIARY) should not be opened until there is a minimum of five related papers on a particular subject.

Until this occurs all individual papers must remain in the general file under the relevant heading (PRIMARY).

Files for which there may be a need in the future should never be created. The need for opening a file will be governed by the existence of documents.

When placing records in files, put the latest record on top. Place the top of the sheet toward the left of the file drawer, so folder contents can be read like a book. Keep records completely within folders to avoid damage and to keep file folder labels visible.

VI   ADDING SUBJECTS (PRIMARIES)

The file plan has been designed to add subject headings (PRIMARIES) easily. Gaps have been left between the primary numbers to allow for new subjects. For example, if you need to add a topic between ADM-10 and ADM-15, you could use ADM-11, ADM12, ADM-13, or ADM-14.

Use discretion when deciding to insert a new primary number and subject. A new primary number and subject should not be allotted unless volume demands it. Consider using an existing subject classification. When new subject classifications are necessary, place them logically at the proper level. The file classification plan and index should be updated at the same time.

Growth within an existing classification code can be accommodated by raising the level of that classification. A tertiary level classification may be raised to a secondary; a secondary may be raised to a primary.

Example: COM-15-3-2 AUDIO-VISUAL
Audio Visual Education Library (AVEL) catalogues

would change to:

COM-16-2 AUDIO VISUAL EDUCATION LIBRARY (AVEL) Catalogues

VII   CASE FILES

The file classification plan organizes records by their general function, purpose or type. It is also possible to establish files for specific persons, organizations, actions or projects. These are called CASE FILES.

Case files are not identified by name in the classification plan because they change so frequently and they are of a limited duration. However, these files should be created whenever papers pertaining to a specific case must be filed or retrieved as a unit.

Case files are filed in alphabetic or numeric order behind the appropriate classification.

Example: MIN-65-2 MINISTRY PERSONNEL FILES
Personnel (alpha by name)

Numerous personnel files fall under this code. Rather than listing and assigning a number for each person, the files are filed alphabetically by the person's name. File folder labels would look something like this.

MIN-65-2 MINISTRY PERSONNEL FILES
Abraham, Gail

MIN-65-2 MINISTRY PERSONNEL FILES
Adams, Alvin

VIII   GUIDES AND LABELS

The overall appearance of a file system plays a large part in the rapid retrieval of material. Guides and labels should be positioned consistently. Great care should be taken to use the same format when generating new labels and guides.

A.   GROUP HEADING GUIDES

A guide should be made for each group heading in upper case letters and should bear the letter code and the full name for the group. If possible, use larger or bolder type for this set of guides.

Example: ADM ADMINISTRATION

B.   PRIMARY GUIDES

A guide should be made for each PRIMARY heading in upper case letters and should bear the code and full name.

Example: ADM-10-0   ADMINISTRATION GENERAL

C.   FILE FOLDER LABELS

Each SECONDARY (file folder level) should bear a label with the code and primary title in upper case letters the secondary title in upper and lower case and the date of the records in the file.

Example: ADM-10-0 ADMINISTRATION GENERAL
                     Policy & Procedure   1989

For TERTIARIES, add the name of the tertiary in lower case on the third line of the label. When purchasing labels, they need to be big enough to accommodate a tertiary; address labels are suitable.

Example: FIN-20-3-1   AUDIT
                     Audited Financial Statements
                     conference 1988

D. POSITIONING OF GUIDES AND LABELS

All guides and labels should be consistently positioned (see fig. 1). This example suggests placing the group heading guides and primary guides at the extreme left and the secondary and tertiary labels at the right.

