



McGill

McGill University Classification Plan

McGill University Archives
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Introduction

The McGill University Classification Plan is a university-wide hierarchical and logical structure consisting of headings that represent the institution's activities. The plan allows for the classification, filing and identification of documents produced or received by the University, whatever their medium. Each heading has a code and a title.

Objectives and benefits

The main objectives for implementing the McGill University Classification Plan are:

- Facilitate the organization, use and tracking of documents produced and received by the University's various academic and administrative units;
- Facilitate decision-making and day-to-day work using a uniform classification and filing system, allowing for efficient tracking of documents and files throughout their life cycle, regardless of medium (paper, hard drive, server, USB key, etc.);
- Comply with legislation¹ by facilitating the exercise of the right of access to public body records and the protection of personal information;
- Save space and storage equipment to classify active files.

The Classification Plan has several advantages for university units and staff, including:

- The use of a uniform method, approved and adapted to organizing, using and locating information quickly in any technological system;
- Facilitate communication and sharing of data between people in the same unit;
- Ensure administrative continuity;
- Facilitating transition when changing staff.

Scope

The Classification Plan applies to the University's academic and administrative records and files, created for the purpose of generating or supporting actions arising from the mandate of the institution.

Excluded records are those created for the personal needs of an individual and not owned by law by the University (e.g. participation in external activities or organizations, on a personal basis). However, the McGill University Archives can offer professors and researchers, upon request, advice on the management of personal files. The Classification Plan does not apply to books or published papers.

Regulatory conformity

The McGill University Classification Plan is an important tool for the sound management of institution's records. Its establishment, ongoing updates and use are required by section 16 of the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*. Finally, its dissemination meets the requirements of access to information. The *Regulation Respecting the*

¹ Act respecting Access to Documents Held by Public bodies and the Protection of Personal Information, RLRQ, chapter A-2.1, article 16.

Distribution of Information and the Protection of Personal Information stipulates that organizations submitted to it must publish a classification plan of their documents on their website.

Components of the classification plan

The Classification Plan consists of 12 series, primarily based on the University's missions (e.g., teaching, research, etc.) and on management activities that support these missions (e.g., personnel management, financial management, etc.). The series are broken down into subseries, divisions and ultimately subdivisions.

01 ADMINISTRATION AND MANAGEMENT	07 COMMUNICATIONS AND RELATIONS
02 LEGAL AFFAIRS	08 ACADEMIC AFFAIRS AND TEACHING
03 FINANCIAL RESOURCES MANAGEMENT	09 STUDENT AFFAIRS
04 HUMAN RESOURCES MANAGEMENT	10 RESEARCH AND INNOVATION
05 FACILITIES AND MATERIAL MANAGEMENT	11 AFFILIATIONS AND PARTNERSHIPS
06 INFORMATION MANAGEMENT	12 SERVICES TO THE COMMUNITY

Records and administrative record files are arranged by activity, among the twelve official series, to ensure uniform classification throughout the units. Records can be organized within any of the appropriate division or subdivision.

For example:

- The curricula or syllabus must be filed in the series "08 Academic Affairs and teaching" under the appropriate level.
- Accounting documents relating to income, expenses and their control must be filed in the series "03 Financial resources management" under the appropriate level.

Implementation

The implementation of the McGill University Classification Plan in a unit takes place upon request of the unit at the McGill University Archives. After analyzing and identifying the records management needs of a unit, the implementation recommendations may include the following steps: weeding of the active documents, personnel training, records inventory and temporary identification of classification codes, validation and other technical operations (physical folders labeling and reorganization of physical records, etc.).

Update

To ensure uniformity, the Classification Plan will be updated as needed by the McGill University Archives.

Update History

Version	Details of changes	Date
1.0	Published version	2018-08-13
2.0	Published version	2019-09-18
3.0	Published version	2021-03-08

01 ADMINISTRATION AND MANAGEMENT

This series includes the management of the history and establishment of McGill University, its charter and mission statement, administrative organization, management and governance in addition to the strategic planning of administrative activities.

01-01 Constitution and History of McGill

This subseries includes the University Charter and Statutes, its mission statement and principles as well as the University's history. It also includes the historical research and related documentation on the evolution of the University and its departments, schools and faculties.

01-01-01 Charter and Statutes

This division includes files relating to the creation and management of the University Charter and statutes for the governance and operation of the University, as well as the official Coat of Arms.

01-01-02 Mission Statements and Principles

This division includes files relating to the management of governing statements and principles of the University. Unit level mission statements and principles are classified under 01-04-01.

01-01-03 Historical Research and Notes about the University

This division includes files relating to the history and development of the university, its faculties, departments, schools, centres, institutes and administrative units.

01-02 Institutional Governance

This subseries includes the administration and management of the governance of the University and management of the Board of Governors and Senate and their various committees as well as the administration and compliance of policies, statutes and regulations.

01-02-01 Board of Governors

This division includes files relating to the administration of nominations, elections, composition, operation, planning and organization of the Board of Governors and their meetings.

01-02-02 Senate

This division includes files relating to the administration of nominations, elections, composition, operation, planning and organization of Senate and their meetings.

01-02-03 Standing and Advisory Committees

This division includes files relating to the administration of standing and advisory committees according to university regulations.

01-02-04 Non-Standing Committees and Working Groups

This division includes files relating to the administration and management of ad-hoc and non-standing committees and working groups according to university regulations.

01-02-05 Regulatory

This division includes files relating to the compliance and enforcement of University statutes, policies and regulations.

01-03 Institutional Administration and Regulations

This subseries includes the development and management of the organization such as organizational charts and administration of the University through institutional planning, and to the development and management of university-wide policies and regulations.

01-03-01 Policies and Regulations Management

This division includes files relating to the management of policies and regulations developed at the senior level of administration for the governance and operations of the University.

01-03-02 Structure and Organizational Charts

This division includes files relating to the planned development of units and descriptions of units' responsibilities and staff titles.

01-03-03 Institutional Planning

This division includes files relating to the planned development and management of the University as part of its strategic planning and organizational development.

01-03-04 Authority and Signature Delegation

This division includes files relating to the allocation, delegation and approval of authority in administrative units.

01-04 Units and Department Administration

This subseries includes the administration and planning of activities at the unit and department level of the University, including the unit level authority and mandate, policies, and meetings.

