

MUNCLASS REVIEW PROCESS

March 2018



LEGISLATIVE FRAMEWORK

Management of Information Act

- Compliance requirements are outlined in Section 6
- Memorial University is a “public body” under this Act

6. (1) A permanent head of a public body shall develop, implement and maintain a record management system for the creation, classification, retention, storage, maintenance, retrieval, preservation, protection, disposal and transfer of government records.

(2) A system required under subsection (1) shall provide for retention periods and disposition by

(a) destruction, or

(b) transfer to the archives,

in accordance with the guidelines and schedules established by the Government Records Committee established under section 5.1.

(3) A permanent head of a public body shall ensure that the retention, disposal and removal of government records is carried out in accordance with this Act.

Rooms Act

- The Rooms Provincial Archives is responsible for the long-term preservation of records with archival value as per the *Rooms Act* and for making these records available for research



RETENTION AND DISPOSITION SCHEDULE (RDS)

- Under the *Management of Information Act*, a record “...shall not be destroyed or removed from the ownership or control of the Crown unless the destruction or removal is authorized under this Act.”
- **Public bodies, as defined in the Act, should develop an RDS for groups of records under their authority, so that they may legally dispose of those records.** In order to legally implement a RDS, it must be authorized by the Government Records Committee (GRC)
- A **RDS** is a **legal** document that authorizes the University to dispose of records – through secure destruction/erasure or transfer to the archives - when legal requirements are met

Determining retention time periods for records of operational value is a matter of analyzing the inter-relationship of access frequency, requirements, volume and growth.



MUNCLASS

- **MUNCLASS classification and retention plan** is being developed by the Office of the Chief Information Officer (OCIO) as a **model classification plan** and **standard RDS** for the organization of common records across the University. It includes a classification framework to organize physical and electronic records in university offices, consisting of eleven functional areas based on common functions.
- **MUNCLASS** is being developed based on best practice from other Canadian Universities including York University, Simon Fraser University, University of Waterloo and Concordia University.

MUNCLASS Functions

AD - Administration

AV- Advancement

CS - Campus Services

FP - Facilities and Property

FN - Finance

GV - Governance

HR - Human Resources

IN - Information Management and Technology

RS - Research

ST - Students

TL - Teaching and Learning



MUNCLASS CLASSIFICATION PLAN

- **MUNCLASS** provides a classification framework for organizing university records in paper, electronic, or other formats as required.
 - Organize electronic records on shared drives, in email, and in document management system (SharePoint, OnBase, etc.)
- **MUNCLASS** is a functional classification scheme, which means that records are organized by the functions and activities of the university, rather than by the organizational units that create and maintain them.

DRAFT MUNCLASS Classification and		v13.4
Administration (AD)	Advancement (AV)	Campus Services (CS)
<i>Records relating to the day-to-day administration and operation of university unit and departmental offices.</i>	<i>Records relating to enhancing the reputation of Memorial University, promoting the university's mission, departments and programs, disseminating information and expanding resources.</i>	<i>Records relating to management of various services and resources offered to members of Memorial University and the wider community.</i>
Committees	Alumni and Development	Campus Services
Ad hoc and Standing Committees	Advancement Services	Bookstore Services
Office Administration	Alumni	Campus Card Services
Advice and Inquiries	Donors and Friends	Catering and Vending Services
Appreciation	Fundraising	Conference Services
Complaints	Alumni and Donor Events	Food Services
Delegation of Authority	Associations	Housing Services
Meetings and Minutes	Associations	Mail Services
Organization Charts	Communications and Marketing	Parking Services
Program Planning	Marketing	Printing and Digitizing Services
Strategic Planning	Media Relations	
Templates and Forms	Presentations and Speeches	
Project Management	Publications	
Projects	Website	
	Events	
	Convocations and Ceremonies	
	Conferences, Meetings, Workshops	
	Orientation	
	Special Events	
	Public Relations	
	Community Engagement and Outreach	
	Visits and Visitors	



