

U OF S FILE CLASSIFICATION SYSTEM

(Revised 13 December 2003)

INTRODUCTION

The File Classification System has been prepared by the University Archives to provide guidance and a ready reference in organizing the records of academic and administrative units, or to improve or revise an existing filing system. Assistance and/or advice in implementing the File Classification System and correspondence processing is available from the Archives.

This File Classification System is designed to provide for the subject classification of all official University records, for the filing of the records for prompt information retrieval and reference purposes and for the final disposition of records in an orderly and systematic manner. Ten separate record series have been identified as common to many, though not all, academic and administrative units. These series are:

- Academic & Administrative Units
- Personnel
- Finance
- Research
- Committees
- External Organizations
- Unit Files
- Minutes
- Official Student Files
- Spare Block

The basic principle of classifying records according to these series is that the SUBJECT or TYPE of the document governs the selection of the appropriate primary record series (ie, PERSONNEL, FINANCE, etc.).

Using these record series BLOCKS offers a number of advantages. For example, filing and retrieval can be performed simultaneously by two or more individuals working with different types of documents. By using these blocks, a file system can be decentralized geographically (an employee down the hall can be responsible for one or more record series). Unlike an alphabetical filing system, there is no need of continual expansion in the middle of each file drawer or cabinet. Finally, this file classification system facilitates the separation or culling of those documents which have only short-term or limited administrative value.

A further refinement of the File Classification System is the use of a numbering pattern to distinguish between, and to locate within, each block of records. These blocks, identified above, have a separate number grouping for each primary record series, ie:

0-99 Academic & Administrative Units

100-199 Personnel
200-299 Finance
300-399 Research
400-499 Committees
500-599 External Organizations
600-699 Unit Files
700-799 Minutes
800-899 Official Student Files
900-999 Spare Block

Each primary record series is comprised of any number of sub-series (ie, FINANCE may include such sub-series as: Budget, Payroll, Travel, Equipment, etc.). Each sub-series, in turn, may include individual officers (ie, Associate VP, Assistant VP, etc.) or offices (ie, departments within colleges or units within divisions). The primary record series is represented in a BLOCK NUMERIC form (ie, a number of one to three digits). Secondary and tertiary numbers are to be used ONLY when it is necessary to further distinguish between individual subjects, services or individuals within a sub-series.

EXAMPLE A: 0-3.2 will be the numeric identifier for the University Archives' Retention and Disposition Schedule.

Primary Record Series:

numeric block: (0-99)
title: ACADEMIC & ADMINISTRATIVE UNITS

Sub-series:

number: 0.
title: University Archives

Sub-series Divisions:

the following secondary numbers are standard and should be used for each division:

number: -0 Policy
number: -1 General
additional numbers should be added only as and if required, e.g.
number: -2 Freedom of Information
number: -3 Records Management

tertiary numbers, if used, indicate further division, e.g.

number -3.1: File Classification System
number -3.2: Retention and Disposition Schedule

EXAMPLE B: 110-4.3 will be the numeric identifier for Faculty Tenure and Promotion Appeals.

Primary Record Series:

numeric block: (100-199)
title: PERSONNEL

Sub-series:

number: 110.
title: Faculty

Sub-series Divisions:

the following secondary numbers are standard and should be used for each division:

number: -0 Policy

number: -1 General

additional numbers should be added only as and if required, e.g.

number: -4 Tenure and Promotion

tertiary numbers, if used, indicate further division, e.g.

number -4.0: Policy

number -4.1: General

number -4.2: Current Year Recommendations

number -4.3: Appeals

There is no suggestion that existing filing systems be reconstructed to conform with this classification system. In the not too distant future, direct linkages will connect specific documents in the File Classification System with policies in the Retention and Disposition Schedule. Existing files MAY be retained "as is" but as new files are created (perhaps at the beginning of an academic term) they should conform to this file classification system.

Remember, "speculative files" – files for which there MAY be a future need – never should be created! ONLY establish a file if the amount of documentation warrants it.