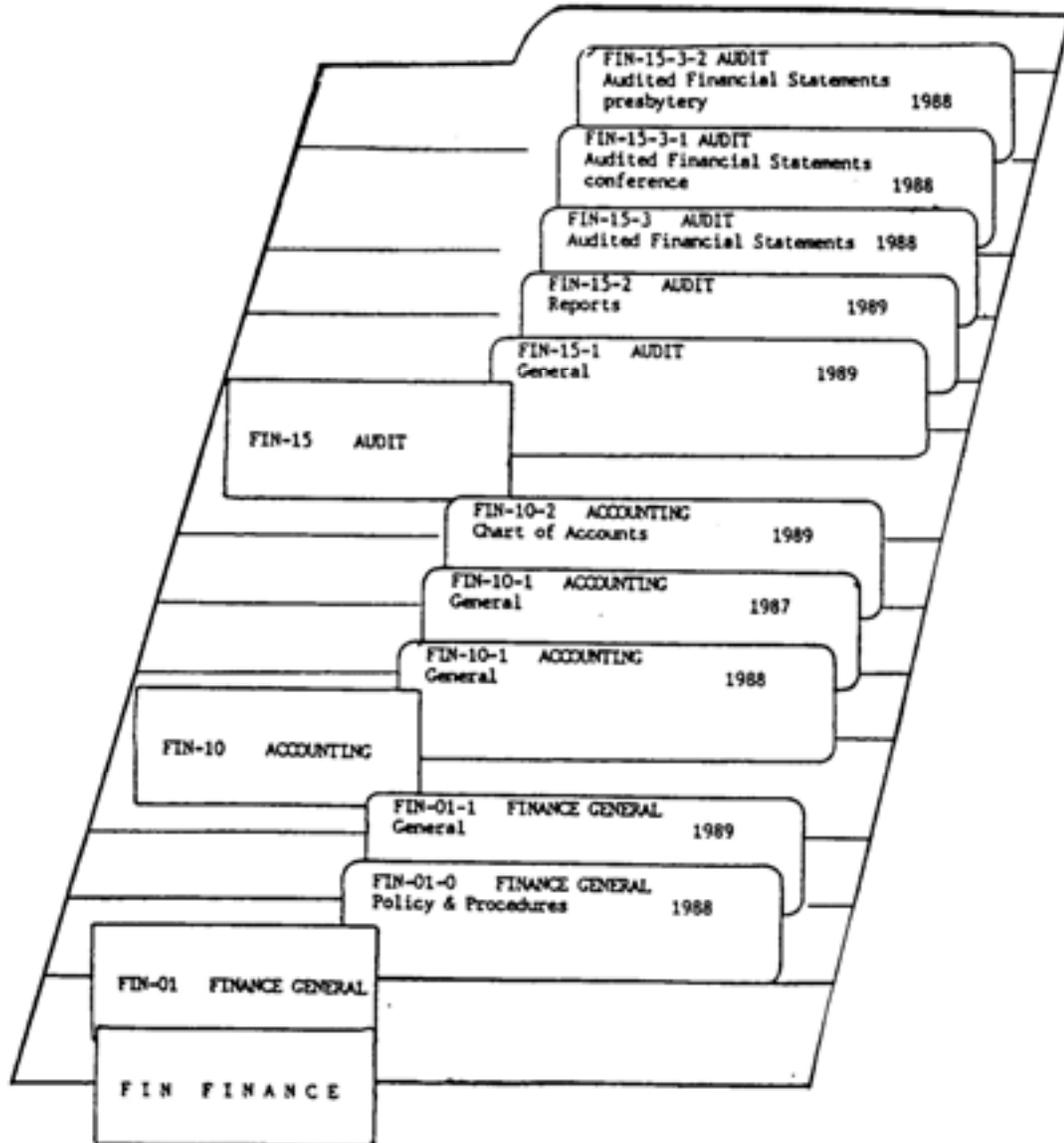Different ways of positioning guides and folder labels may be chosen but BE CONSISTENT.

Fig. 1   Positioning of guides and labels

E. SEQUENCE

File folders should be sequenced in the filing cabinet according to the file classification plan. If files are kept in private work areas, file folders should be sequenced in order within the work area.

IX   CHARGE OUT

When a file folder is withdrawn from the filing system for reference, an "out card" (see fig. 2) is completed, indicating the date of request, the file code and borrower's name. The card is placed where the file was removed and remains there until the file is returned.
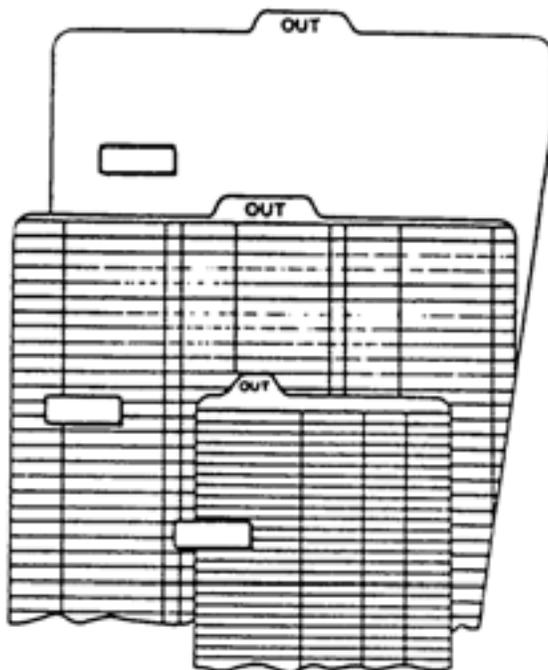

Fig. 2   Charge out cards

X   FILES CUTOFF

Files cutoff is the procedure for discontinuing filing in given file folders and establishing new ones. It is one of the most important components of an effective files management program. Unless files cutoff procedures are followed, it is virtually impossible to retire inactive files.

A.   SUBJECT FILE CUTOFF

Cut off old files and establish new folders once a year (every two years at the most) preferably at the beginning of the calendar year (corresponds to fiscal year). Establish new folders only for subjects that accumulated five or more papers in the previous year. Otherwise, use the next higher level classification in the new year.

B.   CASE OR PROJECT FILE CUTOFF

These files are often not cut off at the end of the calendar/fiscal year. They are more likely to close, for example, at the departure of an employee or at the completion of a project. When closed, the case file labels should be marked with the dates of closing.

Case files that are voluminous or that continue over a long period of time should be cut off periodically. Make a new set of file folders and retire the older folders that are referred to infrequently. This can occur annually or whenever the folders become too full of inactive materials.

XI   <u>FILING EQUIPMENT AND SUPPLIES</u>

If you are contemplating new filing equipment, you should look into open shelf filing cabinets. Open shelves combined with end tab colour coded folders are much more efficient and effective than the traditional filing equipment and supplies. Although not a prerequisite to adopting this file classification plan, it could greatly enhance its effectiveness.