01-04-01 Authority and Mandate

This division includes files relating to the management of the decision-making process and directions of the department or unit from which the operating procedures are determined.

01-04-02 Unit-level Policies and Procedures

This division includes files relating to the development and management of policies and procedures for the administration of the unit.

01-04-03 Planning and Activities Management

This division includes files relating to the planning of activities and objectives of the unit. Includes strategic planning.

01-04-04 Units and Departments Meetings and Working Groups

This division includes files relating to the management of meetings at the unit and departmental levels.

01-05 Audits and Reviews

This subseries includes the management of audits through cyclical unit reviews and internal and external audits.

01-05-01 Annual Reports and Cyclical Unit Reviews

This division includes files relating to the management of institutional review of academic and administrative units and the Annual Reports of all academic teaching units. Documents relating to accreditation are classified under 08-02-03.

01-05-02 Internal Audits

This division includes files relating to the management of assessment and assurance of the University's operations through internal audits.

01-05-03 External Audits

This division includes files relating to the management of assessment and assurance of the University's operations through external audits.

02 LEGAL AFFAIRS

This series includes the administration and management of legal opinions, advice, counsel and procedures. It also includes the administration of access to document requests and their responses as well as intellectual property and contracts.

02-01 Legal Opinions

This subseries includes the issuing or receipt of internal and external legal opinions.

02-01-01 External Legal Opinions

This division includes files relating to the management of legal opinions and advice issued by an external body.

02-01-02 Internal Legal Opinions

This divisions includes files relating to the management of legal opinions and advice issued by Legal Affairs to units or for litigation involving the University.

02-02 Legal Procedures

This subseries includes the management of complaints and mediation as well as disputes or litigation resulting in trials.

02-02-01 Trials (disputes or litigation)

This division includes files relating to the preparation, process, hearing and management of disputes and litigation in court as well as those settled outside of court

02-03 Access to Documents and Protection of Personal Information

This subseries includes the administration and management of access to document requests and responses as well as inventories of personal information files.

02-03-01 Access to Documents and Protection of Personal Information Management

This division includes files relating to the administration and management of access to document requests received as part of the access legislation and law enforcement, including records for reporting and tracking requests and meetings regarding requests.

02-03-02 Access to Documents Requests

This division includes files relating to the management of the receipt, processing and response to access to information requests.

02-03-03 Personal Information Files Inventory

This division includes files relating to the management of the identification, tracking, and management of files series and divisions containing personal information.

02-04 Contracts and Agreements

This subseries includes the administration and management of contracts and agreements arising from capital projects and non-capital projects.

02-04-01 Capital Projects Contracts and Agreements

This division includes files relating to the management of contractual obligations of the university and the contractor for scope of work and services in a capital project (as approved by the Board of Governors, Senate or Office of the Principal or similar).

02-04-02 Non-Capital Projects Contracts and Agreements

This division includes files relating to the management of contractual obligations of the university and the contractor for the scope of work and services in a major but not a capital project such as vendors for supplies to the university and tenders or bids those approved at the level of Financial Services.

02-05 Intellectual Property

This subseries includes the management of intellectual property through the activities of copyright licenses and permissions, trademarks, reports on invention, patents and industrial design as well as licenses and permits.

02-05-01 Copyright Licenses and Permissions

This division includes files relating to the management of requests to use McGill copyrighted materials in publications or to reproduce the materials as well as requests by McGill to other institutions or organizations to reproduce non-McGill materials.

02-05-02 University Copyrights and Trademarks

This division includes files relating to the management of registering, copying, publishing, disseminating, displaying, performing or playing without permission of copyright held by the university and the creation, management, registration and use of McGill trademarks, including its name.

02-05-03 Reports on Invention, Patents and Licenses

This division includes files relating to the management of reporting inventions, including the application of patents, registration of industrial designs, licenses and permits of the invention.

03 FINANCIAL RESOURCES MANAGEMENT

This series includes the administration and management of financial resources such as budgetary control, revenue and funding, expenses, banking operations and payroll. Income tax statements and financial audits are also included.

03-01 Budgets

This subseries includes to the planning and budget forecasting, including budget preparation, presentation and approval of budgets.

03-01-01 Budgets Planning and Forecasts

This division includes files relating to the proposal and application, planning, monitoring and forecasting of the budgets during the fiscal year.

03-01-02 Budgets Approval and Updates

This division includes files relating to the approval and monitoring of funds and the management of budgetary requests including periodic budget plans during the current fiscal year.

03-01-03 Budget Control

This division includes files relating to the monitoring and controlling costs and operations during the accounting period and for adjusting budgetary performance to meet financial goals and balance budgetary plans.

03-02 University Revenue and Funding

This subseries includes the management of revenue and funding through grants, endowments, donations and foundations as well as investments, loans and guarantees.

03-02-01 Grants

This division includes files relating to the receipt, creation and management of grants either received by the University or distributed to others. It includes both external and internal grants in which grant money may be generated from within the University budget or received from external sources such as the government, donors, institutions or other sources.

03-02-02 Donations

This division includes files relating to the fiscal management of donations as well as the financial establishment of the funding, the terms and conditions of the funding, the disbursement of the funds and the investment of the principle amounts. Constituent files are classified under 07-04-01.

03-02-03 Investments, Loans and Guarantees

This division includes files relating to the management of investments, loans and guarantees, the payment of debt, interest earned, transfer of funds between markets, stocks and bonds, and the determination of investments such as CAMSR for ethical and socially responsible investments.

03-03 Accounting

This subseries includes the administration and management of accounting actions such as FOAPALS, accounts payable and receivable, student accounts, journals and ledgers.

03-03-01 Charts of Accounts

This division includes files relating to the administration of the Charts of Accounts or FOAPALs used for analysis, planning and budgeting of revenues and expenditures as well as assets and liabilities.

03-03-02 Accounts Payables

This division includes files relating to the administration and management of accounts payable and expense reimbursement or advances, such as the authorization process of expenses, internal and external billings and charges, vendor and supplier accounts management, travel expenses reports and reimbursements.

03-03-03 Accounts Receivables

This division includes files relating to the management of accounts receivable and receipt of monies owing to the University. This may be either in the general accounts or individual accounts. Student accounts that are classified under 03-03-04.

