McGill University Classification Plan
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 legislation\(^1\) 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 sub-series, divisions and ultimately subdivisions.

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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

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01 ADMINISTRATION AND MANAGEMENT
This series includes documents relating to 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 section groups records concerning the University Charter and Statutes, its mission statement and principles as well as the University’s history. The Constitution and History of McGill University captures the documentation for the creation and governance of the University, along with the establishment of its official symbols and heraldry. This also includes the historical research and related documentation about 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 of the University Charter and statutes for the governance and operation of the University, as well as the official Coat of Arms.
Record types: correspondence, reports, drafts, statutes, amendments

01-01-02 Mission Statements and Principles
This division includes the files related to the governing statements and principles of the University. This division should not be confused with the unit level mission statements and principles filed under 01-04-01.
Record types: reports, correspondence, drafts, amendments

01-01-03 Historical Research and Notes about the University
This division includes information relating to the history and development of the university, its faculties, departments, schools, centres, institutes and administrative units.
Record types: obsolete or historical organizational charts and name changes, notes on the creation and evolution of units, photographs, newsletters, and other memorabilia

01-02 Institutional Governance
This section captures the documentation of the governance of the University and management of the Board of Governors and Senate, along with its various committees. This includes the administration and compliance of policies, statutes and regulations.

01-02-01 Board of Governors
This division includes the files that document the nominations, elections, composition, operation, planning and organization of the Board of Governors and their meetings.
Record types: agenda and minutes of meetings, events, memberships, certified extracts, contracts, delegations, and correspondence (templates found in 06-02-05)

01-02-02 Senate
This division includes the records that document the nominations, elections, composition, operation, planning and organization of Senate and their meetings.
Record types: agenda and minutes of meetings, events, membership, certified extracts, contracts and correspondence (templates found in 06-02-05)

01-02-03 Standing and Advisory Committees
This division includes the administration of standing and advisory committees according to university regulations.
Record types: agendas, meeting minutes, reports, call for tenders, advertisements, proposals and reviews and decisions, and correspondence

01-02-04 Non-Standing Committees and Working Groups
This division includes the records that relate to the administration and management of ad-hoc and non-standing committees and working groups according to university regulations.
Record types: agenda and minutes of meetings, reports, working papers and correspondence

01-02-05 Regulatory
This division includes the records that document the compliance and enforcement of University statutes, policies and regulations.
Record types: tenure, promotion, dispute resolution and policies and regulations management, reports and correspondence

01-03 Institutional Administration and Regulations
This section relates to 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 the policies and regulations developed at the senior level of administration for the governance and operations of the University.
Record types: final, approved, versions of these policies, procedures, guidelines, and related guidance, and records relating to their development, review, amendment or revision.

01-03-02 Structure and Organizational Charts
This division relates to the planned development of units and descriptions of units’ responsibilities and staff titles.
Record types: organizational charts and diagrams, descriptions of the unit’s responsibilities, and correspondence

01-03-03 Institutional Planning
This division relates to the planned development and management of the University as part of its strategic planning and organizational development.
Record types: reports, organizational charts and diagrams, correspondence

01-03-04 Authority and Signature Delegation
This division refers to the allocation, delegation and approval of authority in administrative units.
Record types: delegation forms, approvals or authorizations, correspondence

01-04 Units and Department Administration
This section relates to 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 is associated with the decision-making process and directions of the department or unit, and as a basis from which the operating procedures are determined.
Record types: term of reference, mandate, authority, correspondence, reports

01-04-02 Unit-level Policies and Procedures
This division relates the development and management of policies and procedures for the administration of the unit.
Record type: final versions of policies, procedures and amendments, and supporting documentation, correspondence, reports

01-04-03 Planning and Activities Management
This division relates to the planning of activities and objectives of the unit. Includes strategic planning.
Record types: activity reports, correspondence, declaration of compliance

01-04-04 Units and Departments Meetings and Working Groups
This division relates to the management of meetings at the unit and departmental levels.
Record type: agendas, supporting documentation, minutes of meetings and correspondence

01-05 Audits and Reviews
This section focuses the auditing of units through the cyclical unit reviews and internal and external audits.
01-05-01 Annual Reports and Cyclical Unit Reviews
This division relates to the institutional review of academic and administrative units and the Annual Reports of all academic teaching units. Documents relating to accreditation are filed under 08-02-03.
Record types: reports and supporting documentation, correspondence, recommendations

01-05-02 Internal Audits
This division relates to the assessment and assurance of the University’s operations through internal audits.
Records types: audits, reports, evaluations, summaries and recommendations and correspondence

01-05-03 External Audits
This division relates to the assessment and assurance of the University’s operations through external audits.
Records types: audits, reports, evaluations, summaries and recommendations and correspondence

02 LEGAL AFFAIRS
This series focuses on the administration and management of activities relating to legal opinions and procedures, including legal advice and counsel. It also includes the administration of access to document requests and responses as well as intellectual property and contracts.

02-01 Legal Opinions
This section centres on the issuing or receipt of internal and external legal opinions.

02-01-01 External Legal Opinions
This division includes legal opinions and advice issued by an external body
Record types: reports, supporting documentation and correspondence

02-01-02 Internal Legal Opinions
This division includes legal opinions and advice issued by Legal Affairs to units or for litigation involving the University
Record types: reports, supporting documentation and correspondence

02-02 Legal Procedures
This section relates to the management of complaints and mediation as well as disputes or litigation resulting in trials.

02-02-01 Trials (disputes or litigation)
This division relates to the preparation, process, hearing and management of disputes and litigation in court as well as those settled outside of court
Record types: legal correspondence and pleadings, statements, demands, directions, defence, actions, briefs, subpoenas and notices to appear, orders, discharges, rulings, certified transcripts of out-of-court testimony, written submissions, arguments, transactions, discharges and judgments.

02-03 Access to Documents and Protection of Personal Information
This section focuses on the administration and management of access to document requests and responses, including inventories of personal information files.

02-03-01 Access to Documents and Protection of Personal Information Management
This division relates 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.
Records types: statistics, registries, reports, minutes of meetings, agendas, presentations, training materials and correspondence

02-03-02 Access to Documents Requests
Records related to the receipt, processing and response to access to information requests.
Record types: requests for information, responses, call for records, redacted and non-redacted copies, reports, notes and correspondence

02-03-03 Personal Information Files Inventory
Records related to the identification, tracking, and management of files series and divisions containing personal information.
Record types: reports, statistics

02-04 Contracts and Agreements
This section includes contracts and agreements arising from capital projects and non-capital projects.

02-04-01 Capital Projects Contracts and Agreements
Relating to the contractual obligations of the university and the contractor for scope of work and services in a capital project (approved by the Board of Governors, Senate or Office of the Principal or similar).
Record types: contract, agreement, reports and correspondence

02-04-02 Non Capital Projects Contracts and Agreements
Relating to the 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.
Record types: contract, agreement, reports and correspondence
02-05 Intellectual Property
This section encompasses 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
Records pertaining to 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.
Record types: copyrights for works produced or acquired by the University, copyright permission clearances, assignments of rights, licences or authorizations relating to copyright in the University’s name for manuscripts, software, photographs and audio or video recordings.

02-05-02 University Copyrights and Trademarks
This division encompasses 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.
Record types: requests for permission for copyright, approvals, statistics, reports, applications of registration, and correspondence

02-05-03 Reports on Invention, Patents and Licenses
This division encompasses the processes and management of reporting inventions, including the application of patents, registration of industrial designs, licenses and permits relating to the invention.
Record types: reports of invention, application of invention, statistics, patent applications, memorandums, agreements, descriptions of inventions and technologies, original patents with attached seals, registration application, original drawings and mechanics, certificates of ownership, application for license and permits, and correspondence

03 FINANCIAL RESOURCES MANAGEMENT
This series encompasses 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 in this series.