FILE CLASSIFICATION SYSTEM

0 - 99	Administrative & Academic Units
100 - 199	Personnel
200 - 299	Finance
300 - 399	Research
400 - 499	Committees
500 - 599	External Organizations
600 - 699	Unit Files
700 - 799	Minutes
800 - 899	Official Student Files
900 - 999	Spare Block

ACADEMIC AND ADMINISTRATIVE UNITS

(0 - 99)

0. UNIVERSITY ARCHIVES

- 0 Policy
- 1 General
- 2 Freedom of Information
- 3 Records Management
 - .1 File Classification System
 - .2 Retention & Disposition Schedule

1. VISITOR

2. CHANCELLOR

SENATE (use 400)

BOARD OF GOVERNORS (use 410)

5. PRESIDENT

- 0 Policy
- 1 General
- 2 Executive Assistant
- 3 Solicitor
- 4 Government Relations
- Advancement (use 16)
- Communications (use 16.5)
- Committees (use 480)

6. PROVOST & VICE-PRESIDENT (ACADEMIC)

- 0 Policy
- 1 General
- 3 Vice-Provost
 - .1 Academic Administration
 - .2 Administrative Officer
- 5 Integrated Planning & Analysis
- 6 Information & Communications Technology
 - .1 Information and Technology Services
 - .2 Division of Media and Technology
- 7 University of Saskatchewan International

- 9 Institutional Analysis (formerly, University Studies Group)

- 12 Special Advisor on Aboriginal Initiatives

- 14 Systematic Program Review
- Student & Enrolment Services [Registrar] (use 12)
- Dean of Extension Division (use 13)
- Director of Libraries (use 14)

7. VICE-PRESIDENT (FINANCE & ADMINISTRATION)

- 0 Policy
- 1 General
- Financial Services (use 15)
- Human Resources (use 17)
- 3 Security Services
- 6 Occupational Health & Safety
- 7 Internal Audit
- 8 Corporate Administration
- 9 Discrimination & Harassment Prevention
- 10 Consumer Services
 - .1 Bookstore
 - .2 Food Services
 - .3 Printing Services
 - .4 Residences
- Facilities Management (use 9)

8. VICE-PRESIDENT (RESEARCH)

- 0 Policy
- 1 General
- 2 Agricultural Research
- 3 Research Communications
- 4 Health Research
- 5 Commercialization & Technology Transfer

9. ASSISTANT VICE-PRESIDENT (FACILITIES MANAGEMENT)

- 0 Policy
- 1 General
- 3 Planning & Development
 - .2 Planning
 - .3 Space Planning
 - .2 Room Scheduling

- .4 Design and Engineering Services
- .5 Project Management Office

- 4 Operations & Maintenance
- 5 Business and Support Services

11. UNIVERSITY SECRETARY

- 0 Policy
- 1 General
- 2 Committee Coordinator
- 3 Coordinator, University Governance

12. STUDENT AND ENROLLMENT SERVICES

- 0 Policy
- 1 General
- 3 Recruitment and Admissions
- 4 Student Record Services
- 5 IT, Communications and Research
- 7 Student Support Services
 - .1 Student Counselling Service
 - .2 Student Health Centre
 - .3 International Student's Office
 - .4 Aboriginal Students Centre
 - .5 Disability Services for Students
- 9 Student Development and Academic Success
 - .2 Student Employment and Career Centre

13. DEAN, EXTENSION DIVISION

- 0 Policy
- 1 General
- 3 Professional Development and Community Education Programs
- 4 Extension Credit Studies
- 5 Instructional Design
- 6 Second Language Instruction, Centre for
- 9 Unclassified Students
- 10 University Extension Press