XII   <u>**FILE CLASSIFICATION PLAN GROUP HEADINGS**</u>

ADM   ADMINISTRATION

OFF   OFFICE COORDINATION

FIN   FINANCE

STE   STEWARDSHIP

COM   COMMUNICATION

PER   PERSONNEL GENERAL

MIN   MINISTRY PERSONNEL

EDU   MINISTRY EDUCATION & TRAINING

PRIMARY TITLES & NUMBERS

ADMINISTRATION

ADM	01	ADMINISTRATION GENERAL
	10	Annual Meeting - Conference
	15	Archives
	20	Campaigns & Special Appeals
	25	Ceremonies and Celebrations
	30	Committees, Task Forces, Working Groups
	35	Correspondence - Executive Secretary
	40	Correspondence - President
	45	General Council
	50	Groups & Organizations
	55	Groups & Organizations - United Church Lay Organizations
	60	Meetings - Conference
	65	Organization & Planning
	70	Statistics

ADM — ADMINISTRATION

ADM-01   ADMINISTRATION GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general
        * for records relating to Conference office operations, see: OFF - OFFICE
            COORDINATION

ADM-10   Annual Meeting Conference

Planning and official records relating to the Conference Annual Meeting including reports from presbyteries and conference committees for inclusion in the Report Book as well as petitions, appeals, and information on delegates.

-0   policy & procedures
-1   general
-2   planning
-3   reports (alpha by presbytery/committee)
-4   petitions/appeals
-5   delegates
        * for media kits, see: COM-25 Public/Media Relations
        * for printing/binding and distribution of Report Book and R.O.P., see: OFF-15 Office
            Services

ADM-15   Archives

Records relating to the policy and procedures of Archives both Central and Conference, as well as information on Conference deposits/transfers.

-0   policy & procedures
-1   general
-2   deposits/transfers
        * for Records Management, see: OFF-25 Records/ Information Management

ADM-20   Campaigns & Special Appeals

Includes campaigns such as blood donor clinics, Canada Savings Bonds, United Way, letter writing campaigns to MP's and MPP's, as well as special appeals such as local disaster relief efforts not covered by Stewardship fundraising programs.
        * for fundraising campaigns initiated by the United Church, see: STE - Stewardship

-0   policy & procedures
-1   general
-2   letters to NP's & MPP's (further breakdown can be alpha by issue being addressed)
-3   blood donor clinics
-4   Canada Savings Bonds
-5   United Way
(as many as are applicable to your conference)

ADM-25   Ceremonies and Celebrations

Records relating to special ceremonies, inaugurations, laying of cornerstone, anniversaries, etc. Event files are filed alphabetically by name of event.

-0   policy & procedures
-1   general
-2   events (alpha by name)
              * for news releases or news clippings, see: COM-25 Public/Media Relations

ADM-30   Committees, Task Forces, Working Groups

Records relating to the establishment, organization, functions, agendas, minutes and reports of committees. Committee files are filed alphabetically by name of official committee name.

-0   policy & procedures
-1   general
-2   conference (alpha by name - will have longer retention and should be transferred to Archives when no longer needed)
-3   presbytery (alpha by committee within presbytery - for information only)
-4   national (alpha by committee - for information only)
              * for committees, task forces, working groups outside of the United Church, see: ADM-50 Groups and Organizations
              * for conference staff meeting minutes, see: ADM-60 Meetings - Conference

ADM-35   Correspondence Executive Secretary

Correspondence reflecting the role of Executive Secretary as spokesperson for the Conference. These records should be transferred to Archives when no longer needed.

-0   policy & procedures
-1   general

ADM-40   Correspondence President

Correspondence reflecting Conference President's term in office. These records should be transferred to archives when no longer needed.

-0   policy & procedures
-1   general

NOTE: All other correspondence should be filed according to subject.

ADM-45   General Council

Records relating to the General Council and its management groups concerning decisions and policies that have been adopted. Also included is information on commissioners named to General Council and other records related to the General Council meetings.

-0   policy & procedures
-1   general
-2   executive
-3   sub-executive
-4   group of 8
-5   group of 13
-6   group of 20
-7   32nd General Council -
(open and list only as necessary)

ADM-50   Groups and Organizations

Records may include minutes, annual reports, financial statements, information leaflets, brochures, briefs to government, membership and fees of professional, ecumenical and interfaith associations, clubs, foundations, societies and other similar organizations. Organization files are filed alphabetically by name of organization.

-0   policy & procedures
-1   general
-2   groups & organizations (alpha by name) - if some files are voluminous, separate minutes, policy statements, newsletters, annual reports, etc... into meaningful groups)

ADM-55   Groups and Organizations - United Church Lay Organizations

Records may include minutes, reports, information leaflets, brochures, newsletters, membership of UC Lay Organizations such as United Church Women, United Church Men, Couples Club, Youth Group... Organization files are filed alphabetically by name of organization.

-0   policy & procedures
-1   general
-2   groups & organizations (alpha by name) - if some files are voluminous, separate minutes, policy statements, newsletters, etc... into meaningful groups)

ADM-60   Meetings - Conference

Records relating to the convening of conference staff meetings and includes agenda, correspondence, minutes, reports.

-0   policy & procedures
-1   general
-2   executive
-3   sub-executive
-4   support staff

ADM-65   Organization & Planning

Records relating to the execution of Conference responsibilities, changes in responsibility and organization and includes organizational charts, re-structuring proposals and staff studies, in short, any information dealing with the structure, work, purposes and goals of the Church and Conference in general.