03-01 Budgets
This section relates to the planning and budget forecasting, including budget preparation, presentation and approval of budgets.

03-01-01 Budgets Planning and Forecasts
This division relates to the planning, monitoring and forecasting of the budgets during the fiscal year.
Record types: reports, statistics, forecasts, supporting documentation and correspondence

03-01-02 Budgets Approval and Updates
This division relates to the approval and monitoring of funds and the management of budgetary requests including periodic budget plans during the current fiscal year.
Record types: official approved budgets, budget plans, detailed budget statements, supporting documentation and correspondence

03-01-03 Budget Control
This division is for monitoring and controlling costs and operations during the accounting period and for adjusting budgetary performance to meet financial goals and balance budgetary plans.
Record types: reports, results, analysis

03-02 University Revenue and Funding
This section focuses on 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 focuses on the receipt, creation and management of grants either received by the University or distributed to others. 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.
Record types: final calculations of operating grants, grant applications, statements, supporting documentation and correspondence

03-02-02 Endowments, Donations and Foundations
This division relates to the fiscal management of endowments, donations and foundations, including 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. Files relating to the management of prospecting and pipelining donors are found in 07-04-01.
Record types: proof of payments, copies of financial statements, gift and pledge forms, donation and funding agreements, terms of establishment of the donations, supporting documentation and correspondence

03-02-03 Investments, Loans and Guarantees
This division relates 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).
Record types: daily statement funds, investment statements, swap contracts, term deposits and investment certificates, confirmations
03-03 Accounting
This section relates 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
The Charts of Accounts refers to the codes used to source and allocate monies and their use to specific budgets. It defines the budgetary units, and is used for analysis, planning and budgeting of revenues and expenditures as well as assets and liabilities. The Charts of Accounts consists of the Fund, Organization, Account, Program, Activity and Location codes.
Record type: FOAPAL forms, fund request forms, correspondence

03-03-02 Accounts Payables
This division relates to the administration and management of accounts payable and expense reimbursement or advances. It may include, among other things, authorization process of expenses, internal and external billings and charges, vendor and supplier accounts management, travel expenses reports and reimbursements.
Record types: supporting records for the purchase decision, financial approvals, account coding and related information, invoices, approvals and payment references, travel claims and supporting documentation, original signatures, original receipts, cheques, foreign drafts, cancelled or refunded cheques, and audit trail of events: creation, completion, review and feed.

03-03-03 Accounts Receivables
This division relates 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 with the exception of student accounts (03-03-04).
Record types: invoices, payment forms, receipt summaries, and supporting documentation

03-03-04 Student Accounts
This division relates to the management of student accounts including charges, fines and fees, including account adjustments.
Record types: statements, calculations of fees and other charges, payments, and correspondence

03-03-05 Journals and Ledgers
This division relates 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.
Record types: financial statements, analysis, and external and internal financial reports.
03-04 Banking Operations
This section encompasses the administration of bank accounts and transactions, including the management of credit cards and procurement cards.

03-04-01 Bank Accounts
This division relates to the management of bank accounts, deposits, reconciliation, and cheques that are issued and cashed.
Record type: deposit books, bank deposit slips, bank statements, cash register receipts, reconciliation working papers and cancelled cheques.

03-04-02 Bank Transactions
This division documents the encumbrances, transfers, allocations, carry forwards and entries, including the rebalancing letters for tracking fund transfers between Treasury and other McGill units.
Record types: carry forwards for previous year and balance, approvals, justifications for entry amounts, journal vouchers, expense transfers, fund transfers and cost redistribution. Note that budget transactions are indexed via Banner document number, Posting Year and Posting month. Encumbrance records and journal entries are generated electronically via Banner forms.

03-04-03 Credit Cards and Procurement Cards
This division relates to the management of credit and procurement cards issued by the University. Includes summaries of transactions, reconciliations of monthly charges, and payments.
Record types: application, invoices, chits, receipts, general invoices and data transmissions in Banner

03-05 Fiscal Management (Taxes and Fiscal Receipts)
This section encompasses the management of taxes and tax receipts either issued or received by the University.

03-05-01 Taxes
This division relates to the taxes for the University as an institution and public body, excludes management of income tax for employees and students, including the tuition and education credit certificate.
Record types: declarations or recoveries of Quebec Sales Tax (QST) and Goods and Services Tax (GST), claims, tax statements, transaction reports, excise tax remittance, municipal taxes, school taxes, records dealing with the issue of charitable receipts (including registration numbers).

03-05-02 Tax Receipts
This division relates to the management of receipts for taxes received or issued by the University for taxes under 03-05-01 Taxes, and may include tax receipts issued for gifts in kind or similar for donations to the University.
Records type: receipts and supporting documentation
03-06 Payroll Management
This section relates to 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 relates to the management of calculating hours and salaried time of employees for the purpose of payment and seniority tracking.
Record types: time sheets and supporting documentation

03-06-02 Deductions Management
This division relates to the deductions and employee financial contributions calculated for earnings of an employee. Includes the calculations from gross to net income, and deductions histories.
Record types: deduction requests and forms; tax exemptions; garnishments; contribution calculations; income tax deductions; pension deductions, insurance deductions; union dues, saving bonds, and other deductions

03-06-03 Pay Deposits
This division relates to the management of pay deposit including the requisition of cheques and direct deposit transactions.
Record types: cheque requisition; direct deposit forms

03-06-04 Income Tax
This division relates to the production and transmission of tax slips to the employees.
Record types: income tax slips; T4s, student income tax, personal tax credit returns, source deductions return

03-07 Financial Statements, Audits and Reports
This section relates to 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
Records relating to the auditing of financial statements to ensure accuracy and for tax, financing, or investing purposes.
Record types: Financial statements, balance sheet, income statement, and cash flow statement, audits and reports

03-07-02 Audits and Reports
This division relates to the financial audits and reports prepared by external auditors and agencies for the reporting of investments and fiscal management of University funds.
Record types: reports, supporting documentation and correspondence
04 HUMAN RESOURCES MANAGEMENT
This series includes documents related to workforce planning such as the hiring and movements of personnel and their staff files, working conditions, payroll management, and the development of McGill University’s human resources management.

04-01 Workforce Management
This section focuses on the analysis and planning of staffing requirements, including the management of job profiles and the evaluation of positions. The administration of employee and seniority lists are also included in this section.

04-01-01 Workforce Analysis and Plan
This division includes records relating to the planning and monitoring of the workforce to manage hiring requirements, position justifications and hiring of personnel.
Record types: position inventories, studies, analyses, reports and recommendations on personnel requirements and position status, abolition and transfer of positions, job evaluation programs, and staff recruitment plans.

04-01-02 Job Profiles
This division includes records that relate the classification and description of administrative and union positions to particular job descriptions within the overall organizational framework.
Record types: official definition of functions and tasks of University personnel, work plans, and allocation of administrative tasks.

04-01-03 Positions Evaluation
This division relates to records documenting the classification and evaluation of administrative and union positions.
Record types: request forms, comparisons with other positions and correspondence.

04-01-04 Employee and Seniority Lists
This division contains the records for documenting and managing employee and seniority lists for the University.
Record types: lists of administrative personnel, seniority lists, and cumulative listings of faculty appointments.