03-03-04 Student Accounts

This division includes files relating to the management of student accounts including charges, fines and fees, and account adjustments.

03-03-05 Journals and Ledgers

This division includes files relating to the business transactions and accounting of the University, including the posting of the transactions into the journals and the subsequent financial statements generated for each reporting period.

03-04 Banking Operations

This subseries includes the administration of bank accounts and transactions as well as the management of credit cards and procurement cards.

03-04-01 Bank Accounts

This division includes files relating to the management of bank accounts, deposits, reconciliation, and cheques that are issued and cashed.

03-04-02 Bank Transactions

This division includes files relating to the management of encumbrances, transfers, allocations, carry forwards and entries, as well as tracking fund transfers between Treasury and other McGill units.

03-04-03 Credit Cards and Procurement Cards

This division includes files relating to the management of credit and procurement cards issued by the University.

03-05 Fiscal Management (Taxes and Fiscal Receipts)

This subseries includes the management of taxes and tax receipts either issued or received by the University.

03-05-01 Taxes

This division includes files relating to the fiscal management of general taxes for the University as an institution and public body. Personal income tax, tuition and education credit certificate are classified under 03-06-04.

03-05-02 Tax Receipts

This division includes files relating to the issuance and management of tax receipts for monies received or issued by the University and may include tax receipts issued for gifts in kind or similar for donations to the University (as classified under 03-05-01).

03-06 Payroll Management

This subseries includes the administration and management of payroll functions, including timesheets, deductions, pay deposits and the production of income tax slips.

03-06-01 Worked Hours

This division includes files relating to the management of calculating hours and salaried time of employees for the purpose of payment and seniority tracking.

03-06-02 Deductions Management

This division includes files relating to the management of deductions and employee financial contributions calculated for earnings of an employee.

03-06-03 Pay Deposits

This division includes files relating to the management of pay deposit for the requisition of cheques and direct deposit transactions.

03-06-04 Income Tax

This division includes files relating to the production and transmission of tax slips to employees.

03-07 Financial Statements, Audits and Reports

This subseries includes the administration and management of financial statements and audits or reports to ensure the accuracy and transparency of investments and other related funds.

03-07-01 Financial Statements

This division includes files relating to the auditing of financial statements to ensure accuracy and for tax, financing, or investing purposes.

03-07-02 Audits and Reports

This division includes files relating to the management and reporting of financial audits and reports of University funds prepared by external auditors and agencies.

04 HUMAN RESOURCES MANAGEMENT

This series includes workforce planning such as the hiring and movements of personnel and their staff files, working conditions, salary management, and the development of McGill University's human resources management.

04-01 Workforce Management

This subseries includes the analysis and planning of staffing requirements, including the management of job profiles and the evaluation of positions as well as the administration of employee and seniority lists.

04-01-01 Workforce Analysis and Plan

This division includes files relating to the planning and monitoring of the workforce to manage hiring requirements, position justifications and the onboarding of personnel.

04-01-02 Job Profiles

This division includes files relating to the classification and description of administrative and union positions within the organizational framework.

04-01-03 Positions Evaluation

This division includes files relating to the classification and evaluation of administrative and union positions.

04-01-04 Employee and Seniority Lists

This division includes files relating to the management of employee and seniority lists.

04-02 Recruitment and Postings

This subseries includes the development, approval and management of employment postings, the search exercise (membership, interview forms, evaluation guidelines and selection grids), appointment and reappointment of permanent, casual and term, and faculty staff.

More specifically, permanent and casual workers postings and recruitments relate to personnel requisitions, justification forms, hiring criteria and qualification requirements, lists of candidates, evaluation guides and selection grids, resumes, and summaries of interviews.

Faculty positions focus on the search for, and appointment, re-appointment and cross-appointment of faculty/librarian appointees, including requisitions, job talks, candidate short lists, and appointment notices.

04-02-01 Postings

This division includes files relating to the creation, approval and management of employment postings for the monitoring and control of staff positions, such as the justification, approval or denial, and posting of a position as well as staff vacancies.

04-02-02 Hiring

This division includes files relating to the management of hiring requests and processes for staffing positions as well as the selection process, membership of the hiring committee and the use of recruitment agencies.

04-03 Employee Files

This subseries includes the management of academic personnel and administrative staff files, including personal information as part of the dossier administration.

04-03-01 Academic Personnel Files

This division includes files relating to the personnel management of academic faculty and librarians only. For other employee categories, see 04-03-02, 04-03-03 and 04-03-04.

04-03-02 Administrative and Support Staff Files

This division includes files relating to the personnel management of administrative and support staff only. This group refers to employees who occupy regular positions. For other employee categories, see 04-03-01, 04-03-03 and 04-03-04.

04-03-03 Short Term Staff Files

This division includes files relating to the personnel management of short-term staff only and are hired as casual or contractual employees. For other employee categories, see 04-03-01, 04-03-02 and 04-03-04.

04-03-04 Practicums and Internships

This division includes files relating to the personnel management of practicums and internships only. For other employee categories, see 04-03-01, 04-03-02 and 04-03-03, and student course practicums and internships are classified under 08-05-02.

04-04 Employee Mobility

This subseries includes the management of employment changes and staffing mobility such as reclassification and developmental assignments, promotions and tenure.

04-04-01 Tenure

This division includes files relating to the tenure process and appointment of academic and library staff.

04-04-02 Promotions

This division includes files relating to employee promotions within the unit but excludes the tenure process.

04-04-03 Employees Transfers

This division includes files relating to the transfer of employees to another position or unit as part of term positions, developmental assignments or abolition of position in which there is a continuation of service for the employee.

04-05 Remuneration

This subseries includes the administration of salary and wage matters, such as rates of pay, pay schedules, and standards for wage and salary payment. It also includes salary scales, allowances and bonus and pay equity.

04-05-01 Remuneration Analysis and Tendencies

This division includes files relating to the administration of salary scales and pay bases for the different categories of employees, analysis of salary changes and revisions of salary rates, and salary equity adjustments.

04-05-02 Remuneration Annual Recommendations

This division includes files relating to the management of yearly recommendations from remuneration analysis and trends as well as that from bargaining units and unions.

04-06 Employee Evaluation

This subseries includes the administration of employee performance planning and review as well as the management of the employee performance process for efficiency and productivity.