-0   policy & procedures
-1   general
-2   organizational charts
-3   studies/proposals

ADM-70   Statistics

Statistical information, questionnaires and special studies that have been compiled for planning, decision making and/or for completing the Year Book and Conference Annual Report.

-0   policy & procedures
-1   general
-2   nation-wide
-3   by conference
-4   by presbytery
-5   by congregation

PRIMARY TITLES & NUMBERS

OFFICE COORDINATION

OFF	01	OFFICE COORDINATION GENERAL
	10	Equipment & Supplies
	15	Office Services
	20	Purchasing
	25	Records/Information Management

OFF - OFFICE COORDINATION

OFF-01   OFFICE COORDINATION GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general
        * for records relating to the administration of the Conference, excluding Conference
           office operations, see: ADM - ADMINISTRATION

OFF-10   Equipment & Supplies

Records relating to the recording, storage and distribution of equipment and supplies, stocktaking and control procedures, fixed assets inventories, the operation, maintenance and repairs of equipment including operating manuals, warrantees/guarantees and work orders or service calls.

-0   policy & procedures
-1   general
-2   inventories
-3   operation, maintenance, repairs
       (tertiary level if necessary)
      -1   operating manuals
      -2   warranties/guarantees
      -3   work orders/service calls
        * for equipment service contracts, see: FIN-40 Contracts/Leases

OFF-15   Office Services

Records relating to internal/external office services and procedures such as accommodation and travel arrangements, meeting room-requests and bookings, distribution, duplication and production, secretarial (typing/word-processing) services, telephone rates and billing records, printing and binding of reports and other publications, parking, administration of all Conference subscriptions.

      -0   policy & procedures
      -1   general
      -2   accommodation and travel
      -3   distribution (mailing lists)
      -4   duplication/production (photocopying charge backs)
      -5   meeting room requests and bookings
      -6   parking
      -7   secretarial (typing/word-processing)
      -8   subscriptions
      (open and list only as necessary)

OFF-20   Purchasing

Records may include written orders for equipment and supplies, acquisition proposals and resources for future purchases such as catalogues, price lists, brochures and requests for information.

-0   policy & procedures
-1   general
-2   requisitions/acquisitions
-3   supplier/vendor information (alpha by name)
        * for rentals, see: FIN-40 Contracts/Leases

OFF-25   Records/Information Management

Records relating to Conference records management programs, including reports, recommendations and project files relating to individual programs. Project files are filed alphabetically by name of project.

-0   policy & procedures
-1   general
-2   projects (alpha by project)
     (such as)
     file classification
     forms management
     inactive records storage/retrieval
     records transfers/disposals
     retention/disposition schedules
               * for Archives see, ADM-l5 Archives

FINANCE

FIN	01	FINANCE GENERAL
	10	Accounting
	15	Audit
	20	Banking
	25	Budgets
	30	Charitable Donations
	35	Cheque Administration
	40	Contracts/Leases
	45	Corporations
	50	Financial Reporting
	55	Grants/Loans - Mission Support Projects
	60	Grants/Loans - New Church Development/Church Redevelopment Projects
	65	Grants/Loans - Others
	70	Grants/Loans - Ecumenical
	75	Investments
	80	Properties - General
	85	Properties - Owned by Division of Mission in Canada

FIN - FINANCE

FIN-01   FINANCE GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general

FIN-10   Accounting

Records relating to the overall administration of Conference income and expenditures. Includes all supporting documentation required to meet audit, legal & financial obligations. File alphabetically or numerically by Conference Chart of Accounts.

-0   policy & procedures
-1   general
-2   Chart of Accounts (alpha/numeric)
     (example taken from the London Conference chart of accounts)
     AXAES - Authorized Expenditures
     AXARC - Archives
     AXAUD - Audit

FIN-15   Audit

Background documentation, correspondence and reports from auditors, recommendations resulting from audit, audited financial statements.

-0   policy & procedures
-1   general
-2   reports
-3   audited financial statements
     (tertiary level if necessary)
     -1   Conference
     -2   Presbytery
          * for interim and/or quarterly financial statements, see : FIN-50 Financial Reporting

FIN-20   Banking

Records relating to the administration of banking methods, the establishment of bank accounts and includes deposits, statements and reconciliations.

-0   policy & procedures
-1   general
-2   deposits
-3   statements
-4   reconciliation

FIN-25   Budgets

Records relating to the annual budget process and distribution of the Conference Fund such as submissions, working documents, proposals, requests and final budget.

-0   policy & procedures
-1   general
-2   budgets (working papers, proposals, requests filed alpha by division/committee)
-3   budget (final)

FIN-30   Charitable Donations

Records relating to requirements by Revenue Canada to maintain charitable organization status such as receipts and annual information returns.

-0   policy & procedures
-1   general
-2   receipts
-3   annual information returns

FIN-35   Cheque Administration

Records relating to the administration of the issuance, replacement and distribution of cheques including requisitions, receipts and cancelled cheques.

-0   policy & procedures
-1   general

FIN-40   Contracts/Leases

Financial agreements, personal & service contracts, equipment, lease or rental agreements, submissions. Includes lease & rent information of the Conference office as well as office equipment service contracts. Contract files are filed alphabetically by contract name.