04-02 Recruitment and Postings
This section relates to 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 focuses on the creation, approval and management of employment postings for the monitoring and control of staff positions. It includes the justification, approval or denial, and posting of a position as well as staff vacancies.
Record types: position justification and review, position requisition forms, job vacancy notices and lists, announcements and advertisements, postings and correspondence

04-02-02 Hiring
This division relates to the management of hiring requests and processes for staffing positions. It includes the selection process, membership of the hiring committee and the use of recruitment agencies.
Record types: committee membership notes, application letters, resumes and curriculum vitae, interview questionnaires, selection grids, hiring criteria, medical examinations, reference letters, candidate short lists, supporting documentation, letters of offer or rejection, and correspondence

04-03 Employee Files
This section refers to the management of staff members in all employee categories throughout the employment career. Aside from employment information, the files contain employee personal information such as home address, citizenship or VISA documentation and medical information as part of the dossier administration.

04-03-01 Academic Personnel Files
This division relates to the personnel files of academic faculty and librarians only. For other employee categories, see 04-03-02, 04-03-03 and 04-03-04.
Record types: letter of offer, confirmations, letters of reference, leave requests, performance reviews, correspondence, notifications, recommendations, curriculum vitae, record of employment, appointment and re-appointment decisions and supporting documentation

04-03-02 Administrative and Support Staff Files
This division relates to the personnel files 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.
Record types: letter of offer, diplomas, job descriptions, notices of hire or change, salary progressions, salary adjustments, benefits, professional development activities, performance evaluations, organizational assignment
information, status changes, record of employment, leave notices, letters of resignation and notices of termination, correspondence and supporting documentation.

04-03-03 Short Term Staff Files
This division relates to the personnel files 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.
Record types: contracts for employees whose period of continuous employment does not exceed six (6) months and who are not on time sheets, letter of offer, job description, supporting documentation and correspondence.

04-03-04 Practicums and Internships
This division relates to the personnel files of practicums and internships only. For other employee categories, see 04-03-01, 04-03-02 and 04-03-03.
Record types: letter of offer, internship application, attendance and time sheet reports, internship plans and reports and correspondence.

**04-04 Employee Mobility**
This section includes files related to changes in the employment such as reclassification and developmental assignments, promotions and tenure. These files include policies, procedures and analysis of staffing mobility.

04-04-01 Tenure
This division focuses on the tenure process and appointment of academic and library staff.
Record types: tenure review and approval documents, including curriculum vitae, written assessments and evaluations from internal and external sources, appointment forms, recommendations of the Tenure Committee, notifications, supporting documentation and correspondence

04-04-02 Promotions
This division relates to employee promotions within the unit but excludes the tenure process.
Record types: appointment forms, supporting documentation and correspondence

04-04-03 Employees Transfers
This division includes 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.
Records types: approval forms, renewal forms, supporting documentation and correspondence

**04-05 Remuneration**
This section relates the administration of salary and wage matters, including rates of pay, pay schedules, and standards for wage and salary payment. It also relates to salary scales, allowances and bonus and pay equity.

04-05-01 Remuneration Analysis and Tendencies
This division focuses on 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.
Record types: salary scales, salary rates, salary histories, statistics, reports, supporting documentation and correspondence

04-05-02 Remuneration Annual Recommendations
This division relates to the yearly recommendations following from remuneration analysis and trends as well as that from bargaining units and unions.
Record types: reports, supporting documentation and correspondence

04-06 Employee Evaluation
This section relates to 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 relates organization and management of the employee evaluation programme, including the procedures for conducting evaluations, and the analysis of position requirements. Individual employee evaluations or performance dialogues are filed in the employee file (04-03).
Record types: reports, analysis, explanatory documents, descriptions of job categories, behavioral competencies guidelines and correspondence

04-07 Benefits and Working Conditions
This section includes information on the administration and management of employee benefits and plans, contributions and working conditions. Areas of focus are health and dental plans, insurances such as employment and groups, leaves and absences, and employee assistance and accessibility.

04-07-01 Schedules, Absences and Leaves
This division relates to the management of attendance and absences of faculty and staff.
Record types: request forms for leaves and overtime, authorizations, attendance forms and correspondence

04-07-02 Employee Insurances
This division includes the administration and management of employee insurances such as Employment Insurance, short and long term disability insurances, and other various programs.
Record types: medical reports and certificates, return to work authorizations, administration of employment insurance and correspondence

04-07-03 Pension Plans
This division focuses on the administration and management of the university, provincial and federal pension plans for faculty and staff. It also includes the documentation relating to the University Pension Advisory Committee and its membership.
Record types: provincial and federal pension reports (QPP and CPP), ballots and election results for the Pensions Advisory Committee (PAC), PAC lists of participants, descriptions of pension plans, pension plans, actuarial evaluation reports, and correspondence.

04-07-04 Employee Assistance and Accessibility
This division relates to the various employee assistance and accessibility programs and activities, including campus accessibility and resource services. Records types: reports, program descriptions and activities, statistics, supporting documentation and correspondence

04-07-05 Employer Contributions
This division relates to the administration of employer contributions provided to McGill University staff.
Record types: reports, analysis, statistics, notices or announcements, supporting documentation and correspondence

04-08 Professional Training and Development
This section includes records relating to the administration of professional training activities and development and educational assistance programs. Professional training and development includes internal and external activities as well as those 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 internal training programs and development opportunities for staff members. This includes both workshop and course development and the participation of staff in internal programs.
Record types: schedules, courses, course description and content, attendance records and registration lists, evaluation reports, application forms, request forms, course materials and correspondence

04-08-02 External Trainings and Conferences
This division includes files relating to external training programs and development opportunities for staff members, including course development and the participation of staff in external programs and conferences. It also
captures statistical data for governmental purposes on professional development.
Record types: schedules, courses, course description and content, attendance records and registration lists, evaluation reports, marketing and advertising, application forms, request forms, course materials, tracking statistics and assessments, and correspondence

04-08-03 Educational Assistance Materials and Programs
This division relates to the development of educational assistance materials and the administration of programs for staff. It captures the development of materials used in the McGill Knowledge Base as well as internal programs for job-sharing and job-shadowing. It also includes educational assistance programs for tuition assistance.
Record types: request forms, authorization forms, manuals and informational sheets, approval forms, comments and correspondence

04-09 Labor Relations
This section encompasses the labour relations between McGill and its staff, including 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 relates to McGill University's relations with trade and faculty unions and associations of professional and managerial staff. It includes the administration of fees, membership lists, the identification of shop stewards, requests for union leaves and notices.
Record types: lists of union delegates and executive members for each University union, requests for leave for union activities, notices and correspondence

04-09-02 Collective Agreements
This division includes the management of negotiations and collective agreements between McGill and the unions or employee associations.
Record types: mandates, bargaining files, exchange of proposals, strategy records, proceedings of bargaining sessions, legal opinions, cost projections; original copy of collective agreements, letters of agreement, amendments and correspondence

04-09-03 Work Conflicts and Strikes
This division relates to work stoppages of McGill employees such as a strike and the follow-up activities.
Record types: lists of essential services, plan of measures, negotiations, agreements and correspondence

04-09-04 Disputes, Complaints, Grievances and Arbitration
This division relates to the administration of labour disputes, grievances and arbitration of staff and faculty. It applies to the application of the collective agreements and to non-unionized staff.
Record types: grievance forms, adjudications, complaints under labour code, harassment complaints, injunctions, reports of hearings, letters of agreement, appeals and arbitral awards, and correspondence.

04-10 Employee Health and Safety
This section centres on the application of the various programs relating to employee health and safety, including the administration of workplace accidents, compensation for loss of earnings, and other safety issues.

04-10-01 Implementation and Activities
This division relates to occupational health and safety programs such as first aid and laboratory training, as well as the prevention of workplace accidents among employees and the prevention of a hazardous work environment.
Record types: posters, training manuals, course materials, certification documents, registration forms, program or activity brochures, supporting documentation and correspondence.

04-10-02 Incidents Files
This division relates to the management of incident cases and accidents within the workplace as well as complaints regarding work environments such as air quality.
Record types: complaint forms, reports, notice of accident, claim forms, medical reports, appeal documents, copies of confirmation of return to work and authorizations to disclose medical documents.