04-06-01 Employee Evaluation Organization

This division includes files relating to the organization and management of the employee evaluation programme, as well as the procedures for conducting evaluations, and the analysis of position requirements. Individual employee evaluations or performance dialogues are classified under 04-03.

04-07 Benefits and Working Conditions

This subseries includes the administration and management of employee benefits and plans, contributions and working conditions.

04-07-01 Schedules, Absences and Leaves

This division includes files relating to the management of staff and faculty attendance and absences.

04-07-02 Employee Insurances

This division includes files relating to the administration and management of employee insurances such as Employment Insurance, short- and long-term disability insurances and other programs.

04-07-03 Pension Plans

This division includes files relating to the administration and management of pension plans for faculty and staff, as well as the University Pension Advisory Committee and its membership.

04-07-04 Employee Assistance and Accessibility

This division includes files relating to the various employee assistance and accessibility programs and activities, including campus accessibility and resource services.

04-07-05 Employer Contributions

This division includes files relating to the administration of employer contributions provided to McGill University staff and faculty.

04-08 Professional Training and Development

This sub-section includes the administration of professional training activities and development and educational assistance programs, such as internal and external activities in which staff created and taught or those in which they attended as participants.

04-08-01 Internal Workshops and Courses

This division includes files relating to the management, development and participation of internal training programs, development opportunities and workshops for staff members.

04-08-02 External Trainings and Conferences

This division includes files relating to the management, development and participation of external training programs, development opportunities and conferences for staff members.

04-08-03 Educational Assistance Materials and Programs

This division includes files relating to the administration and development of educational assistance materials and programs, and educational or tuition assistance.

04-09 Labor Relations

This subseries includes the management of labour relations between McGill and its staff, as well as trade unions and professional relations, collective agreements and negotiations, work stoppages and conflicts, disciplinary measures, complaints and grievances.

04-09-01 Employees Associations and Unions

This division includes files relating to McGill University's relations with trade and faculty unions and associations of professional and managerial staff.

04-09-02 Collective Agreements

This division includes files relating to the management of negotiations and collective agreements between McGill and the unions or employee associations.

04-09-03 Work Conflicts and Strikes

This division includes files relating to the management of work stoppages and follow-up activities.

04-09-04 Disputes, Complaints, Grievances and Arbitration

This division includes files relating to the administration of labour disputes, grievances and arbitration of staff and faculty.

04-10 Employee Health and Safety

This subseries includes the management of employee health and safety programs as well as the administration of workplace accidents, compensation for loss of earnings, and other safety issues.

04-10-01 Implementation and Activities

This division includes files relating to the management of occupational health and safety programs and the prevention of hazardous work environments and workplace accidents among employees.

04-10-02 Incidents Files

This division includes files relating to the management of incident cases and accidents within the workplace as well as complaints regarding work environments such as air quality.

05 FACILITIES AND MATERIAL MANAGEMENT

This series includes the physical operations, maintenance, construction and procurement services for the University's supplies, facilities, buildings and land, as well as risk management and insurance, security and environmental safety.

05-01 Facilities and Land

This subseries includes the stewardship and financial sustainability of buildings and grounds, building operations and both minor and major renovation and construction projects through the planning of University lands, facilities, infrastructure and related property matters.

05-01-01 Acquisition and Leasing

This division includes files relating to the planning, review and approval of the acquisition and disposition of land and buildings, as well as related leasing and permits of immovable property.

05-01-02 Construction and Major Renovation

This division includes files relating to the management of construction and major renovation projects as distinguished by the scale of the project, the approval process and cost where funding comes from either the Capital Budget or Plant Fund.

05-01-03 Facilities Maintenance and Minor Renovation

This division includes files relating to the operation and management of building and lands maintenance, including minor or cosmetic renovations and alternations, and inspections.

05-01-04 Space Management

This division includes files relating to the signage, design, reconfiguration, use and allocation of interior and exterior spaces for students, staff, faculty and researchers.

05-01-05 Rooms and Venues Usage

This division includes files relating to the booking and usage of rooms and venues, including special events and the rental of space and facilities by McGill University or external clients.

05-02 Materials and Supplies

This subseries includes the procurement, management and administration of materials and supplies, as well as fleet management, throughout the University.

05-02-01 Procurement and Purchasing

This division includes files relating to the purchasing process and supports the acquisition of supplies for the University.

05-02-02 Materials and Supplies Usage

This division includes files relating to the management of supplies and materials inventories and usage.

05-02-03 Materials and Supplies Disposal

This division includes files relating to the management of the materials and supplies disposal, such as office or lab equipment, furniture and related materials. Hazardous materials are classified under 05-03-06.

05-02-04 Vehicle Management

This division includes files relating to the management of the fleet vehicles for the University, including the distribution of vehicles, inspections, maintenance, mileage, registration and licensing (plates).

05-02-05 Security Equipment

This division includes files relating to the management of security equipment used across campus.

05-03 Facilities Security and Environmental Protection

This subseries includes the management and administration of the security and environmental protection for creating and maintaining a safe and environmentally sustainable campus for students, staff, faculty and visitors. Lost and found is also included in this subseries.

05-03-01 Emergency and Safety Plans

This division includes files relating to the administration and implementation of programs and standards for emergency management such as the University Emergency Response Plan and the Emergency Operations Centre.

05-03-02 Security and Access Management

This division includes files relating to the management of access requests to the campuses and their buildings. It may also include unlawful access and the removal of persons or items from the properties.

05-03-03 Security Logs

This division includes files relating to the management of security patrol logs and security observations or requests.

05-03-04 Security Investigations

This division includes files relating to the management of security investigations and criminal incidents.

05-03-05 Lost and Found

This division includes files relating to the registration and management of items lost on campus.

05-03-06 Hazardous Materials Management

This division includes files relating to the management, storage and disposal of hazardous materials and the tracking and certification of laboratory supplies.

05-03-07 Sustainable Development

This division includes files relating to the planning, implementation and management of sustainable initiatives and programming as well as environmental protection analysis.

05-04 Risk Management and Insurances

This subseries includes the promotion and advancement of risk management practices to protect human and physical resources and minimize the adverse effects should a loss occur.

05-04-01 Risk Management Analysis

This division includes the files relating to the analysis and ranking of risks and managing their effects.