-0   policy & procedures
-1   general
-2   contracts (alpha by name)

FIN-45   Corporations

Records relating to the Conference's responsibility for overseeing the operation of corporations within Conference bounds and includes applications, by-laws, list of board of directors, reports and audited statements. Corporations are filed alphabetically by name of corporation.

-0   policy & procedures
-1   general
-2   corporations (alpha by name)
         (teritiary level if necessary)
         -1   by-laws
         -2   financial/annual reports

FIN-50   Financial Reporting

Reports generated to facilitate/support/summarize and maintain a historic/ongoing cumulative record within the financial system.

-0   policy & procedures
-1   general
-2   general ledger
-3   month end cumulative/summary reports
-4   statistical reports providing expenditures by type/user
-5   interim/quarterly financial statements
(open and list only as necessary)
                   * for audited financial statements, see: FIN-l5 Audit

FIN-55   Grants/Loans Mission Support Projects

Records related to the review of requests from pastoral charges, special ministries and institutions within presbyteries for financial assistance and to make decisions regarding the distribution of resources. Include here all records needed to monitor the grants and loan payments such as applications, invoices, agreement to repay. Also includes records of the annual Mission Support Consultation. Mission projects are filed alphabetically by name of congregation/ institution within presbytery.

- -0   policy & procedures
- -1   general
- -2   Mission Support consultation
- -3   uncommitted balance
- -4   projects (alpha by project name within Presbytery)

FIN-60   Grants/Loans – New Church Development/Church Redevelopment Projects

Records relating to the review and coordination of requests from Presbyteries for financial assistance towards NCD/CD projects. Includes all records needed to monitor the grants and loan payments such as applications, projected budgets, strategy, plans and other documentation required prior to approval and while project is ongoing. NCD/CD projects are filed alphabetically by name of congregation within presbytery.

- -0   policy & procedures
- -1   general
- -2   projects (alpha by congregation/presbytery)

FIN-65   Grants/Loans – Others

Records related to the review and approval of any other grant, or loans available within the Conference system and includes trusts and special funds.

- -0   policy & procedures
- -1   general
- -2   continuing education grants
- -3   equalization grants
- -4   investment in People Fund
- -5   office operating grants
- -6   once-in-a-lifetime assistance
- -7   personnel emergency fund
- -8   travel grants
- (open and list only as necessary)
  - * for scholarships, see: EDU-30 Scholarships
  - * for property fund loans, see: FIN-85 Properties Owned by Division of Mission in Canada

FIN-70   Grants – Ecumenical

Records, correspondence, proposals relating to grants of money to outside organizations, individuals, to carry out a specific project, assignment, etc... Projects are filed alphabetically by name of organization/project.

- -0   policy & procedures
- -1   general
- -2   project (alpha by organization/project)

FIN-75   Investments

Records relating to investments made by the Conference Office. Investments are filed alphabetically by investment.

- -0   policy & procedures
- -1   general
- -2   investment (alpha by name)

FIN-80   Properties – General

Records relating to property matters within Conference bounds and includes issues that could not be resolved at the Presbytery level. May also include copies of title-deeds and information on building & fire protection and any records needed to maintain general oversight of properties owned or administered by the Conference while acting as agent in transactions affecting the sale, purchase, lease or other disposition of properties. Properties are filed alphabetically by congregation name within presbytery.

- -0   policy & procedures
- -1   general
- -2   list of Church closings
- -3   properties (alpha by congregation/presbytery)

FIN-85   Properties – Owned by Division of Mission in Canada

Records related to the general oversight of properties within Conference that are owned by the National Division of Mission in Canada and includes application for Property Fund loans, statement of assets, budgets, invoices for upkeep of property and other records that are needed in order to monitor the payment of insurance, tax., rental or purchase payments, and to monitor proper upkeep and maintenance of the property. Properties are filed alphabetically by congregation name within presbytery.

- -0   policy & procedures
- -1   general
- -2   properties (alpha by congregation/presbytery)

STEWARDSHIP

STE	01	STEWARDSHIP GENERAL
	10	Funds - Mission & Services
	15	Funds - Others
	20	Programs/Plans
	25	Special Gifts
	30	Stewardship Consultants
	35	Stewardship Projects
	40	Workshops & Events

<p style="text-align:center;">**STE - STEWARDSHIP**</p>

STE-01 **STEWARDSHIP GENERAL**

Records of a general nature not shown elsewhere in this section.

-0 policy & procedures
-1 general

STE-10 **Funds Mission & Service**

Records relating to the general administration, objectives and purpose of the Mission & Service Fund. Includes information & study resources such as Faith in Action Kits.

-0 policy & procedures
-1 general
-2 resources

STE-15 **Funds - Others**

Records relating to the general administration, objectives and purpose of other Stewardship funds. Includes information & study resources.

-0 policy & procedures
-1 general
-2 Ventures in Mission
   (tertiary level if necessary)
   -1 resources
(open and list only as necessary)

STE-20 **Programs/Plans**

Records relating to the administration, purpose, objectives of programs designed to help raise money for M & S and other stewardship funds. File programs/plans alphabetically by name.