05 FACILITIES AND MATERIAL MANAGEMENT
Facilities and material management centre on the operations, maintenance, construction and procurement services for the University's supplies, facilities, buildings and land, and to ensure that the development, changes and expansions are sustainable and provide accessibility to students, staff, faculty and visitors. This also encompass risk management and insurance, security and environmental safety.

05-01 Facilities and Land
This section focuses on the stewardship and financial sustainability of buildings and grounds, building operations and both minor and major renovation and construction projects through policies and planning of University lands, facilities, infrastructure and related property matters.

05-01-01 Acquisition and Leasing
05-01-02 Construction and Major Renovation
This division relates to construction and major renovation projects that distinguished by the scale of the project, the approval process and cost where funding comes from either the Capital Budget or Plant Fund. Construction and renovation project include related supplies, equipment, technology and services. Potential renovations or building initiatives also form part of this series. Record types: proposals, plans, approvals, copies of budgets, copies of contracts or agreements, supporting documentation and correspondence

05-01-03 Facilities Maintenance and Minor Renovation
This division encompasses the operation and management of building and lands maintenance, including minor or cosmetic renovations and alternations, and inspections. This excludes renovation work in which there is a significant upgrade or remodeling of a space. Examples of Facilities Maintenance and Minor Renovations are those scheduled through the Facilities Call Centre or FAMIS, and minor repairs or changes to HVAC, electrical, mechanical and related operations. Record types: requests, approvals, accounts, reports, statistics, inspections and correspondence

05-01-04 Space Management
This division relates to the design, reconfiguration, use and allocation of interior and exterior spaces for students, staff, faculty and researchers. Areas of planning include classrooms, laboratories, office space, day cares, garages, green spaces, terraces, pathways and entrances. May also include signage for spaces. Record types: designs, reports, requests, signage, approvals and correspondence

05-01-05 Rooms and Venues Usage
This division encompasses the booking and usage of rooms and venues, including special events and the rental of space and facilities by McGill University or external clients. Record types: lists of venues and rooms, lists of events, reservation forms, user identification, schedules, requests, approvals, confirmations, agreements, supporting documentation and correspondence

05-02 Materials and Supplies
This section focuses on the management and administration of materials and supplies, as well as fleet management, throughout the University. It includes the procurement, purchase, use and disposal of materials such as computer hardware and software, furniture, equipment, and stationary and office supplies.
05-02-01 Procurement and Purchasing
This division relates to the purchasing process and support the acquisition of supplies for the University. This includes verifying compliance, cost efficiencies, and leverage processes in managing calls for bids and tenders and preferred vendors.
Record types: vendor requests, vendor approvals, call for tenders or similar, agreements, supporting documentation and correspondence

05-02-02 Materials and Supplies Usage
This division encompasses the inventories for materials and supplies and tracks the usage. May be used for determining cost and ordering efficiencies.
Record types: inventories, lists, statistics and correspondence

05-02-03 Materials and Supplies Disposal
This division focuses on the management of the disposal of materials and supplies, such as equipment (for example, electronic, office or lab), furniture and related materials. This excludes hazardous materials which is scheduled under 05-03-06.
Record types: disposal requests, disposal certificates, inspection reports for hazardous and radioactive materials, disposal logs, supporting documentation and correspondence

05-02-04 Vehicle Management
This division comprises the management of the fleet vehicles for the University, including the distribution of vehicles, inspections, maintenance, mileage, registration and licensing (plates).
Record types: inventories, lists, inspection reports, fuel consumption, maintenance reports, accident reports, registration, declaration of heavy vehicles, logs, supporting documentation and correspondence

05-02-05 Security Equipment
This division includes the management of security equipment used across campus.
Record types: inspection reports, inventories, data sheets, manuals, supporting documentation and correspondence

05-03 Facilities Security and Environmental Protection
This section encompasses 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. It includes emergency management preparedness, security services, fire prevention and sustainable development. Lost and found is also included in this section.

05-03-01 Emergency and Safety Plans
This division includes the administration and implementation of programs and standards for emergency management such as the University Emergency Response Plan and the Emergency Operations Centre, and its networks across the campuses.
Record types: plans, procedures, protocols, logs, alerts, reports, analysis, statistics, supporting documentation and correspondence

05-03-02 Security and Access Management
This division focuses on requests for access to the campuses and their buildings. It may also include unlawful access and the removal of persons or items from the properties.
Record types: requests, logs, surveillance and patrol reports, statements, supporting documentation and correspondence

05-03-03 Security Logs
This division documents the logs kept by Security Services as part of their patrols and in investigating any security observations or requests.
Record types: Lenel logs, door forced open alarms, door held open alarms and correspondence

05-03-04 Security Investigations
This division encompasses investigations of security and criminal incidents.
Record types: incident response, safety reports investigation reports, surveillance recordings, evidence logs or reports, statements or testimonies, supporting documentation and correspondence

05-03-05 Lost and Found
This division includes the registration and management of items lost on campus.
Record types: registers, lost and found items

05-03-06 Hazardous Materials Management
This division relates to the management, storage and disposal of hazardous materials, including the management, tracking and certification of laboratory supplies.
Record types: inspection reports, inventories, data sheets, hazardous materials sheets and manuals, vendor certifications, requests, approvals, logs, supporting documentation and correspondence

05-03-07 Sustainable Development
This division includes the planning and implementation of sustainable initiatives and programming as well as environmental protection analysis.
Record types: reports, strategic plans, analysis, recommendations, requests, approvals, activity reports, program descriptions, monitoring, protocols, procedures, supporting documentation and correspondence
**05-04 Risk Management and Insurances**
This section promotes and advances the use of risk management practices to protect human and physical resources and minimize the adverse effects should a loss occur. It also reports and tracks mitigation plans and manage the potential adverse effects of identifiable risks.

05-04-01 Risk Management Analysis
This division focuses on the analysis and ranking of risks and managing their effects.
Record types: reports, analysis, plans, supporting documentation and correspondence

05-04-02 Insurances
This division includes 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.
Record types: claims, insurance policies, requests for proof of insurance, reports, supporting documentation and correspondence

**05-05 Ancillary Services**
This section focuses on the administration and management of commercial and support services for the University. The commercial services include the retail outlets held on the campuses and those units which conduct sales transactions. Support services relate to printing, mail and transportation.

05-05-01 Retail Services
This division includes 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.
May include: daily transaction reports, cash register tapes, credit card slips and other receipts, export declarations, freight bills, manifests, shipping and receiving reports, waybills and bill of lading, supporting documentation and correspondence

05-05-02 Internal Mail
This division includes the management of internal mail services such as reception of mail, sorting and delivery within McGill University.
Record types: address and building lists, move notifications, weigh bills and bills of lading, courier slips, requests and correspondence

05-05-03 Printing Services
This division includes the management of stationary and custom printing services for McGill community.
Record types: requests, graphics and correspondence
05-05-04 Parking Services
This division focuses on the administration and management of transportation and parking services. Transportation includes shuttles, adapted mobility and bicycles. Parking services includes lots and garages, and access onto campus. Record types: schedules, tickets, requests, parking permits and monthly parking passes, daily parking tickets, visitor passes, container requests, supporting documentation and correspondence

06 INFORMATION MANAGEMENT
This series encompasses records related to information technology, records management, and the management of collections in heritage, arts and libraries. It covers both electronic and physical information assets and collections, including the organization, lifecycle, preservation and distribution across the University. Information assets and collections are organized and controlled through a variety of applications and platforms such as records (or content), web and cataloguing management systems.