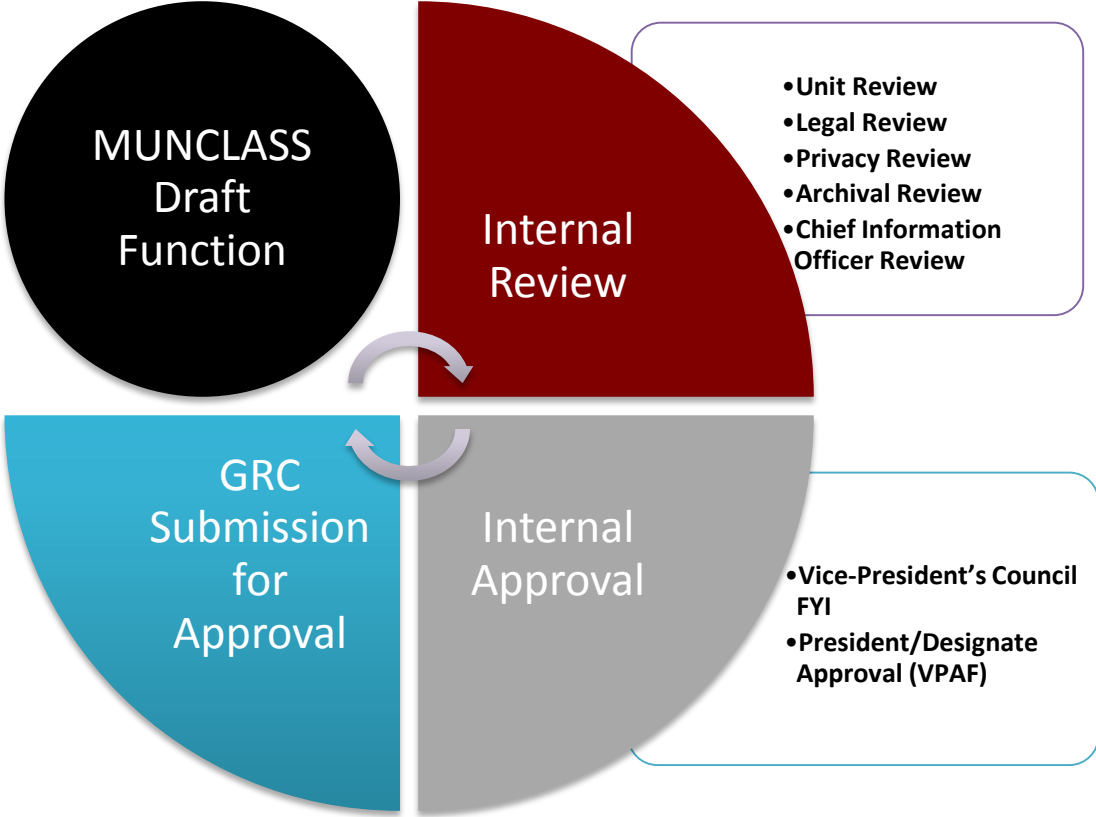
MUNCLASS RDS

- **MUNCLASS** will incorporate **Retention and Disposal Schedules (RDS)** for each records class to allow for the legal destruction of **Official University Records**. Transitory University Records can be disposed without a RDS.
- Each records class in **MUNCLASS** outlines the records which belong to the class, their associated retention periods, and the unit(s) responsible for keeping the records for their entire retention period.