14. DIRECTOR, LIBRARIES

- 0 Policy
- 1 General
- 2 Director
- 3 Associate Director
- 4 Access Services
- 6 Human Resources Manager
- 12 Collection Development
- 13 Government Publications
- 15 Reference Services
 - .1 Off-Campus Services
- 16 Special Collections
- 17 IT Services
- 18 Branches
 - .1 Education
 - .2 Engineering
 - .3 Natural Sciences
 - .4 Health Sciences
 - .5 Law
 - .7 Veterinary Medicine
- University Archives (use 18)

15. ASSOCIATE VICE-PRESIDENT (FINANCIAL SERVICES) & CONTROLLER

- 0 Policy
- 1 General
- 3 Budget Management
- 5 Payroll and Payment Services
- 6 Financial Reporting
 - .1 Fixed Assets
- 7 Purchasing Services
- 8 Trust Advisory Services

16. EXECUTIVE DIRECTOR, UNIVERSITY ADVANCEMENT

- 0 Policy
- 1 General
- 2 Alumni Relations
 - .1 Alumni Association
 - .2 Green and White

- 4 Annual Giving
 - .1 Donor Relations
 - .2 Planned Giving
 - .3 Major Giving
 - .4 College Development Officers
- 5 Communications
 - .1 On Campus News
- 17. ASSOCIATE VICE-PRESIDENT (HUMAN RESOURCES)**
 - 0 Policy
 - 1 General
- 18. UNIVERSITY ARCHIVES**
 - 2 Archives
 - 3 Records Management
 - 4 Freedom of Information & Protection of Privacy
- 20. ANIMAL RESOURCES CENTRE**
- 22. CENTRE FOR THE STUDY OF COOPERATIVES**
- 23. COMMUNITY-UNIVERSITY INSTITUTE FOR SOCIAL RESEARCH**
- 24. FACULTY ASSOCIATION**
- 25. FACULTY CLUB**
- 26. LINEAR ACCELERATOR**
- 28. NATIVE LAW CENTRE**
- 29. PLACE RIEL**
- SASKATCHEWAN INSTITUTE ON PREVENTION OF HANDICAPS (See 540-4)**
- 34. TOXICOLOGY RESEARCH CENTRE**
- 35. CENTRE FOR AGRICULTURAL MEDICINE**
- 36. TRANSPORTATION CENTRE**
- 37. CANADIAN LIGHT SOURCE**
- 38. VIDO**
- 39. WOMEN'S STUDIES RESEARCH UNIT**
- 40. HUMANITIES RESEARCH UNIT**
- 46. USSU**
 - 0 Policy
- 1 General
- 2 Executive
- 3 Administrative Personnel
- 4 Print Shop
- 5 Students Help Centre
- 6 Housing Registry
- 8 Sheaf
- 10 Women's Centre
- 12 Lesbian, Gay, Bisexual Centre
- 13 Louis'
- 48. STUDENT ORGANIZATIONS**
 - 0 Policy
 - 1 General
 - 3 AIESEC
 - 4 Agriculture Students Association
 - 5 Arts & Science Students Society
 - 6 Commerce Students Society
 - 7 Education Students Society
 - 8 Engineering Students Society
 - 9 Graduate Students Association
 - 10 Law Students Society
 - 11 Pharmacy Students Society
 - 12 Sask. Vocational Agriculture Association
 - 13 Students Medical Society
 - 14 Students Physical Education Association
 - 15 WCVM Students Society
- 50. AGRICULTURE (COLLEGE OF)**
 - 0 Policy
 - 1 General
 - 2 Dean
 - 3 Associate Dean, Research

- 4 Associate Dean, Academic
- 5 School of Agriculture
 - .5 Certificate in Agriculture Programme
- 6 Agricultural Economics
- 7 Animal and Poultry Science
 - .2 Prairie Swine Centre
 - .5 Feed Testing Service
 - .6 Termuende Farm
- 9 Applied Microbiology and Food Science
- 11 Soil Science
 - .1 Soil Testing Laboratory
 - .2 Saskatchewan Institute of Pedology)
- [12 Engineering college]
- [13 Graduate Studies]
- 14 Plant Sciences
 - .1 Crop Development Centre
- 16 Centre for Studies in Agriculture, Law, and the Environment