-0 policy & procedures
-1 general
-2 programs (alpha by name)
   Pre-Authorized-Remittance
   Standard for Giving
   Visitation
     * for visitation training workshops, see: STE-40 Workshops & Events

STE-25 **Special Gifts**

Records related to the administration, purpose, goals of special gifts giving and includes information regarding the function and role of special gifts consultants.

-0 policy & procedures
-1 general
-2 consultants
   (tertiary level if necessary)
   -1 covenanting services
   -2 evaluations
-3 annuities
-4 bequests
-5 life insurance

STE-30 **Stewardship Consultants**

Records relating to the promotion of the Mission & Service Fund and stewardship education through trained volunteers.

- -0   policy & procedures
- -1   general

STE-35   Stewardship Projects

Records relating to special stewardship projects taking place at the conference, presbytery, pastoral charge level. File projects alphabetically by pastoral charge within presbytery.

- -0   policy & procedures
- -1   general
- -2   projects (alpha by pastoral charge/presbytery)

STE-40   Workshops & Events

Records relating to workshops and training events organized by the conference. Includes planning documents, materials, invitations to speakers, announcements, applications, attendance records, evaluations. Workshops and events are filed alphabetically.

- -0   policy & procedures
- -1   general
- -2   workshops & events (alpha by name)
      (tertiary level if necessary)
      - -1   materials
      - -2   applications
      - -3   evaluations

PRIMARY TITLES & NUMBERS

<u>COMMUNICATION</u>

COM	01	COMMUNICATION GENERAL
	10	Audio-Visuals
	15	Broadcasting
	20	Issues
	25	Public/Media Relations
	30	Publications
	35	Resource Centres
	40	Services
	45	UC Publishing House
	50	Workshops & Events

COM - COMMUNICATION

COM-01   COMMUNICATION GENERAL

Records of a general nature not shown elsewhere in this section.

- -0 policy & procedures
- -1 general

COM-10   Audio-Visuals

Records relating to A/V production projects undertaken by the conference, and information regarding the Audio Visual Education Library (AVEL). Includes catalogues, media resource bulletins describing resources available through that outlet.

- -0 policy & procedures
- -1 general
- -2 projects (alpha by name)
- -3 AVEL
  - (tertiary level if necessary)
  - -1 catalogues
  - -2 bulletins
    - * for A/V equipment, see: OFF-10 Equipment & Supplies

COM-15   Broadcasting

Records relating to religious broadcasting in general, and conference projects/involvement in both television and radio. File projects/broadcasts alphabetically by-network.

- -0 policy & procedures
- -1 general
- -2 TV networks (alpha by name)
  - Canadian Interfaith Network
  - TV Ontario
  - Vision TV
- -3 radio

COM-20   Issues

Records relating to issues of importance to communication and media in the church (eg: copyright, computers in the church, TV violence). Keep separate what has been collected as a resource and what has originated in the conference office for these will have different retention periods.

- -0 policy & procedures
- -1 general
- -2 issues (alpha by name)
  - computers in the church
  - copyright
  - TV violence

COM-25   Public/Media Relations

Records relating to the monitoring of media and formal communications with the public and media. Includes news releases and newspaper clippings.

-0   policy & procedures
-1   general
-2   news clippings
-3   news releases
        (tertiary level if necessary)
        -1   conference
        -2   Communique (General Council)
        -3   media kit (annual meeting)

COM-30   Publications

Records relating to conference publications and includes the production of Observer inserts and other Communication resources.

-0   policy & procedures
-1   general
-2   Observer insert
        (tertiary level if necessary)
            -1 advertising
            -2 subscriptions
-3   publications/pamphlets (alpha by title)
                * for National distribution of publications, see: CON-45 UC Publishing House
                * for printing/binding, see: OFF-15 Office Services

COM-35   Resource Centres

Records-relating to resource centres within conference bounds. File alphabetically by presbytery.
-0   policy & procedures
-1   general
-2   resource centres (alpha by presbytery)
                * for financial/annual reports, see: FIN-45 Corporations

COM-40   Services

Records relating to the facilitating of communication services to conference committees or special projects.

-0   policy & procedures
-1   general
                * for equipment, see: OFF-10 Equipment & Supplies

COM-45   UC Publishing House

Records relating to the operations and stock of the UC Publishing House and its branches. Includes supply catalogues.

-0   policy & procedures
-1   general

COM-50   Workshops & Events

Records relating to communication education through workshops and training events organized by the conference. Includes planning documents, materials, invitations to speakers, announcements, applications, attendance records, evaluations. Workshops and events are filed alphabetically.

    -0   policy & procedures
    -1   general -
    -2   workshops & events (alpha by name)
         media training
         PROBE
             (tertiary level if necessary)
             -1   materials
             -2   applications
             -3   evaluations

PERSONNEL GENERAL

PER	01	PERSONNEL GENERAL
	10	Attendance Reporting
	15	Benefits
	20	Competitions
	25	Health & Safety
	30	Legislation/Regulations
	35	Personnel Files
	40	Position Administration
	45	Salary Administration
	50	Work Plans/Schedules

PER - PERSONNEL GENERAL

PER-01   PERSONNEL GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general

PER-10   Attendance Reporting

Records relating to employee attendance and absences and includes holidays, overtime, compensating time, leaves, etc...

-0   policy & procedures
-1   general

PER-15   Benefits

Records relating to the administration of employee benefits, including dental, life insurance, pensions, maternal/parental leave.