06-01 Information Technology
This section focuses on 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 refers to the technological infrastructure and global architecture, including information systems and networks that are maintained and managed by the University. Strategies on IT trends and operational needs may also be included.
Record types: manuals, strategies, plans, network maps, infrastructure installation documentation, reports, supporting documentation and correspondence

06-01-02 Equipment and Software
This division includes the management and installation of equipment and software.
Record types: software packages and programs, source code, equipment manuals, hardware documentation and instructions, licences, inventories, supporting documentation and correspondence

06-01-03 Service Requests and Assistance
This division focuses on the integrated document management and support for the use of information resources, technology support and services.
Record types: tickets, knowledge base documentation, FAQs, supporting documentation and correspondence

06-01-04 Users and Profiles Management
This division focuses on the administration of users and profiles, including LDAP and related sign-on and network systems. 
Record types: requests for adding, modifying and deleting users and profiles, requests for password changes, requests for cloud access, inventories, reports, supporting documentation and correspondence

06-01-05 Information Security and Data Classification
This division encompasses the management of 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. The administration and management of data classification and cloud directive for the use of cloud services and data warehousing are also found in this division.
Record types: disaster recovery plans, reports, inventories, lists, recommendations, FAQs, proposals, standards, directives and correspondence

06-01-06 Telecommunications
This division refers to the management of telephones, cellular phones, web resources, email and messaging, and related service-level agreements.
Record types: requests for telephones, cell phones and jack activations, service-level agreements, licenses, inventories, lists and correspondence

06-02 Records Management
This section encompasses the documentation and management of records throughout their lifecycle and the subsequent tools to support these activities. Records management includes the integrated practices for the development, implementation, maintenance, review and evaluation of active and semi-active documents, including the administration and management of vital records.

06-02-01 Records Management Tools
This division encompasses the evaluation and development of the policies and procedures, classification plan, metadata framework, taxonomy and retention schedules for records management, in addition to the maintenance and operation of software and hardware tools.
Record types: drafts, reports, inventories, analysis, retention schedule, classification plan, taxonomy, metadata framework, guidelines, policies, procedures, manuals, supporting documentation and correspondence

06-02-02 Active Records Administration
This division refers to the administration and management of active records held by the University prior to transfer to the McGill University Archives, including those containing personal information.
Record types: classification plan, filing plan, inventories, supporting documentation and correspondence

06-02-03 Semi-Active Records Administration
This division refers to the administration and management of semi-active records held by the University, including requests for transfer and destruction. Record types: inventories, transfer requests, destruction notices, reports, disposal documentation, supporting documentation and correspondence

06-02-04 Vital Records Administration
This division encompasses the identification and administration of vital or essential records, including those containing personal information. Record types: inventories, policies, procedures, guidelines, back-up copies, supporting documentation and correspondence

06-02-05 Forms Management and Templates
This division refers to the management of blank forms and templates, including the design and letterhead. Record types: drafts, graphics, and blank letterheads, forms and templates, and correspondence

06-03 Library Resources Management and Heritage and Arts Collections
This section involves the management of heritage and arts collections and library resources. It includes the development and acquisition of collections and resources, in addition to the storage, preservation, description, reference and promotion of materials and resources.

06-03-01 Acquisition Proposals
This division encompasses the management of potential acquisition of library resources and heritage and arts collections or items. When an acquisition is formerly acquired, the acquisition records should be transferred to 06-03-02. Record types: donation offers, catalogues, inventories, lists, recommendations, requests for library resources, supporting documentation and correspondence

06-03-02 Acquisition Management
This division relates to the management of acquisition throughout the collections and resources lifecycle, including documentation in receiving Cultural Properties certification. Record types: agreements, donation letters and contracts, appraisal reports, inventories, deed of gift, copies of tax receipts, approvals and authorizations, accession forms, cultural property and related certifications, de-accessioning or disposal documents, supporting documentation and correspondence

06-03-03 Processing and Description
This division includes records related to the processing and description of collections and resources, including catalogue entries for WorldCat, CollectionSpace, ATOM and MARC systems. Record types: catalogue records, finding aids, inventories, summaries, reports, supporting documentation and correspondence
06-03-04 Preservation and Conservation
This division focuses on the preservation and conversation of heritage and art collections and library resources. It includes assessments and work completed on items to preserve and repair items as well as temperature and humidity recordings. It excludes the management and installation of security and environmental factors such as temperature and humidity controls, security systems, pest disposal and related facility management as these records are located in 05-01 and 05-03.
Record types: requests, conservation and preservation reports, recommendations, assessments, temperature and humidity recordings and correspondence

06-03-05 User Services and Reference
This division focuses on user services and references for inquiries and access relating to heritage and art collections and library resources. It also includes user services information, such as question point and statistical information for reference services and LibQual reporting.
Record types: guides, workshop materials, tour materials, statistics, reports, analysis, registration forms, interlibrary loan requests, retrieval requests and correspondence

06-03-06 Promotion and Outreach
This division encompasses the utilization 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.
Record types: exhibit materials, tour materials, reports, loan agreements, workshop materials, supporting documentation and correspondence

07 COMMUNICATIONS AND EXTERNAL RELATIONS
This series focuses on the advancement and stewardship of McGill’s interests and its relations with government, universities and the public. It also encompasses communication tools, marketing and publicity, advancement and prospects, media relations, internal and external news and information about and to faculty, students and staff.

07-01 Communication Tools
This section focuses on 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 focuses on the creation and implementation of strategic plans for communicating and exchanging information.
Record types: drafts, reports, analysis, data, supporting documentation and correspondence

07-01-02 Official Identification and Symbols
This division encompasses the creation, 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.
Record types: graphics, taglines, slogans, requests, approvals or permissions of use, logos, supporting documentation and correspondence.

07-01-03 Writing Guides
This division focuses on the creation and administration of writing guides for effective communication and use of communication tools.
Record types: drafts and manuals

07-02 Internal Communication
This section focuses on the 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 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 filed under 07-06.
Record types: emails, news digests, posters, notifications, flyers, requests for distributing announcements and correspondence

07-03 Marketing and Publicity
This section relates to the promotion of the University through its marketing and public relations with the use of promotional materials. It relates to the activities which support the announcement and dissemination of activities, campaigns, exhibitions and events for the University.

07-03-01 Promotion Materials
This division includes the messaging and promotion of the University through the marketing of promotional materials.
Record types: ephemera, graphics, drafts, requests, designs, brochures, audio-visual materials, multimedia materials, and correspondence

07-03-02 Promotion Activities and Campaigns
This division focuses on the development and implementation of marketing campaigns, programming and strategic outcomes (specific and general goals and objectives) to promote McGill locally, nationally, and internationally.
Record types: reports, analysis, surveys, analysis, programs, graphics and related materials, release forms, multimedia materials, audio-visual materials, story boards and correspondence

07-03-03 Exhibitions
This division encompasses installation of exhibits and the planning and programming of exhibitions.
Record types: exhibition dossiers, layouts, labels, installation plans, reports, lists, calendar of events, requests, approvals, interviews, supporting documentation and correspondence

07-04 Advancement
This section focuses on the building of McGill’s advancement to support the University’s priorities through its alumni programs, The McGill Fund annual giving program, and other fundraising initiatives. It also includes the prospecting, development and engagement of donor and alumni relations with the university.