52. ARTS & SCIENCE (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean
 - .1 Co-ordinator
- 3 Associate Dean, Humanities & Fine Arts
- 4 Associate Dean, Social Sciences
- 5 Associate Dean, Science
- 6 Associate Dean, Undergraduate
- 7 Archaeology
- 8 Art & Art History
- 9 Biology
- 10 Chemistry
- 11 Classical, Medieval and Renaissance Studies
- 12 Drama
- 13 Economics

- 14 English
- French (use 52-31)
- 16 Geography
- 17 Geological Sciences
- 18 History
- 19 Mathematics & Statistics
- Modern Languages (use 52-31)
- 21 Music
- 22 Native Studies
- 23 Philosophy
- 24 Physics
 - Space and Atmospheric Studies
 - LINAC (use Linear Accelerator - 26)
- 25 Political Studies
- 26 Psychology
- 27 Religious Studies and Anthropology
- 28 Sociology
- 29 Women's & Gender Studies
- 31 Languages and Linguistics

53. BIOTECHNOLOGY (VIRTUAL COLLEGE OF)

54. COMMERCE (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean
- 3 Associate Dean
- 4 Director, MBA Programs
- 5 Accounting
- 6 Finance & Management Science
- 7 Industrial Relations & Organizational Behaviour
- 8 Management & Marketing

56. DENTISTRY (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

58. EDUCATION (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

- 3 Associate Dean

- 4 Assistant Dean, Student Affairs

- 6 Assistant Dean, Undergraduate Programmes

- 8 Curriculum Studies

- 10 Educational Administration

- 11 Educational Foundations

- Educational Psychology (use 58-15)

- 13 Indian Teacher Education Program (ITEP)

- 14 Sask. Urban Native Teacher Education Program (SUNTEP)

- 15 Educational Psychology and Special Education

60. ENGINEERING (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

- 3 Associate Dean, Graduate Studies, Research & Extension

- 4 Assistant Dean, Undergraduate Programmes

- 5 Assistant Dean, Undergraduate Administration

- 6 Agricultural and Bioresource Engineering

- 7 Biomedical Engineering

- 8 Chemical Engineering

- 9 Civil & Geological Engineering

- 10 Computer Science

- 11 Electrical Engineering

- 13 Mechanical Engineering

-15 Environmental Engineering

62. GRADUATE STUDIES & RESEARCH (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

- 3 Associate Dean

66. LAW (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

- 3 Associate Dean

- Native Law Centre (use 28)

68. MEDICINE (COLLEGE OF)

- 0 Policy

- 1 General

- 2 Dean

- 3 Associate Deans

.1 Interdisciplinary Programs and Physical Therapy

.2 Medical Education

.3 Research

.4 Clinical Affairs

- 4 Assistant Deans

.1 Undergraduate Education

.2 Postgraduate Education

- 6 Anaesthesia

- 7 Anatomy and Cell Biology

- 9 Community Health and Epidemiology

- 10 Family Medicine

- 12 Medical Imaging

- 13 Microbiology and Immunology

- 14 Obstetrics and Gynecology

- 15 Ophthalmology

- 16 Pathology
- 17 Pediatrics
- 18 Pharmacology
- 19 Physiology
- 20 Psychiatry
- 21 Physical Medicine and Rehabilitation
- 22 Surgery
- 23 Continuing Medical Education
- 24 Oncology, Division of
- 25 Medicine (Department of)
- Centre for Agricultural Medicine (use 35)
- School of Physical Therapy (use 80)

70. NURSING (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean
- 3 Associate Dean, Research and Graduate Studies
- 4 Assistant Deans
 - .1 Academic Affairs
 - .2 Undergraduate Studies
- 5 Continuing Nursing Education
- 6 Native Access Programme
- 7 Nursing Research Unit