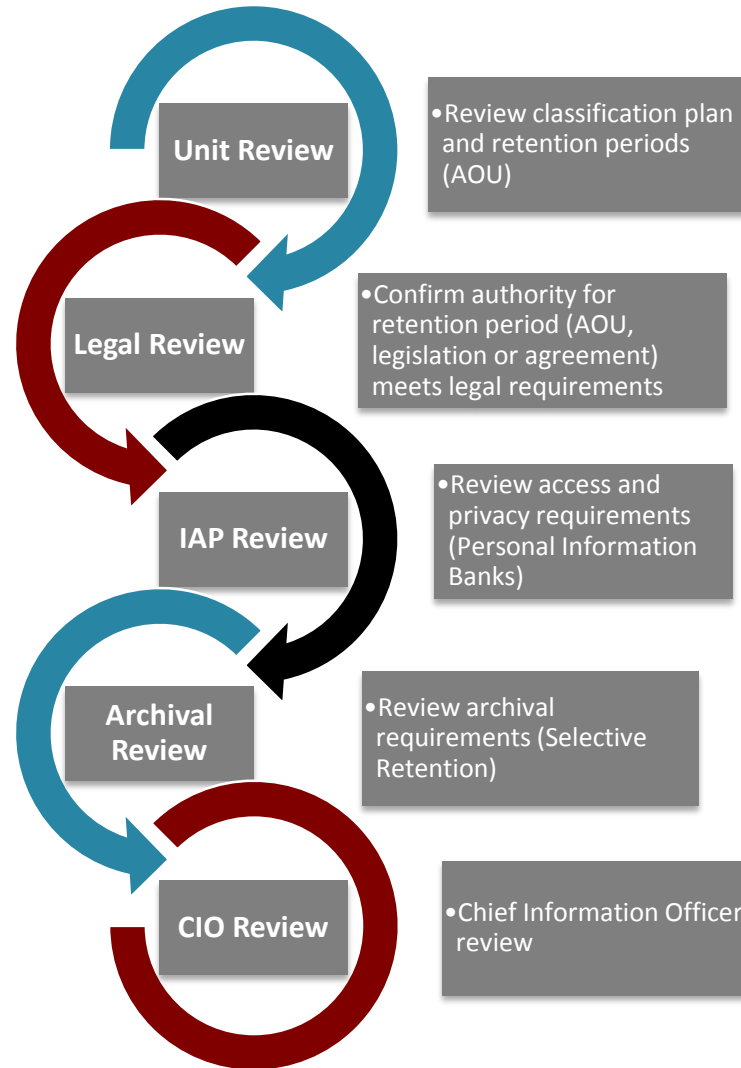
ER - EXTERNAL RELATIONS				
Records Class	Class Number	Responsible Unit	Retention	Disp
ALUMNI AND DEVELOPMENT				
ADVANCEMENT SERVICES		Alumni Affairs and Development	CY file closed + 7y	SR
Description: Consists of records relating to planning and budget, operations, procurement, facilities, space management, knowledge management, professional development.				
ALUMNI		Alumni Affairs and Development	PR	N/A
Description: Consists of information about alumni, their activities and their relationship with the university. Records may include demographic an				
DONORS AND FRIENDS		Alumni Affairs and Development	PR	N/A