07-04-01 Prospects
This division encompasses the administrative operations of identifying and developing potential and future donors for the University, including the development of programs for fundraising and engagement with possible donors.
Record types: recruitment of fundraisers, solicitation letters, donor lists and reports, prospect tracker reports, lists of potential donors, profile analysis, supporting documentation and correspondence

07-04-02 Donor Relations
This division focuses on the development and management of donor relations in order to provide stewardship and integrity of donations, in addition to the fostering of ongoing relations with donors and alumni for lifelong engagement and support of University priorities.
Record types: negotiations, reports, statistics, letters of acknowledgement, gift forms, plans, supporting documentation and correspondence

07-04-03 Campaigns
This division includes the strategic planning and front-line fundraising to support major and special gifts, such as bequests and planned giving and philanthropic contributions to the University.
Record types: strategic and fundraising plans, action plans, reports, analysis, statistics, supporting documentation and correspondence

07-05 Media relations
This section focuses on the network between the University and media outlets to promote the University and to 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 inquiries from press and broadcast agencies.
07-05-01 Communications with Press
This division manages communications with the press, including emergency notifications, inquiries, releases, interviews and filming on campus. It also includes the handling of public relations for major announcements, news conferences and symposia.
Record types: press releases, announcements, notifications, requests, inquiries and correspondence

07-05-02 Media Coverage
This division encompasses the assistance provided to McGill faculty, staff and students for communication with the press and in using social media, writing press releases and placing op-eds.
Record types: requests, manuals, guidelines and correspondence

07-06 Publications
This section focuses on the activities supporting the publication of print and electronic resource and communication materials produced by the University. Print and electronic resources and materials include websites, intranets, monographs and books, and periodicals. This section also encompasses the preparation, production, distribution and subsequent legal deposit of the publications.

07-06-01 Monographs and Books
This division encompasses submission, production and publication of monographs and books. This includes the negotiations for rights, e-prints and reprints, and royalties.
Record types: publication, submission and approval forms, distribution documentation, layouts, production and proofs (pre-prints), supporting documentation and correspondence

07-06-02 Periodicals
This division encompasses the submissions (articles), layout process, publishing and distribution of periodicals both online and in-print.
Record types: publication, layout, distribution documentation, supporting documentation and correspondence

07-06-03 Websites and Intranets
This division includes the design and publication of web pages and websites as well as the administration and management of University intranets and related activities.
Record types: presentation pages and static and dynamic elements (i.e. information texts and databases), logs and statistics, user requests, design, layouts, webpage and website inventories, production plans, supporting documentation and correspondence

07-06-04 Legal Deposit
This division includes the administration of publications sent for legal deposit. Record types: correspondence, administrative forms and legal deposit certificates

07-07 Internal Events
This section 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 the organization and management of symposiums, conferences, colloquia and similar events held for faculty, staff and students of McGill University. Record types: promotional materials, handouts and related materials, attendance lists, programs, copies of speeches and presentations, event evaluations and feedback, supporting documentation and correspondence

07-07-02 Prizes and Awards
This division encompasses the administration of prizes and awards given to McGill University faculty, staff and students. It also includes the selection and notification of awardees. It excludes scholarship and similar financial awards, which are scheduled under 12-01-03. Record types: list of awardees, recognition remarks, applications, decisions, announcements, letter of announcement, supporting documentation and correspondence

07-07-03 Ceremonial Announcements and Institutional Events
This division includes the records related to 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. Record types: promotional and announcement materials, guest lists, invitations, speeches, programs, supporting documentation and correspondence

07-08 External Relations and Events
This section includes the administration, coordination and management of external events such as colloquiums, conferences and seminars, in addition to the recognition of awards and prizes. This section also encompasses the University’s relations with non-University associations and affiliations and the relations amongst University units.

07-08-01 Colloquium, Conferences and Seminars
This division includes the organization and management of publicly attended symposiums, conferences, colloquia and similar events and for non-University events in which faculty, staff and students participate.
Record types: promotional materials, handouts and related materials, attendance lists, programs, copies of speeches and presentations, event evaluations and feedback, supporting documentation and correspondence

07-08-02 Prizes and Awards
This division encompasses the administration of external prizes and awards given to McGill University faculty, staff and students and the receipt of prizes and awards to University members. It also includes the selection and notification of awardees. It excludes scholarship and similar financial awards, which are scheduled under 12-01-03.
Record types: list of awardees, recognition remarks, applications, decisions, announcements, letter of announcement, acknowledgement, supporting documentation and correspondence

07-08-03 External Associations and Organizations
This division encompasses the relation of the University and its faculty, staff and students’ membership and participation in external associations and organizations.
Record types: memberships, applications, registrations, activity programs, supporting documentation and correspondence

07-08-04 External Relations with Units
This division includes the records related to 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.
Record types: agreements, memorandums, reports, supporting documentation and correspondence

08 ACADEMIC AFFAIRS AND TEACHING
This series consist of the administration and management of academic planning and delivery of programs, courses and internships as well as teaching and student evaluation functions. Administrative functions relating to accreditation and certification also form part of the Academic Affairs series which supports the delivery of programs and courses. Activities supporting student learning include the administration of exams, evaluations and course.

08-01 Academic Planning
This section focuses on 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 encompasses 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.
Record types: plans, schedules, checklists, guides, supporting documentation and correspondence

08-01-02 University Calendars
This division encompasses the administration of University Calendars, including calendar content, workflow approvals and publishing online.
Record types: content descriptions, approvals and correspondence

08-01-03 Faculties and Departments Structures
This division is related to the creation, transfer and organization of faculties, department and schools.
Record types: proposals, approvals, letters of support, supporting documentation and correspondence

**08-02 Academic Programs**
This section relates to 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 the management and approval of new programs offered by the University.
Record types: proposals, approvals, guidelines, supporting documentation, letters of support and correspondence

08-02-02 Programs Management
This division focuses 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. Major changes may result in the development of a new course which is classified under 08-02-01.
Record types: plans, structures, evaluations, requests for modifications, approvals, supporting documentation and correspondence

08-02-03 Accreditation and Certification
This division encompasses the process of validation and certification for which faculties, schools and centres are evaluated. This includes the accreditation of new faculties, schools or centres and the renewals of those previously accredited. Records created as part of accreditation or certification other institutions or for other units within McGill University should use 07-08-03 and 07-08-04, respectively.
Record types: certifications, recognitions, reports, guidelines, matrices, supporting documentation, recommendations, and correspondence

**08-03 Teaching Management**
This section relates to 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 the development of timetables and schedules for courses offered each semester.
Record types: schedules, timetables and correspondence

08-03-02 Teaching Duties
This division relates to the distribution of teaching duties and workloads assigned to faculty.
Record types: matrices, schedules and correspondence

08-03-03 Teaching Evaluations
This division encompasses the teaching evaluations completed by students for each of their courses. Teaching or course evaluations are completed in Minerva. There are no paper copies.
Record types: individual evaluations, summary reports

08-03-04 Teaching Support Tools
This division includes teaching aids and materials to support course lectures and presentations.
Record types: teaching aids, teaching materials and lecture notes

08-04 Course Management
This section encompasses the overall 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 relates to the general management of courses at the departmental level, which includes addition of new courses, modifications to existing courses, and deletions of obsolete courses.
Record types: forms for requests, modifications and deletions, approvals, and correspondence

08-04-02 Courses Scheduling and Descriptions
This division relates to the scheduling or timetabling of courses at the departmental level, in addition to the course descriptions and outlines. Enrolment caps and other related management factors may also be classified under this division.
Record types: schedules, caps, course descriptions or outlines, handouts and correspondence

08-05 Academic Development and Training
This section focuses on the 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 encompasses 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, the application processes and guidelines, the rights and responsibilities, and other related activities. Record types: guidelines, forms, registration instructions, rights and responsibilities, agreements and correspondence

08-05-02 Internship and Practicum Candidate Files
This division encompasses 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 which the candidate is hosted at McGill. Note: external internships or practicums are those in which the candidate is receiving academic development or training at McGill but is assessed or evaluated by another institution. Record types: application forms, letters of approval or placement, evaluations, reports and correspondence

08-05-03 Post-Doctoral Studies, Fellowships, Visiting Scholars Candidate Files (Non-medical)
This division encompasses 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 which the candidate is receiving academic development or training at McGill but is assessed or evaluated by another institution. Record types: application forms, letters of approval or placement, evaluations, reports and correspondence

08-05-04 Medical Training (Residency, Fellowships, Internships) Candidate Files
This division encompasses 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 with student files. Record types: application forms, letters of approval or placement, evaluations, reports and correspondence

08-06 Students Evaluation
This section encompasses the documentation for evaluating the academic progress of students, including student examinations and assignments, grade appeals and plagiarism. Student dissertations and theses are also classified in this section.