72. PHARMACY AND NUTRITION (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean

- 3 Assistant Deans
 - .1 Research and Graduate Affairs
 - .2 Undergraduate Affairs

- 4 Nutrition & Dietetics

74. KINESIOLOGY (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean
- 3 Assistant Dean, Academic

76. VETERINARY MEDICINE (COLLEGE OF)

- 0 Policy
- 1 General
- 2 Dean
- 3 Associate Dean, Research
- 4 Associate Dean, Academic
- 6 Large Animal Clinical Sciences
- 8 Small Animal Clinical Sciences
- 10 Veterinary Microbiology
- 11 Veterinary Pathology
- 14 Veterinary Teaching Hospital

80. SCHOOL OF PHYSICAL THERAPY

- 0 Policy
- 1 General
- 2 Director

81. ROYAL UNIVERSITY HOSPITAL

PERSONNEL

(100 - 199)

100 GENERAL

- 0 Policy
- 1 General

- 2 Correspondence
- 3 Reports

105 JOINT COMMITTEE FOR THE MANAGEMENT OF

THE AGREEMENT (JCMA)

- 0 Policy
- 1 General
- 2 Minutes
- 3 Correspondence

110 FACULTY

- 0 Policy
- 1 General
- 2 Faculty Association
- 3 Appointments
 - .0 Policy
 - .1 General
 - .2 Current Year Vacancies
 - .3 Control List
- 4 Tenure and Promotion
 - .0 Policy
 - .1 General
 - .2 Current Year Recommendations
 - .3 Appeals
- 5 Salaries
 - .0 Policy
 - .1 General
 - .2 Current Year Data
 - .3 Negotiations
- 6 Leave
 - .0 Policy
 - .1 General
 - .2 Sabbatical
 - 0 Policy
 - 1 General
 - 2 Forecast Schedules
 - .3 Without Pay
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .4 Educational
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .5 Medical
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .6 Parental
 - 0 Policy
 - 1 General
 - 2 Current Year
 - .7 Political

- 0 Policy
 - 1 General
 - 2 Current Year Decisions
- 7 Department Heads
 - .0 Policy for Appointing
 - .1 General
 - .3 Applicants for Department Headships
- 9 Professorships and Endowed Chairs
 - .0 Policy
 - .1 General
- 10 Part-time Appointments (Faculty)
 - .0 Policy
 - .1 General
- 12 Honours and Awards
- 13 Personal Files
 - .0 Policy
 - .1 General
 - .2 Individual Files
- 14 Fringe Benefits
 - .0 Policy
 - .1 General
 - .2 Travel Grants Policy
 - .3 Travel Grants Special Cases
 - .4 Housing Assistance Policy
 - .5 Parking Policy
 - .6 Professional Allowance and Moving Expenses
 - .7 Assisted Early Retirement
- 15 Grievances and Discipline
 - .0 Policy
 - .1 General
 - .2 Appeals and Complaints
- 16 Terminations and Layoffs
 - .0 Policy
 - .1 General
 - .2 Current Year List