-0   policy & procedures
-1   general
-2   dental plan
-3   -pension plan
(open and list as necessary)
                    * for ministry allowances, see: MIN-15 Allowances

PER-20   Competitions

Records relating to the search, screening and selection of candidates and includes list of candidates, interview ratings, short lists, unsuccessful candidate applications, job postings and advertising. Competitions files are filed alphabetically by position title.

-0   policy & procedures
-1   general
-2   position (alpha by title)
        (tertiary level if necessary)
        -1   interviews
        -2   unsuccessful candidate applications

PER-25   Health & Safety

Records relating to the administration of a safe and healthy working environment which includes such factors as noise levels, lighting, evacuation procedures, etc...

-0   policy & procedures
-1   general
-2   evacuation
-3   noise levels
(open and list only as necessary)

PER-30   Legislation/Regulations

Records documenting responsibility of the employer and rights of employees which includes issues such as hiring the handicapped.

-0   policy & procedures
-1   general

PER-35   Personnel Files

Correspondence, reports, forms, etc... relating to employee history including letter of offer, personal information, employment-and education history, change in employment or pension status, transfer, assignment, termination or retirement, performance appraisals, etc... Personnel records are filed alphabetically by name of employee.

- -0   policy & procedures
- -1   general
- -2   personnel files (alpha by name)

PER-40   Position Administration

Records relating to the classification/categorization of positions and position descriptions. File alphabetically by position title.

- -0   policy & procedures
- -1   general
- -2   position descriptions (alpha by title)

PER-45   Salary Administration

Records relating to the administration of salary and wage matters, rates of pay, including salary parity plan, salary schedules, pay cheque distribution, etc...

- -0   policy & procedures
- -1   general
- -2   Conference Staff
- -3   Order of Ministry

PER-50   Work Plans/Schedules

Records relating to staff work-plans and reporting of time schedules/itineraries, filed alphabetically by employee name.

- -0   policy & procedures
- -1   general
- -2   work plans/schedules (alpha by employee)

PRIMARY TITLES & NUMBERS

MINISTRY PERSONNEL

MIN	01	MINISTRY PERSONNEL GENERAL
	10	Admissions
	15	Allowances
	20	Calls & Notifications/Roll of Conference
	25	Candidates for Ordination/Commissioning
	30	Chaplains
	35	Counseling & Social Agencies
	40	Intended Candidates
	45	Interim Ministry
	50	Interview Board
	55	Medical Consultant
	60	Ministry Personnel Files
	65	Pastoral Relations Files
	70	Re-Admissions
	75	Sacraments/Marriage Certification
	80	Staff Associates
	85	Supply Ministers

MIN-01   MINISTRY PERSONNEL GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general

MIN-10   Admissions

Records relating to the-requirements for admission of ministers from other denominations and includes recommendations and evaluations.

-0   policy & procedures
-1   general
-2   pending files (alpha by name)
-3   rejections
              * for accepted ministers, see: MIN-60 Ministry Personnel Files

MIN-15   Allowances

Records relating to the administration of supplementary allowances specific to ministry personnel such as manses, housing/furnishings allowances, moving expense assistance.

-0   policy & procedures
-1   general
              * for benefits applicable to all employees, see: PER-15 Benefits

MIN-20   Calls and Notifications/Roll of Conference

Records relating to the transfer, settlement and other activities of members of the order of ministry including-calls into, within and-out of conference, members on discontinued list, exchanges, obituaries, retirements, vacancies, etc...

-0   policy & procedures
-1   general
-2   availability list
-3   calls into or within conference
-4   calls out of conference
-5   on discontinued list
-6   exchanges
-7   jubilands
-8   obituaries
-9   requests for removal
-10   requests to be left without pastoral charge
-11   retirements
-12   vacancies
(open and list only as necessary)

MIN-25   Candidates for Ordination/Commissioning

Records relating to the personal and academic requirements of candidates and includes applications and rejections.

-0   policy & procedures
-1   general
-2   pending files/applications (alpha by name)
-3   rejections
                    * for accepted candidates, see: MIN-60 Ministry Personnel Files
                    * for internships, see: EDU-20 Internships
                    * for Theological Schools, see: EDU-35 Theological Schools

MIN-30   Chaplains

Records relating to the functions and-duties of hospital, correctional institution, university and Armed Forces Chaplains.

-0   policy & procedures
-1   general
                    * for grants/loans to chaplaincies, see: FIN-55 Grants/Loans - Mission Support Projects

MIN-35   Counseling & Social Agencies

Records including pamphlets/brochures relating to agencies that are-referred to as a resource. Agencies are filed alphabetically by agency name.

-0   policy & procedures
-1   general
-2   agency files (alpha by name)

MIN-40   Intended Candidates

Records relating to the requirements and applications submitted to be recognized as Intended Candidates.

-0   policy & procedures
-1   general
-2   applications accepted
-3   rejections

MIN-45   Interim Ministry

Records relating to the selection, function and evaluation of interim ministers and of churches considering interim appointments.

-0   policy & procedures
-1   general

MIN-50   Interview Board

Records relating to the Interview Board process and includes list of candidates, teams appointed, and evaluation procedures.