08-06-01 Evaluation Organization
This division focuses on the procedures and guidelines for evaluating students, including grading schemas established for courses and by the departments and faculties.
Record types: guidelines, grade sheets and schemas

08-06-02 Examination and Answer Keys
This division includes the blank examination and its corresponding answer key.
Record types: blank examination and answer key

08-06-03 Student Examinations and Assignments
This division includes the worked or answered examination and unclaimed assignments.
Record types: examinations and unclaimed assignments

08-06-04 Grades Registration and Appeals
This division encompasses 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.
Record types: mark registrations, grade change forms, appeals, decisions and correspondence

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.
Record types: tutorials, presentations, notice or letters, appeals, decisions, supporting documentation and correspondence

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.
Record types: supervisor approval form, McGill Thesis Non-Exclusive License (MNL) Form, Library and Archives Canada (LAC) Form, withholding request and correspondence

09 STUDENT AFFAIRS
This series focuses on the evolving demographics of the student population, and the student admission and registration processes, including the management of student files, course equivalencies and graduation. It also encompasses the student rights and responsibilities.
09-01 Students Population
This section relates to the management of student demographics and population enrolled in programs. It includes forecasting, analysis and GDEU Reporting.

09-01-01 Forecasts
This division relates to the forecasting and projection of student enrolment and categories of population for resource and budgeting management, as well as for government requirements.
Record types: statistics, reports, analysis and correspondence

09-01-02 Evolution and Analysis
This division relates to the analysis and management of the changing demographics of the student population attending the University.
Record types: official reports, statistics, analysis, supporting documentation and correspondence

09-01-03 Gestion des données sur l’effectif universitaire (GDEU) Reporting
This division relates to the Gestion des données sur l’effectif universitaire (GDEU) is a government reporting module mandated by the Ministère de l’Éducation et de l’Enseignement supérieur (MEES) for resource and funding management.
Record types: student enrolment data, statistics, reports and correspondence

09-02 Admission
This section relates to the admission process for students applying to the University.

09-02-01 Student Admission
This division relates to the application and admission processes for new students and includes applicants who were successful (registered or declined) or unsuccessful (rejected candidates). Successful admission records should be merged with relevant student files.
Record types: audition recordings, portfolios, letters of intent, Canadian Undergraduate Health Science text reference letters, transcripts, application forms, supporting government documents, scholarship and financial aid applications, immigration documents, other institutional transcripts, correspondence, acceptance or rejection letters

09-03 Registration
This section relates to the enrollment and registration of students accepted for admission to the University.

09-03-01 Student Registration
This division relates 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.
Record types: session course change approvals, registration of courses, session approval form, registration agreements form, instructor approvals, tuition and student fees payment and correspondence

09-04 Equivalencies
This section relates to the determination of course equivalencies for academic credit.

09-04-01 Course Equivalencies
This division relates to the determination of course equivalencies between another university and McGill University.
Record types: credit transfer request forms, supporting documentation and correspondence

09-05 Graduation
This section relates to the management of the graduation process and the awarding of honorary degrees.

09-05-01 Student Graduation
This division relates to the application and approval of student’s request to graduate, including the official programming of convocation. It also includes the administration of unclaimed diplomas and degrees.
Record types: application to graduate, list of graduate names, approval of graduates, convocation program, list of degrees awarded and (claimed and unclaimed) diplomas

09-06 Student Rights and Responsibilities
This section relates to the management of student rights and responsibilities as outlined in the student handbook.

09-06-01 Student Rights and Responsibilities
This division relates to the management of student rights and responsibilities, including the development of policies and the handbook.
Record types: handbook of student rights and responsibilities, policy documents, requests, incident reports, complaints, supporting documentation, consultation notes, interventions; intake forms, applications to appeal, conclusions and correspondence
Disposition Triage

09-07 Student Files
This section relates to the management of the student file.

09-07-01 Student Files
This division relates to the documentation of the student’s academic progress and career while attending the university.
10 RESEARCH AND INNOVATION
This series documents the records relating to the development, management and support of research units and projects held at McGill University. It includes areas related to 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 section encompasses the organization of research awards and registries, as well as the management of collaborative resources, networks and guidelines. It also includes the management of research development and funding studies.

10-01-01 Research Organization
This division encompasses the organization of research awards and registries, as well as the management of collaborative resources, networks and guidelines. It also includes the management of research development and funding studies. Record types: research inventories, registries, research development and funding studies, list of awardees

10-02 Research Funding Development
This section focuses on 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 relates to the management and documentation of internal programs for funding research such as university sponsorship. Record types: program descriptions, recommendations, consultations and correspondence

10-02-02 External Funding Programs
This division relates to the management and documentation of external programs for funding research such as government, industry or corporate sponsorship and partnership. Record types: program descriptions, recommendations, consultations and correspondence

10-03 Research Centres and Related Units
This section encompasses 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. Research centres and units involve activities that may include partnerships with teaching hospitals and health organizations as well as other public or private institutions.

10-03-01 Research Centres
This division includes the administration and management of research centres and their research activities and contributions to the advancement of learning and to the respective professional fields.
Record types: reports, studies, supporting documentation and correspondence

10-03-02 Research Units
This division includes the administration and management of research units and their research activities and contributions to the advancement of learning and to the respective professional fields.
Record types: reports, studies, supporting documentation and correspondence

10-03-03 Research Laboratories
This division includes the administration and management of research laboratories and their research activities and contributions to the advancement of learning and to the respective professional fields.
Record types: reports, studies, supporting documentation and correspondence

10-03-04 Research Field Stations
This division includes the administration and management of field stations and their research activities and contributions to the advancement of learning and to the respective professional fields.
Record types: reports, studies, supporting documentation and correspondence

10-04 Research Projects and Start-Ups
This section focuses on the administration and management of research projects and start-ups, including entrepreneurship opportunities as well as the corresponding contracts, grant applications, research files and ethics and integrity reviews. This section includes projects not classified under 10-03.

10-04-01 Contracts and Grants Applications
This division includes the management of contracts and grant applications associated with projects and start-ups. It also includes the networking with potential funding sources.
Record types: funding materials, applications, contracts, approvals, supporting documentation and correspondence

10-04-02 Research Files
This division includes the documentation relating to the research project and operating procedures, protocols or guidelines as well as shadow files (clinical trials) and outcomes of the research. It excludes the research data.
Record types: research project description, protocols, results of research, reports, schedules of realization, calculations, questionnaires, surveys, clinical analyses, consent forms, participant information and agreement forms, registration forms and lists, medical documentation, supporting documentation and correspondence

10-04-03 Ethics and Integrity Reviews
This division encompasses the research ethics review for projects involving human participants or animals, as well as radioactive or biohazardous materials. It also includes the stewardship of public funds in support of research.
Record types: copies of research protocols, copies of comments and recommendations, certificate renewals, templates of consent forms, status reports, conduct protocols and regulations, supporting documentation and correspondence

11 AFFILIATIONS AND PARTNERSHIPS
This series focuses on local, national and international schools or colleges that operate independently with a collaborative, formal agreement with McGill, in which McGill may have some influence or control over the other institution’s academic policies, standards or programs. This may also include affiliations with the three levels of government.