114 VISITING PROFESSORSHIPS

- 0 Policy
- 1 General
- 2 Current Year List

116 ACADEMIC PLANNING

- 0 Policy
- 1 General
- 2 University Forecast

- 3 Colleges
- 5 Aboriginal and Metis Education
 - .0 Policy
 - .1 General
- 6 Contracts
 - .0 Policy
 - .1 General
- 130 SENIOR ADMINISTRATORS AND DEANS**
 - 0 Policy
 - 1 General
 - 2 Deans
 - 3 Associate Deans
 - 4 Assistant Deans
 - 5 Directorships
- 135 THE ADMINISTRATIVE EMPLOYEES' CONSULTATIVE COMMITTEE, (A.E.C.C.)**
 - 0 Policy
 - 1 General
 - 2 Minutes
 - 3 Correspondence
- 140 ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION (ASP)**
 - 0 Policy
 - 1 General
 - 2 Appointments
 - .0 Policy
 - .1 General
 - .2 Current Year Vacancies
 - 3 Promotion
 - .0 Policy
 - .1 General
 - .2 Current Year Recommendations
 - 4 Salaries
 - .0 Policy
 - .1 General
 - .2 Current Year Data
 - .3 Negotiations
 - 5 Leave
 - .0 Policy
 - .1 General
- .2 Without Pay
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
- .3 Educational
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
- .4 Medical
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
- .5 Special Leave
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
- .6 Parental
 - 0 Policy
 - 1 General
 - Current Year
- 6 Part-time Appointments
 - .0 Policy
 - .1 General
- 7 Honours and Awards
- 8 Personal Files
 - .0 Policy
 - .1 General
 - .2 Individual Files
- 9 Fringe Benefits
 - .0 Policy
 - .1 General
- 10 Grievances and Discipline
 - .0 Policy
 - .1 General
 - .2 Appeals and Complaints
- 11 Terminations and Layoffs
 - .0 Policy
 - .1 General
- 155 UNIVERSITY UNION MANAGEMENT COMMITTEE**
 - 0 Policy
 - 1 General
 - 2 Minutes
 - 3 Correspondence
- 160 CANADIAN UNION OF PUBLIC EMPLOYEES 1975 (CUPE)**
 - 0 Policy

- 1 General
- 2 Appointments
 - .0 Policy
 - .1 General
 - .2 Current Year Vacancies
- 3 Promotion
 - .0 Policy
 - .1 General
 - .2 Current Year Recommendations
- 4 Salaries
 - .0 Policy
 - .1 General
 - .2 Current Year Data
 - .3 Negotiations
- 5 Leave
 - .0 Policy
 - .1 General
 - .2 Without Pay
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .3 Educational
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .4 Medical
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .5 Special Leave
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .6 Parental
 - 0 Policy
 - 1 General
 - 2 Current Year
- 6 Part-time Appointments
 - .0 Policy
 - .1 General
- 7 Honours and Awards
- 8 Personal Files
 - .0 Policy
 - .1 General
 - .2 Individual Files
- 9 Fringe Benefits
 - .0 Policy
 - .1 General
- 10 Grievances and Discipline
 - .0 Policy

- .1 General
- .2 Appeals and Complaints
- 11 Terminations and Layoffs
 - .0 Policy
 - .1 General

165 UNION-MANAGEMENT COMMITTEE

- 0 Policy
- 1 General
- 2 Minutes
- 3 Correspondence

170 CUPE LOCAL 3287 - SESSIONAL LECTURERS

- 0 Policy
- 1 General
- 2 Appointments
 - .0 Policy
 - .1 General
 - .2 Current Year Vacancies
 - .3 Control List
- 3 Promotions
 - .0 Policy
 - .1 General
 - .2 Current Year Recommendations
- 4 Salaries
 - .0 Policy
 - .1 General
 - .2 Current Year Data
 - .3 Negotiations
- 5 Leave
 - .0 Policy
 - .1 General
 - .2 Without Pay
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .3 Educational
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .4 Medical
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions
 - .5 Special Leave
 - 0 Policy
 - 1 General
 - 2 Current Year Decisions

- .6 Parental
 - 0 Policy
 - 1 General
 - Current Year
- 6 Part-time Appointments
 - .0 Policy
 - .1 General
- 7 Honours and Awards
- 8 Personal Files
 - .0 Policy
 - .1 General
 - .2 Individual Files
- 9 Fringe Benefits
 - .0 Policy
 - .1 General
- 10 Grievances and Discipline
 - .0 Policy

- .1 General
- .2 Appeals and Complaints
- 11 Terminations and Layoffs
 - .0 Policy
 - .1 General

