



Model File Plan – Generic

The retention periods provided are generalized, for greater detail on secondary functions, see the linked Retention and Disposition schedules. Provided underneath each top-level folder is a suggested name.



Acronym Key: EV = Event Trigger – date superseded or obsolete (unless otherwise noted); FY = Fiscal Year; Y = Year; SR = Selective Retention by Archives; FR = full retention; OPR = Office of Primary Responsibility (office that created and is responsible for the records)		
Administration / Office Management		Retention and Disposition
(ADMIN)	Policies and Procedures	EV+5Y, D
	Staff Meetings	CY+5Y, D
	Trackers and Lists	EV+1Y, D
Communications		
(COMMS)	Guidelines, Standards, Best Practices	EV+5Y, D
	Marketing and Promotions	CY+5Y, D
	Publications	CY+5Y, D
	Social Media, Website Management	CY+5Y, D
Equipment and Supplies		
(EQUIP)	Equipment and Supplies	EV+3Y, D
Finance		
(FIN)	Accounting	FY+6Y, D
	Banks and Banking	FY+6Y, D
	Budget	FY+7Y, D
	Procurement	EV+7Y, D
	Travel	CY+7Y, D
Departmental Governance		
(GOV)	Policy Development	EV+5Y, FR
	Committees	CY+5Y, SR
	External Reviews	EV+10Y, D
	Strategic Planning	CY+5Y, SR
	Reports	CY+5Y, FR
Human Resources		
(HR)	Job Descriptions	EV+0, D
	Scheduling	CY+7Y, D
	Students	EV+7Y, D
	Staff	EV+7Y, D
	Training	EV+3Y, D
Legal Services		
(LEGAL)	Access to Information Requests	CY+7Y, D
Enterprise Risk and Security		
(RISK)	Emergency Preparedness	EV+5Y, D
	Health and Safety	EV+5Y, D
	Insurance Management	EV+5Y, D
	Training and Outreach	CY+5Y, D
Transfer University Archives		



Appendix – Model Security Access Protocol

A Security Access Protocol is a tool to help define roles and assign access to folders. Consider whether a given folder will contain any sensitive or personal information that requires access restrictions.

The following table is a generic example using the GLAM model file plan. Each office will have its own unique roles and access requirements. A table such as this one can help IT to set up the necessary restrictions.

Role 	Administrator	Manager	Staff	Student Position
Folder 				
ADMIN	✓	✓	✓	✓
COMMS	✓	✓	✓	✓
EQUIP	✓	✓	✓	✓
FIN	✓	✓		
GOV	✓	✓	✓	
HR	✓	✓		
LEGAL	✓	✓		
RISK	✓	✓	✓	✓