05-04-02 Insurances

This division includes files relating to the management and processing of claims for automobile, property, and building and contents, as well as coordinating claims with insurance companies and external institutions and government agencies.

05-05 Ancillary Services

This subseries includes the administration and management of commercial, retail and support services for the University.

05-05-01 Retail Services

This division includes files relating to the management of retail services such as campus retail stores and university book press as well as any retail services provided by units to the McGill University community and the general public.

05-05-02 Internal Mail

This division includes files relating to the management of internal mail services such as reception of mail, sorting and delivery within McGill University.

05-05-03 Printing Services

This division includes files relating to the management of stationary and custom printing services for McGill community.

05-05-04 Parking Services

This division includes files relating to the administration and management of transportation and parking services.

06 INFORMATION MANAGEMENT

This series includes the management of information technology, records management, and special collections in heritage, arts and libraries.

06-01 Information Technology

This subseries includes the management of the technological infrastructure and information systems, including the administration and management of users and profiles, information security and data classification, and data networks and telecommunications for the University.

06-01-01 Technological Infrastructure

This division includes files relating to the technological infrastructure and global architecture, including information systems and networks that are maintained and managed by the University.

06-01-02 Equipment and Software

This division includes files relating to the management and installation of equipment and software.

06-01-03 Service Requests and Assistance

This division includes files relating to the integrated document management and support for the use of information resources, technology support and services.

06-01-04 Users and Profiles Management

This division includes files relating to the administration of users and profiles, including LDAP and related sign-on and network systems.

06-01-05 Information Security and Data Classification

This division includes files relating to the management of the infrastructure and administration of information security, such as disaster recovery, responsible use, passwords, protection of privacy, data wiping, and theft or loss of information assets and technology. It also includes the administration and management of data classification and directives for the use of cloud services and data warehousing.

06-01-06 Telecommunications

This division includes files relating to the management of telephones, cellular phones, web resources, email and messaging, and related service-level agreements.

06-02 Records Management

This subseries includes the documentation and management of records throughout their lifecycle and the subsequent tools to support these activities as well as the administration and management of vital records.

06-02-01 Records Management Tools

This division includes files relating to the management of the classification plan, metadata framework, taxonomy, retention schedules and related procedures for records management, in addition to the maintenance and operation of software and hardware tools.

06-02-02 Records Lifecycle Administration and Management

This division includes files relating to the administration and management of active and semi-active records held by the University prior to transfer to the McGill University Archives, including requests to deposit records in the Archives and destruction notifications.

06-02-03 Vital Records Administration

This division includes files relating to the identification and administration of vital or essential records, including those containing personal information.

06-02-04 Forms Management and Templates

This division includes files relating to the management of blank forms and templates, including the design and letterhead.

06-03 Library Resources Management and Heritage and Arts Collections

This sub-section includes the management of heritage and arts collections and library resources as well as the development, acquisition and promotion of collections and resources.

06-03-01 Acquisition Proposals

This division includes files relating to the management of potential acquisitions of library resources and heritage and arts collections or items. When an acquisition is formerly acquired, the acquisition files are transferred to 06-03-02.

06-03-02 Acquisition Management

This division includes files relating to the management of acquisition throughout the collections and resources lifecycle, including documentation in receiving Cultural Properties or other certification.

06-03-03 Processing and Description

This division includes files relating to the processing, description and arrangement of collections and resources, including catalogue entries for WorldCat, CollectionSpace, ATOM and MARC systems.

06-03-04 Preservation and Conservation

This division includes files relating to the assessment, preservation and conservation of heritage and art collections and library resources as well as temperature and humidity recordings. Temperature and humidity controls,

security systems, pest disposal and related facility management are classified under 05-01 and 05-03.

06-03-05 User Services and Reference

This division includes files relating to the management of user services and references for inquiries to library resources and heritage and art collections as well as statistical information for reporting and services such as question point.

06-03-06 Promotion and Outreach

This division includes files relating to the management of heritage and art collections and library resources for promotion and outreach within the university and for external organizations. It includes loans of items by and to the University, and special events such as physical and online exhibits, tours, workshops, lectures, conferences and symposia.

07 COMMUNICATIONS AND EXTERNAL RELATIONS

This series includes the management of activities for the advancement and stewardship of McGill's interests and its relations with government, universities and the public in addition to the management of the communication tools, marketing and publicity, media relations, internal and external news and information about and to faculty, students and staff.

07-01 Communication Tools

This subseries includes the administration and management of communication tools for the effective and efficient exchange of information between McGill and its community and the public, including official identification and symbols and writing guides.

07-01-01 Communication Plan

This division includes files relating to the creation and implementation of strategic plans for communicating and exchanging information.

07-01-02 Official Identification and Symbols

This division includes files relating to the management and use of the McGill logo, its crest and another other symbols representing the university, such as taglines and slogans. The registration of official identification and symbols is classified under 02-05-02.

07-01-03 Writing Guides

This division includes files relating to the administration of writing guides for effective communication and use of communication tools.

07-02 Internal Communication

This subseries includes the management and dissemination of information to ensure the McGill community is informed of University news, events and announcements.

07-02-01 Internal Notifications and Announcements

This division includes files relating to the management of internal communications through notifications and announcements, such as What's New, daily news digest, social media and other notifications. Newsletters and similar publications are classified under 07-06.

07-03 Marketing and Publicity

This subseries includes the promotion of the University through its marketing and public relations as well as the management of activities supporting the announcement of activities, campaigns, exhibitions and events for the University.

07-03-01 Promotion Materials

This division includes files relating to the messaging and promotion of the University through the marketing of promotional materials.

07-03-02 Promotion Activities and Campaigns

This division includes files relating to the development and implementation of marketing campaigns, programming and strategic outcomes (specific and general goals and objectives) to promote McGill locally, nationally, and internationally.

07-03-03 Exhibitions

This division includes files relating to the management and installation of exhibits and the planning and programming of exhibitions.

07-04 Advancement

This section focuses on the building of McGill's advancement to support the University's priorities through its fundraising and alumni programs, in addition to the identification, cultivation, solicitation and stewardship of donors.

07-04-01 Constituent Files

This division includes files relating to the identification of alumni and the management of information files for updating statistics and contact information as well as philanthropy activities.