180 NON-ACADEMIC STAFF PLANNING

- 0 Policy
- 1 General

190 EMPLOYMENT EQUITY PROGRAM

- 0 Policy
- 1 General
- 2 Correspondence

**FINANCE
(200 - 299)**

200 FINANCE - GENERAL

- 0 Policy
- 1 General
- 2 Correspondence
- 3 Classification & Coding System
- 4 Signing Authorities
- 5 Petty Cash

208 BUDGET

- 0 Policy
- 1 General
- 2 Office/Unit
- 3 Requests for Non-Personnel Changes
- 4 Requests for Personnel Changes

210 Payroll

- 0 Policy
- 1 General
- 2 Correspondence

- 3 Reports

220 TRAVEL

- 2 Correspondence & Regulations
- 3 Authority

240 SUPPLIES

- 2 Correspondence
- 3 Requisitions, Purchase Orders, Invoices

250 EQUIPMENT

- 2 Correspondence
- 3 Requisitions, Purchase Orders, Invoices
- 4 Warranties & Service Contracts
- 5 Manuals
- 6 Insurance
- 7 Claims & Repairs

- 8 Vehicle Registrations & Insurance

- 9 Inventory

270 ENTERTAINMENT

- 2 Correspondence

- 3 Invoices & Receipts

- 4 Printing & Duplication

280 MISCELLANEOUS ACCOUNTS

- 2 Correspondence

- 3 Utilities

RESEARCH

(300 - 399)

300 RESEARCH - GENERAL

- 0 Policy

- 1 General

- 2 Correspondence

- 3 Reports

305 GRANTS & PROJECTS

- 0 Policy

- 1 General

- 2 Correspondence

- 3 Applications & Awards

- 5 Committees

340 RESEARCH ASSOCIATES

- 2 Correspondence

- 3 Individual Files

350 FELLOWSHIPS

- 2 Correspondence

- 3 Individual Files

360 SCHOLARSHIPS

- 2 Correspondence

- 3 Individual Files

380 EQUIPMENT

- 2 Correspondence

- 3 Requisitions, Purchase Orders, Invoices

- 4 Insurance

- 5 Manuals

- 6 Insurance

- 7 Claims and Rights

- 8 Inventory

**COMMITTEES
(EXCLUDING MINUTES)**

(400 - 499)

400 SENATE

- 0 Policy

- 1 General

- 2 Membership & Elections

- 3 Nominations

- 4 Public Service & Extension

- 5 Joint Senate - Council on Honourary Degrees

410 BOARD OF GOVERNORS

- 0 Policy

- 1 General

- 2 Executive

- 3 Finance & Personnel

- 4 Buildings & Grounds

- 5 Unions Advisory

- 6 Pension Trustees

420 UNIVERSITY COUNCIL

- 0 Policy

- 1 General

- 2 Planning

- 4 Academic Programs

- 5 Capital Planning

- 6 Budget

- 7 Nominations

- 9 Public Services and Extension

- 10 Research

- 11 Academic Offences and Student Discipline

- 12 Academic Services

- 13 Audio Visual

- 14 By-Laws

- 15 Information Technology

- 16 Instructional Development

- 17 International Activities

- 18 Library

- 19 Scholarships and Awards

430 GENERAL ACADEMIC ASSEMBLY

450 COLLEGE

- 0 Policy

- 1 General

- 2 Administrative (Executive)

- 3 Budget

- 4 Nominations

- 5 College Review

- 6 Admissions

- 7 Studies

- 8 Standards

- 9 Graduate

- 10 Scholarship

- 11 Examinations

- 12 Liaison

- 13 Library

470 DEPARTMENT

- 0 Policy

- 1 General

- 2 Executive

- 3 Curriculum

- 4 Undergraduate

- 6 Graduate

- 7 Library

- 8 Search

- 9 Renewal (of Probationary Appointment)

- 10 Promotion and Tenure

- 11 Salary

480 PRESIDENTIAL

- 0 Policy

- 1 General

- 2 Records Management Advisory Board

- 3 President's Executive Committee

- 4 Deans' Council

EXTERNAL ORGANIZATIONS

(500 - 599)