-0   policy & procedures
-1   general
                    * for minutes of meetings, see: ADM-30 Committees, Task Forces, Working Groups

MIN-55 Medical Consultant

Records relating to the functions and duties of the Medical Consultant.

-0 policy & procedures
-1 general

MIN-60 Ministry Personnel Files

Personnel files of ministers belonging to the conference and includes transfer sheets, roll of conference, personal data, correspondence regarding disability and other matters. Minister files are filed alphabetically by name.

-0 policy & procedures
-1 general
-2 personnel files (alpha by name)
         * for Staff Associate personnel files, see: MIN-80 Staff Associates
         * for Supply Minister personnel files, see: MIN-85 Supply Ministers

MIN-65 Pastoral Relations Files

Correspondence-and other relevant documentation usually of a confidential nature which relate to the support-and counseling of members of of the Order of-Ministry and their families. Case files are filed alphabetically by name.

-0 policy & procedures
-1 general
-2 case files (alpha by name)

MIN-70 Re-Admissions

Records-relating to re-admission of ministers on the discontinued list, and includes recommendations, interview notes and ether relevant-documentation. Case files are filed alphabetically by name.

-0 policy & procedures
-1 general
-2 case files (alpha by name)

MIN-75 Sacraments/Marriage Certification

Records relating to the eligibility and granting of licenses to administer the sacraments-and marriage certificates, and includes relevant legislation, requests, reinstatements, eligibility lists.

-0 policy & procedures
-1 general

MIN-80 Staff Associate

Records relating to the functions, duties and certification of staff associates, and the personnel and service data for those staff associates employed within conference bounds. Personnel files are filed alphabetically by name.

-0 policy & procedures
-1 general
-2 personnel files (alpha by name)

MIN-85   Supply Ministers

Records relating-to the functions, duties, eligibility, certification of supply ministers, and the personnel and service data for those supply ministers employed or available to be employed within conference bounds. Personnel files are filed alphabetically by name.

-0   policy & procedures
-1   general
-2   Lay Supply (alpha by name)
-3   Ordained Supply (alpha by name)
-4   Retired Supply (alpha by name)
-5   Student Supply (alpha by name)
-6   United Supply (alpha by name)

MINISTRY EDUCATION & TRAINING

EDU	01	MINISTRY EDUCATION & TRAINING GENERAL
	10	Continuing Education - General
	15	Continuing Education - Programs
	20	Internships
	25	Lay Training
	30	Scholarships
	35	Theological Colleges, Schools, Faculties
	40	Workshops & Events

EDU-01   MINISTRY EDUCATION & TRAINING GENERAL

Records of a general nature not shown elsewhere in this section.

-0   policy & procedures
-1   general

EDU-10   Continuing Education - General

Records relating to the planning, promotion and eligibility for continuing education and the eligibility for, and administration of study leaves.

-0   policy & procedures
-1   general
-2   study leaves
            * for continuing education records, see: MIN-60 Ministry Personnel Files
            * for continuing education grants, see: FIN-65 Grants /Loans Others

EDU-15   Continuing Education - Programs

Records relating to programs and learning events offered by recognized educational institutions such as theological schools and adult learning centres. Includes pamphlets and brochures, course descriptions and topics. -Programs are filed alphabetically by name of institution.

-0   policy & procedures
-1   general
-2   programs (alpha by name/institution)

EDU-20   Internships

Records relating to the supervised training of (intended) candidates to meet the requirements for ordination through summer and-year-long internships. Student records are filed alphabetically by name.

-0   policy & procedures
-1   general
-2   summer internships
-3   year-long internships
-4   student records (alpha by name)

EDU-25   Lay Training

Records relating to the requirements and program of study for lay ministers.

-0   policy & procedures
-1   general
-2   lay training centres (alpha by institution)
            * for by-laws and financial reports, see: FIN-45 Corporations

EDU-30   Scholarships

Records relating to the eligibility for, and administration of scholarship funds. Scholarship funds are filed alphabetically by name of fund.

- -0   policy & procedures
- -1   general
- -2   scholarship funds (alpha by name)
      (tertiary level if necessary)
      - -1   applications accepted
      - -2   rejections

EDU-35   Theological Colleges, Schools, Faculties

Records, including pamphlets, describing theological school operations, programs, courses of study, fees, etc... and will include annual and financial reports. Schools are filed alphabetically by name of institution.

- -0   policy & procedures
- -1   general
- -2   schools (alpha by institution name)
      (tertiary level if necessary)
      - -1   calendars/bulletin
      - -2   annual/financial reports
            * for academic requirements for Ordinands/ Commissionands, see: MIN-25 Candidates for Ordination/Commissioning

EDU-40   Workshops & Events

Records relating to workshops and events organized by the conference. Includes planning documents, materials, invitations to speakers, announcements, applications, attendance records, evaluations. Workshops and events are filed alphabetically.

- -0   policy & procedures
- -1   general
- -2   workshops & events (alpha by name)
      (tertiary level if necessary)
      - -1   materials
      - -2   applications
      - -3   evaluations

XIII   ALPHABETICAL SUBJECT INDEX

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- evaluations	STE-30-2-2
- annuities	STE-30-3
- bequests	STE-30-4
- life insurance	STE-30-5
STAFF ASSOCIATES	MIN-85
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WORKSHOPS & EVENTS (STEWARDSHIP)	STE-45