11-01 National Affiliations and Partnerships
This section focuses on 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 the management of affiliations and partnerships between schools, CEGEPS, colleges and other universities located within Quebec and Canada.
Record types: records related to teaching co-operation, partnership activities, agreements, memoranda of understanding, protocols and agreements related to affiliations, extension programs, cooperative teaching, jointly managed programs and correspondence

11-01-02 Government Affiliations and Partnerships
This division includes the management of affiliations and partnerships between municipal, provincial and national governments and McGill
Record types: partnership activities, memoranda of understanding, protocols and agreements related to affiliations and correspondence

11-02 International Affiliations and Partnerships
This section focuses on affiliations with schools and colleges outside of Canada, and with international governments.

**11-02-01 Non-government Affiliations and Partnerships**
This division includes the management of affiliations and partnerships between schools, colleges and other universities located outside of Canada.
Record types: records related to teaching co-operation, partnership activities, agreements, memoranda of understanding, protocols and agreements related to affiliations, extension programs, cooperative teaching, jointly managed programs and correspondence

**11-02-02 Government Affiliations and Partnerships**
This division includes the management of affiliations and partnerships between international governments and McGill
Record types: partnership activities, memoranda of understanding, protocols and agreements related to affiliations and correspondence

**12 SERVICES TO THE COMMUNITY**
This series focuses on the various services offered to the McGill community and the general public. The services encompass student services, campus life, athletics and recreation, professional medical and dental services and alumni services. These services engage the community through social and cultural, financial, educational, professional and ancillary support. They range from services to assist students during their academic career and campus life events to professional dental and medical clinics for the McGill community and general public as well as those for athletics, recreation and alumni activities.

**12-01 Student Services**
This section includes the welcome services, tutoring and financial services to support the student during their academic career at the University. Student insurance and accessibility services are also found in this section. It also includes residential and food services for students.

**12-01-01 Welcome and Service Point Services**
This division centres on the services provided directly to students and family members, particularly those new to McGill University. It includes tours, orientation activities and information sessions.
Record types: chat documentation, orientation files, registration activities, information kits, FAQs, supporting documentation and correspondence

**12-01-02 Tutoring, Advisors and Hubs**
This division focuses on services to enhance the educational experience and promote the educational growth of students through various programs such as peer-to-peer and career centres and entrepreneurship hubs.
Record types: lists and descriptions of services, identification of student needs, studies, analysis, reports, program documentation, questionnaires, referrals, interviews, pamphlets, case files, supporting documentation and correspondence

12-01-03 Financial Aid and Scholarship
This division focuses on 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. It excludes the prizes and awards listed in 07-07-02 and 07-08-02.
Record types: application for financial aid, student status, program descriptions, notifications of acceptance, selection committee evaluations and recommendations, detailed lists of selected candidates, status reports statistics, supporting documentation and correspondence

12-01-04 Student Insurances
This division includes the verification of and modification to student insurances as it relates to the student admission or academic registration processes. It excludes student enrolment, opt-out, claims, payments and related activities.
Record types: verification notices, modification notices, lists and correspondence

12-01-05 Students with Disabilities Individual Files
This division encompasses the individual student files for those who require support or assistance during their academic career.
Record types: student general information, copies of government applications for special needs allowance, official medical certificates, release of information forms, requests, supporting documentation and correspondence.

12-01-06 International Students and Exchange Programs
This division encompasses the administration and management of international and McGill University students participating in exchange programs and courses or semesters abroad. It excludes international students who have registered as part or full time student at McGill University; these are student files are classified under 09-07-01.
Record types: documentation on exchange programs and field schools, list of participating institutions, supervision of participation conditions and procedures, application forms, letters of acceptance or rejection, statements of interest, transcripts, resumes, references, acceptance letters, student exchange agreements and waivers, immigration papers, photographs and correspondence

12-01-07 Housing
This division includes the management of student’s application process for campus housing and residence.
Record types: residence applications, student’s general information, rental contracts or renewals and departure notifications and correspondence

12-01-08 Food and Dining
This division includes the management of voluntary and mandatory meal plans offered at the University, including the oneCard plan. Record types: meal plan requests, statements and balances, receipts and correspondence

**12-02 Campus Life**

This section focuses on the services for enhancing student growth 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 focuses on the administrative relationship of student associations, clubs and societies with the University. Record types: agreements, copies of terms of reference, reports, membership, supporting documentation and correspondence

**12-02-02 Social and Cultural Activities and Services**

This division includes the management of cultural and social programming, including activities such as public art and Indigenous cultural programming. Record types: announcements and flyers, session information, tour programs, vendor registrations, order of proceedings, guest books, addresses, speeches, photographs, lists of participants, supporting documentation and correspondence

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

This division includes 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. Record types: programs, order of proceedings, lists of participants, guest books, addresses, speeches, photographs and correspondence

**12-03 Athletics and Recreation**

This section 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 relates to the administration and management of the various facilities and services provided for students and staff. Record types: schedules, access permissions and protocols, equipment rentals and correspondence

**12-03-02 Client Files**

This division relates to the management of client files and memberships for the use of the athletic facilities and recreational services, including regular registrations, walk-in registrations, and course sign-ups.
Record types: membership files, registrations, bookings and correspondence

12-03-03 Varsity Sports
This division focuses on the management of varsity teams including travel and competitions.
Record types: schedules, medical files, statistics, athlete files, photographs, audio/visual materials, game plays, roosters, supporting documentation and correspondence

12-03-04 Students Athletics Program and Intramurals
This division encompasses the administration and management of student athletics programs such as clubs, fitness and athletics groups as well as competitive and recreational intramural sports.
Record types: memberships, application or registration forms, schedules, supporting documentation and correspondence

12-03-05 Staff Fitness Programs
This division focuses on the management of the staff fitness program offered to McGill University staff and faculty.
Record types: schedules, registration lists and correspondence

12-03-06 Children’s Programs and Camps
This division includes files relating to animation activities and educational activities, day camps and workshops for children and participating schools. It includes activity programs and workshops, and individual and group lessons.
Record types: program and activity schedules, registration lists, registration forms, certifications, lists of participating schools, evaluation reports and correspondence

12-04 Health, Dental and Wellness Professional Services
This section encompasses 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 the administration and management of patient files held by McGill University health services.
Record types: patient general information, intake and registration forms, health history, progress notes, test and laboratory results, referral requests, diagnostics, prescribed cares, evaluation reports and correspondence

12-04-02 Dental Clinics
This division includes the administration and management of patient files held by McGill University dental clinics.
Record types: patient general information, intake and registration forms, health history, progress notes, referral requests, diagnostics, molds, images, x-rays, prescribed cares, evaluation reports and correspondence

12-04-03 Counselling Services
This division includes the administration and management of patient files held by McGill University counselling services.
Record types: student general information, registration forms, interview summaries and notes, evaluation notes, questionnaires, diagnostic tests, counsellor reports and correspondence

12-04-04 Physio Services
This division includes the administration and management of patient files held by the physical and occupational therapists and sports physiological therapy clinics.
Record types: patient general information, registration forms, interview summaries and notes, evaluation notes, questionnaires, diagnostic tests, reports and correspondence

12-05 Alumni Services
This section focuses on the management of services provided to McGill University’s alumni, including networks, chapters, and community programs.

12-05-01 Associations Management
This division includes the management of alumni chapters and their activities, as well as programs and promotional offers or discounts.
Record types: records of daily operations and memoranda agreements, records documenting creation, recognition and realizations of Alumni Associations and Chapters, texts of addresses and speeches, lists of participants, promotional materials and offers, photographs and correspondence

12-05-02 Alumni Information Files
This division includes the identification of notable alumni and the management of information files for updating statistics and contact information
Record types: alumni lists and contact information, reports, statistics and correspondence