500 FEDERATED AND AFFILIATED COLLEGES

- 0 Policy
- 1 General
- 2 St. Thomas More
- 3 Emmanuel & St. Chad
- 4 Lutheran Seminary
- 5 St. Andrew's College
- 6 St. Peter's College
- 7 Central Pentecostal College

510 PROFESSIONAL SOCIETIES (EXAMINATIONS)

- 0 Policy
- 1 General

520 ASSOCIATED ORGANIZATIONS (LOCAL)

- 0 Policy
- 1 General
- 2 POS Pilot Plant
- Vaccine Infectious Diseases Organization (VIDO) (see 38)
- Toxicology Research Centre (see 34)
- 6 Biostar
- 7 SED Systems
- 8 Research Park/Innovation Place
 - .1 SEDCO
- 9 Royal University Hospital
- 10 University of Saskatchewan Foundation
- 11 Water Studies Institute
- 12 Plant Biotechnology Institute
- 13 Meewasin Valley Authority
- 14 Ag-West Biotech Inc.
- 16 Regional Psychiatric Centre

530 MUNICIPAL DEPARTMENTS AND AGENCIES

- 0 Policy
- 1 General
- 2 Mayor
- 3 Saskatoon Cancer Centre

540 PROVINCIAL DEPARTMENTS, AGENCIES AND CROWN CORPORATIONS

- 0 Policy
- 1 General
- 2 Saskatchewan Archives Board (SAB)
- 3 Saskatchewan Research Centre (SRC)
- 4 Saskatchewan Institute on Prevention of Handicaps
- 5 Saskatchewan Institute of Applied Science & Technology (SIAST)
- 6 Department of Agriculture
- 7 Department of Education
- 8 Department of Finance
- 9 Department of Health
- 10 Premier's Office
- 11 Science and Technology

550 FEDERAL DEPARTMENTS, AGENCIES AND CROWN CORPORATIONS

- 0 Policy
- 1 General
- 2 Agriculture
 - .1 Canada Employment Centre - On Campus
- 3 Environment
- 4 Employment & Immigration
- 5 Finance
- 6 Health and Welfare
- 7 Multiculturalism and Citizenship

- 8 Prime Minister's Office
 - 9 Science and Technology
 - 10 Western Diversification
 - 11 Medical Research Council
 - 12 National Research Council (NRC)
 - 13 NSERC
 - 14 SSHRC
 - 15 Regional Psychiatric Centre
 - 16 Inter-Council Program Directorate (Networks of Centres of Excellence)
 - 17 Heritage
- 560 ASSOCIATIONS, COUNCILS, INSTITUTES, SOCIETIES, POLITICAL PARTIES, ETC.**
- 0 Policy
 - 1 General
 - 2 New Democratic Party

- 3 Liberal Party
- 4 Conservative Party
- 5 MLAs (Saskatoon)
- 6 MLAs (General)
- 7 MP Saskatoon East
- 8 MP Saskatoon West

570 OTHER UNIVERSITIES

- 0 Policy
- 1 General
- 2 Canadian Universities
 - .1 University of Regina
- 3 Foreign Universities
 - .1 University of Chernivtsi (Ukraine)
 - .2 Umea University (Sweden)

UNIT FILES

(600 - 699)

For those files peculiar to the originating office, i.e.,
 Project Files, Curriculum & Program Development,
 Conferences, Seminars, Workshops, Student Evaluations,
 Correspondence with Colleagues, Correspondence with Students,
 General Enquiries, Letters of Reference, etc.

MINUTES

(700 - 799)

700 SENATE

710 BOARD

720 COUNCIL

750 COLLEGE

- using Academic Unit Designation
ie., Agriculture - 50

770 DEPARTMENT

- using Academic Unit Designation
ie, Agricultural Economics - 50-6

OFFICIAL STUDENT FILES

(800 - 899)

800 GRADUATE

850 UNDERGRADUATE