07-04-02 Fundraising Activities

This division includes files relating to the administrative operations of identifying and developing potential and future donors for the University as well as the development of programs for fundraising and engagement with possible donors.

07-04-03 Campaign Management

This division includes files relating to the strategic planning, comprehensive campaign management and front-line fundraising to support major and special

gifts, such as bequests and planned giving and philanthropic contributions to the University.

07-05 Media relations

This subseries includes the management of media relations for the University to promote and disseminate newsworthy events and activities, as well as any other stories of broader interest to the public. It also includes the management of the University's main social media accounts and media or press inquiries.

07-05-01 Communications with Press

This division includes files relating to the management of press communications as well as emergency notifications, inquiries, releases, interviews and filming on campus. It also includes the management of public relations for major announcements, news conferences and symposia.

07-05-02 Media Coverage

This division includes files relating to the management of media assistance and communication for McGill faculty, staff and students with the press and in using social media, writing press releases and placing op-eds.

07-06 Publications

This subseries includes the management of activities for supporting the publication of print and electronic resource and communication materials, such as websites, intranets, monographs and books, and periodicals, produced by the University as well as the preparation, production, distribution and subsequent legal deposit of the publications.

07-06-01 Monographs and Books

This division includes files relating to the management of the submission, production and publication of monographs and books as well as the negotiations for rights, e-prints and reprints, and royalties.

07-06-02 Periodicals

This division includes files relating to the management of the submissions (articles), layout process, publishing and distribution of periodicals both online and in-print.

07-06-03 Websites and Intranets

This division includes files relating to the management of the design and publication of web pages and websites as well as the administration and management of University intranets and related activities.

07-06-04 Legal Deposit

This division includes files relating to the administration of publications sent for legal deposit.

07-07 Internal Events

This subseries includes the administration, coordination and management of internal events, colloquium, conferences and seminars in which McGill University faculty, staff and students participate and those related to the recognition of awards and prizes, and official affairs such as ceremonies and other institutional events.

07-07-01 Colloquium, Conferences and Seminars

This division includes files relating to the management of symposiums, conferences, colloquiums and similar events held for faculty, staff and students of McGill University.

07-07-02 Prizes and Awards

This division includes files relating to the administration, selection and notification of prizes and awards given to McGill University faculty, staff and students. Scholarship and similar financial awards are classified under 12-01-03.

07-07-03 Ceremonial Announcements and Institutional Events

This division includes files relating to the management of ceremonies and official activities organized by McGill University, in particular launches and receptions as well as those to which other institutions have invited McGill delegates.

07-08 External Relations and Events

This subseries includes the administration, coordination and management of external events such as colloquiums, conferences and seminars, in addition to the recognition of awards and prizes.

07-08-01 Colloquium, Conferences and Seminars

This division includes files relating to the management of publicly attended symposiums, conferences, colloquiums and similar events and for University and non-University events.

07-08-02 Prizes and Awards

This division includes files relating to the administration, selection and receipt of external prizes and awards given to McGill University faculty, staff and students and the receipt of prizes and awards to University members. Scholarship and similar financial awards are classified under 12-01-03.

07-08-03 External Associations and Organizations

This division includes files relating to the administration and management of the University and its faculty, staff and students' membership and participation in external associations and organizations.

07-08-04 External Relations with Units

This division includes files relating to the administration and management of the external associations of a unit, department or faculty. The associations may be with another McGill unit or an external body to the University, but excludes those within the unit.

08 ACADEMIC AFFAIRS AND TEACHING

This series includes the administration and management of academic planning and delivery of programs, courses and internships as well as the certification and accreditation of programs and teaching and student evaluation functions.

08-01 Academic Planning

This subseries includes the management of University calendars as well as planning and scheduling of academic programs and the approval of teaching units.

08-01-01 Academic Planning Management

This division includes files relating to the management and planning for the academic year, including the offering of courses, deletion of courses, determination of important dates and deadlines for the academic year and the management of academic milestones.

08-01-02 University Calendars

This division includes files relating to the administration of University Calendars, including calendar content, workflow approvals and publishing online.

08-01-03 Faculties and Departments Structures

This division includes files relating to the creation, dissolution and organization of faculties, department and schools.

08-02 Academic Programs

This subseries includes the management of the delivery of university courses and programs to enhance student learning through the management and review of faculties and programs and their subsequent accreditation and certification.

08-02-01 Programs Creation and Development

This division includes files relating to the management and approval of new programs offered by the University.

08-02-02 Programs Management

This division includes files relating to the administration and management of current programs offered to students, in particular the planning, delivery and review of programs as well as minor and moderate changes. The development of new courses is classified under 08-02-01.

08-02-03 Accreditation and Certification

This division includes files relating to the management of processes for the validation and certification for evaluating faculties, schools and centres. are evaluated. This includes the accreditation of new faculties, schools or centres and the renewals of those previously accredited. The accreditation or certification other institutions or for other units within McGill University are classified under 07-08-03 and 07-08-04, respectively.

08-03 Teaching Management

This subseries includes the administration and management of the teaching schedules, duties and responsibilities, evaluation and support tools to aid in pedagogy.

08-03-01 Semester Organization

This division includes files relating to the development of timetables and schedules for courses offered each semester.

08-03-02 Teaching Duties

This division includes files relating to the distribution of teaching duties and workloads assigned to faculty.

08-03-03 Teaching Evaluations

This division includes files relating to the administration of teaching evaluations completed by students for each of their courses.

08-03-04 Teaching Support Tools

This division includes files relating to the management of teaching aids and materials to support course lectures and presentations.

08-04 Course Management

This subseries includes the management of individual courses taught at the departmental level. It includes the scheduling, additions, modifications and deletions of courses as well as course descriptions and enrolment caps.

08-04-01 Course Management

This division includes files relating to the management of courses at the departmental level, which includes addition of new courses, modifications to existing courses, and deletions of obsolete courses.

08-04-02 Courses Scheduling and Descriptions

This division includes files relating to the scheduling or timetabling of courses at the departmental level, in addition to the course descriptions and outlines, enrolment caps and other related course management files.

08-05 Academic Development and Training

This subseries includes the management of academic development and training of undergraduate and graduate students, including post-graduate or post-doctoral students and medical residents.