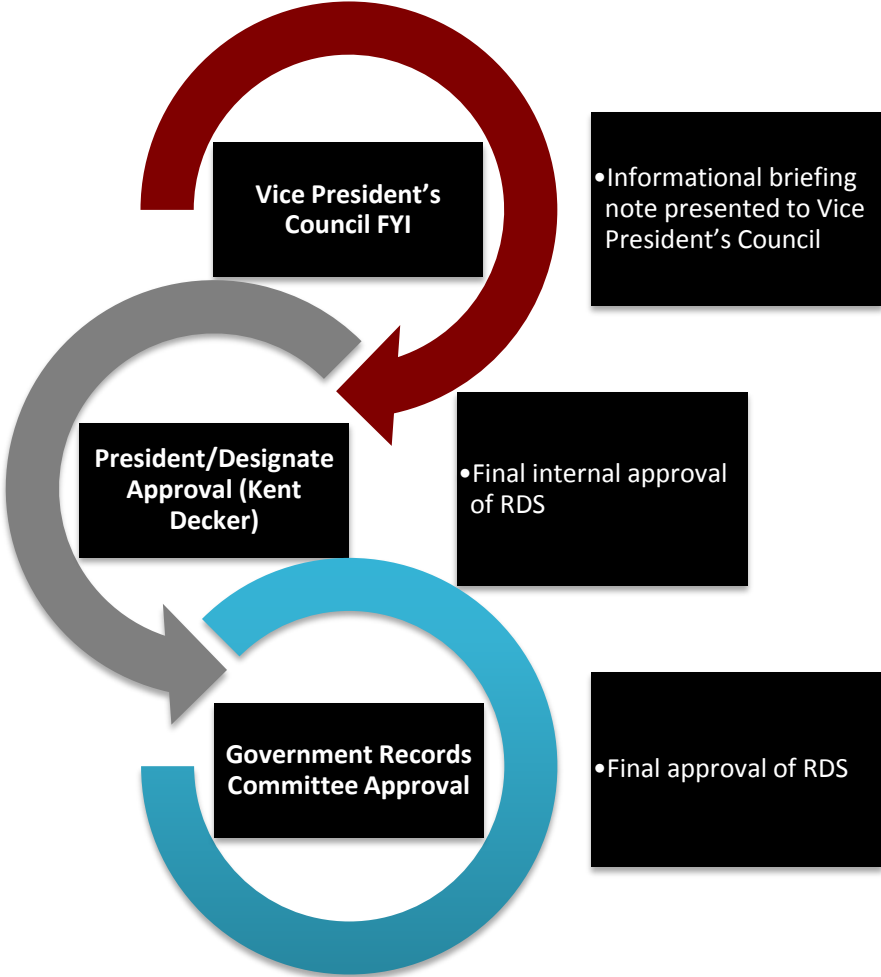
RDS INTERNAL APPROVAL



RDS INTERNAL REVIEW



RDS FINAL APPROVAL



INTERNAL CONSULTATION STATUS

MUNCLASS Consultation 2016-2018	MUNCLASS Application and Use 2016-2018
Vice-President (Administration & Finance)	Faculty of Science
Vice-President (Academic & Provost)	Faculty of Business Administration
Office of the General Counsel	Faculty of Engineering and Applied Sciences
Information Access and Privacy	Faculty of Medicine
Marketing and Communications	School of Social Work
Alumni Affairs and Development	SafetyNet
Facilities Management	Vice-President (Administration & Finance)
Office of the Chief Risk Officer	Vice-President (Academic & Provost)
Centre of Institutional Analysis and Planning	Facilities Management
Policy Office	Office of Student Recruitment
Human Resources	Marketing and Communications
Research Grant and Contract Services	Office of the Registrar
Office of the Registrar	Department of Education
School of Graduate Studies	School of Graduate Studies
Faculty of Medicine	Harris Centre
Sexual Harassment Office	Health Science Library
Internal Audit Office	Department of English
Centre for Innovation in Teaching and Learning	Centre for Institutional Planning and Analysis
Faculty Relations	Department of German and Russian
Gardiner Centre	Department of History
Grenfell – HR, Student Services, MarComm	Student Affairs and Services
Marine Institute – HR, MarComm	Answers – Student Life
President’s Office – Archivist	Department of Archaeology
	Department of Physics and Physical Oceanography
	English as a Second Language

RDS STATUS

GRC Approved	Currently Under Legal Review	Planned Next
IN Function - 4 Information Access and Privacy	HR Function - 26 Human Resources	ST Function - 16 Registrar's Office/Grad Studies
TL Function - 2 Centre for Innovation in Teaching and Learning	ER Function - 13 MarComm	TL Function – 2 Co-op
		AV and GV Function – 29 Chiefs



INTERNAL CONSULTATION STATUS

Along with the development of MUNCLASS, the Office of the Chief Information Officer launched an Information Management and Protection [website](#) in July, 2016. The website provides supporting tools and resources to assist units in implementing MUNCLASS.

The screenshot shows the website header with the title "INFORMATION MANAGEMENT & PROTECTION | OFFICE OF THE CIO" and a navigation menu with "Services", "Getting Started", "Resources", "Governance", and "Contact Us". Below the header is a breadcrumb trail "Information Management & Protection /". The main content area features the heading "Information Management & Protection" followed by three paragraphs of text. A central circular diagram illustrates the information lifecycle with four quadrants: "DESTROY OR PRESERVE" (top-left, black), "CREATE" (top-right, red), "STORE" (bottom-left, teal), and "USE" (bottom-right, grey). The word "PROTECT" is written in the center of the circle. A "Related Links" sidebar on the right lists: "Office of the Chief Information Officer", "What is information management?", "Memorial's Information Management Policy", "What's new", "Glossary", "Contact IM&P", and "Cyber Security Awareness".

Information Management & Protection

Information is one of the university's most valuable assets. Information management supports decision-making, demonstrates legislative and policy compliance, and documents transparency and accountability.

Information Management and Protection (IM&P) is part of Memorial's Office of the Chief Information Officer. It supports Memorial University units in managing and protecting information in accordance with the provincial [Management of Information Act](#).

With a mandate to create an enterprise-wide information management and protection program and strategy, IM&P will enable units to manage, protect and dispose of information effectively and efficiently.

Memorial University is guided by the following information management principles:

- 1. CREATE
- 2. USE
- 3. STORE
- 4. DESTROY OR PRESERVE

Related Links

- [Office of the Chief Information Officer](#)
- [What is information management?](#)
- [Memorial's Information Management Policy](#)
- [What's new](#)
- [Glossary](#)
- [Contact IM&P](#)
- [Cyber Security Awareness](#)

QUESTIONS?