08-05-01 Academic Development and Training Program Management

This division includes files relating to the administration and management of academic development and training programs such as internships, fellowships, post-doctoral research training and medical training. It includes the management of the program, exchange agreements and the application processes and guidelines.

08-05-02 Internship and Practicum Candidate Files

This division includes files relating to the management of the application process, acceptance, placement and evaluation of candidates in internship and practicum programs. Candidates may be part of a McGill program or from an external organization in the candidate is hosted at McGill. Note: external internships or practicums are those in the candidate is receiving academic development or training at McGill but is assessed or evaluated by another institution. Employment practicums and internships are classified under 04-03-04.

08-05-03 Post-Doctoral Studies, Fellowships, Visiting Scholars Candidate Files (Non-medical)

This division includes files relating to the management of the application process, acceptance, placement and evaluation of candidates in Post-Doctoral Studies, Fellowships, and Visiting Scholarship programs. Candidates may be part of a McGill program or from an external organization in which the candidate is hosted at McGill. Note: external programs are those in the candidate is receiving academic development or training at McGill but is assessed or evaluated by another institution.

08-05-04 Medical Training (Residency, Fellowships, Internships) Candidate Files

This division includes files relating to the management of the application process, acceptance, placement and evaluation of candidates in Medical Training programs. The medical training includes residencies, fellowships or internships at one of the McGill University Hospital Centres. Medical Training files should not be classified under 09-07-01.

08-06 Students Evaluation

This subseries includes the management and evaluation of the academic progress of students, including student examinations, assignments, dissertations, theses, grade appeals and plagiarism.

08-06-01 Evaluation Organization

This division includes files relating to the management of procedures and guidelines for evaluating students, including grading schemas established for courses and by the departments and faculties.

08-06-02 Examination and Answer Keys

This division includes files relating to blank examination and its corresponding answer key.

08-06-03 Student Examinations and Assignments

This division includes files relating to worked or answered examination and unclaimed assignments.

08-06-04 Grades Registration and Appeals

This division includes files relating to the management of the registration of a student's marks for assignments and the final course grade, as well as grade change forms and appeals for a grade change and the appeal decision.

08-06-05 Plagiarism and Fraud

This division encompasses the management of plagiarism and fraud during a student's academic career. It includes advising students on their responsibilities towards plagiarism and fraud, reporting of plagiarism and fraud and subsequent disciplinary action and appeals.

08-06-06 Dissertations and Theses

This division includes the submission approval and deposit of dissertations and theses as part of the requirements for graduation.

09 STUDENT AFFAIRS

This series includes the management of student population demographics, student rights and responsibilities, and the student admission and registration processes as well as the management of student files, course equivalencies and graduation.

09-01 Students Population

This subseries includes the management of student demographics and population enrolled in programs as well as forecasting, analysis and GDEU Reporting.

09-01-01 Forecasts

This division includes files relating to the management of forecasting and projection of student enrolment for resource and budgeting management as well as for government requirements.

09-01-02 Evolution and Analysis

This division includes files relating to the analysis and management of the changing demographics of the student population attending the University.

09-01-03 Gestion des données sur l'effectif universitaire (GDEU) Reporting
This division includes files relating to the administration of resource and funding to the Gestion des données sur l'effectif universitaire (GDEU) as mandated by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES).

09-02 Admission

This subseries includes the management of the admission process for students applying to the University.

09-02-01 Student Admission

This division includes files relating to the management of the application and admission processes for new students and includes applicants who were successful (registered or declined) or unsuccessful (rejected candidates). Successful admission records are transferred for classification under 09-07-01.

09-03 Registration

This subseries includes the management of enrollment and registration of students accepted for admission to the University.

09-03-01 Student Registration

This division includes files relating to the reservation of space in a course and the completion of the registration phase when the student is enrolled. Registration includes course selection and registration, and the finalization of the registration by completing enrolment and paying of tuition and student fees.

09-04 Equivalencies

This subseries includes the determination of course equivalencies for academic credit.

09-04-01 Course Equivalencies

This division includes files relating to the determination of course equivalencies between another university and McGill University.

09-05 Graduation

This subseries includes the management of the graduation process and the awarding of honorary degrees.

09-05-01 Student Graduation

This division includes files relating to the application and approval of a student's request to graduate as well as the official programming of convocation and the administration of unclaimed diplomas and degrees.

09-06 Student Rights and Responsibilities

This subseries includes the management of student rights and responsibilities as outlined in the student handbook.

09-06-01 Student Rights and Responsibilities

This division includes files relating to the management of student rights and responsibilities.

09-07 Student Files

This subseries includes the management of the student file.

09-07-01 Student Files

This division includes files relating to the management and documentation of the student's academic progress and career while attending the university.

Note Some record types from Admission, Registration, Equivalencies and Graduation may be transferred to the Student File

10 RESEARCH AND INNOVATION

This series includes the development, management and support of research units and projects held at McGill University. It also includes the organization and administration of research projects and start-ups, funding development programs, research centres such as laboratories, and documentation relating to the ethics and compliance of research.

10-01 Research Organization

This subseries includes the management of research awards and registries and funding studies as well as the development and management of collaborative resources, networks and guidelines.

10-01-01 Research Organization

This division includes files relating to the management of research awards and registries and funding studies as well as the development and management of collaborative resources, networks and guidelines.

10-02 Research Funding Development

This subseries includes the development and management of research funding and related opportunities. Research funding development includes industry partners and funding programs from internal and external sources.

10-02-01 Internal Funding Programs

This division includes files relating to the management and documentation of internal programs for funding research such as university sponsorship.

10-02-02 External Funding Programs

This division includes files relating to the management and documentation of external programs for funding research such as government, industry or corporate sponsorship and partnership.

10-03 Research Centres and Related Units

This subseries includes the administration and management of formally approved research organizations, centres, units, laboratories, field stations and networks for conducting research, promoting innovation and advancing scholarly activities through collaborative research and training.

10-03-01 Research Centres

This division includes files relating to the administration and management of research centres and their research activities and contributions to the advancement of learning and to the respective professional fields.

10-03-02 Research Units

This division includes files relating to the administration and management of research units and their research activities and contributions to the advancement of learning and to the respective professional fields.

10-03-03 Research Laboratories

This division includes files relating to the administration and management of research laboratories and their research activities and contributions to the advancement of learning and to the respective professional fields.

10-03-04 Research Field Stations

This division includes files relating to the administration and management of field stations and their research activities and contributions to the advancement of learning and to the respective professional fields.

10-04 Research Projects and Start-Ups

This subseries includes the administration and management of entrepreneurship opportunities, research projects and start-ups. This subseries includes projects not classified under 10-03.

10-04-01 Contracts and Grants Applications

This division includes files relating to the management of contracts and grant applications associated with projects and start-ups as well as networking with potential funding sources.

10-04-02 Research Files

This division includes files relating to the management of research projects and operating procedures, protocols or guidelines as well as shadow files (clinical trials) and outcomes of the research. It excludes the research data.

10-04-03 Ethics and Integrity Reviews

This division includes files relating to the management of public funds, research ethics reviews for projects involving human participants or animals as well as radioactive or biohazardous materials.

11 AFFILIATIONS AND PARTNERSHIPS

This series includes the management of affiliations and partnerships with local, national and international schools or colleges that operate independently with a collaborative, formal agreement with McGill as well as affiliations with the three levels of government.

11-01 National Affiliations and Partnerships

This subseries includes the management of affiliations with schools and colleges across Canada, and with all three levels of government.

11-01-01 Non-government Affiliations and Partnerships

This division includes files relating to the management of affiliations and partnerships between schools, CEGEPS, colleges and other universities located within Quebec and Canada.

11-01-02 Government Affiliations and Partnerships

This division includes files relating to the management of affiliations and partnerships between municipal, provincial and national governments and McGill

11-02 International Affiliations and Partnerships

This subseries includes the management of affiliations with schools and colleges outside of Canada and with international governments.

11-02-01 Non-government Affiliations and Partnerships

This division includes files relating to the management of affiliations and partnerships between schools, colleges and other universities located outside of Canada.

11-02-02 Government Affiliations and Partnerships

This division includes files relating to the management of affiliations and partnerships between international governments and McGill.

12 SERVICES TO THE COMMUNITY

This series includes the management of various services offered to the McGill community and the general public, such as student services, campus life, athletics and recreation, professional medical and dental services and alumni services. These services range from social and cultural, financial, educational, professional to ancillary support.

12-01 Student Services

This subseries includes the management of welcome services, tutoring, financial and accessibility services to support the student during their academic career at the University as well as student insurance, residential and food services.

12-01-01 Welcome and Service Point Services

This division includes files relating to the management of orientation services provided directly to students and family members, particularly those new to McGill University.

12-01-02 Tutoring, Advisors and Hubs

This division includes files relating to the management of services relating to the academic success of students through various programs such as peer-to-peer and career centres and entrepreneurship hubs.

12-01-03 Financial Aid and Scholarship

This division includes files relating to the administration and management of student financial aid and scholarships awarded by the University as well as the management of provincial funding through student loans programs. Prizes and awards are classified under 07-07-02 and 07-08-02.

12-01-04 Student Insurances

This division includes files relating to management of student insurances as it relates to the student admission or academic registration processes. It excludes student enrolment, opt-out, claims, payments and related activities.

12-01-05 Students with Disabilities Individual Files

This division includes files relating to the management of individual student who require support or assistance during their academic career.

12-01-06 International Students and Exchange Programs

This division includes files relating to the administration and management of international and McGill University students participating in exchange programs and courses or semesters abroad. International students who have registered as part- or full-time student at McGill University are classified under 09-07-01.

12-01-07 Housing

This division includes files relating to the management of students' application process for campus housing and residence.

12-01-08 Food and Dining

This division includes files relating to the management of voluntary and mandatory meal plans offered at the University, such as the oneCard plan.

12-02 Campus Life

This subseries includes the management of services for students' academic success and development through social and cultural activities and special events. Clubs, associations and societies also form part of campus life.

12-02-01 Student Associations, Clubs and Societies

This division includes files relating to the administrative relationship of student associations, clubs and societies with the University

12-02-02 Social and Cultural Activities and Services

This division includes files relating to the management of cultural and social programming, such as public art and Indigenous cultural programming.

12-02-03 Engagement in the Community and Special Events

This division includes files relating to the management of social, cultural or sports activities organized or held by the University in which the general public are invited to attend or participate, such as the campus farm tours, book fairs and public astro night lectures.

12-03 Athletics and Recreation

This subseries includes the administration and management of physical activities and programs, staff fitness, varsity and recreational or intercollegiate sports as well as the management of the client files for fitness centres and children's sports camps.

12-03-01 Facilities and Services

This division includes files relating to the administration and management of the various facilities and services provided for students and staff.

12-03-02 Client Files

This division includes files relating to the management of client files and memberships for the use of the athletic facilities and recreational services.

12-03-03 Varsity Sports

This division includes files relating to the management of varsity teams including travel and competitions.

12-03-04 Students Athletics Program and Intramurals

This division includes files relating to the administration and management of student athletics programs such as clubs, fitness and athletics groups, competitive and recreational intramural sports.

12-03-05 Staff Fitness Programs

This division includes files relating to the management of the staff fitness program offered to McGill University staff and faculty.

12-03-06 Children's Programs and Camps

This division includes files relating to the management of animation and educational activities, individual and group lessons, day camps and workshops for children and participating schools.

12-04 Health, Dental and Wellness Professional Services

This subseries includes the administration and management of professional health and wellness services offered to McGill students, staff, faculty and the general public. The professional services include medical, dental, psychological counselling and physiotherapy and sports therapy.

12-04-01 Medical Health Services

This division includes files relating to the administration and management of patient files held by McGill University health services.

12-04-02 Dental Clinics

This division includes files relating to the administration and management of patient files held by McGill University dental clinics.

12-04-03 Counselling Services

This division includes files relating to the administration and management of patient files held by McGill University counselling services.

12-04-04 Physio Services

This division includes files relating to the administration and management of patient files held by the physical and occupational therapists and sports physiological therapy clinics.

12-05 Alumni Services

This subseries includes the management of services provided to McGill University's alumni, including networks, chapters, and community programs.

12-05-01 Associations Management

This division includes files relating to the management of alumni chapters and their activities as well as programs and promotional offers or discounts.

12-05-02 Volunteer and Alumni Engagement

This division includes files relating to the management of volunteer and alumni engagement across the University such as events, mentoring programs, volunteer committees and recruitment.