

# Administration (Primary Numbers 100 – 499)

This main group covers a wide variety of records relating to administration, including the following primaries:

- Administration – General
- Alumni Affairs
- Ancillary Services
- Appreciation, Complaints and General Inquiries
- Associations and Societies – External
- Convocations and Related Ceremonies
- Development
- Disaster Preparedness and Recovery
- External Educational Relations
- Facilities Management
- Government Legislation and Regulations
- Government Relations
- Industry and Community Relations
- Information Systems
- Internal University Relations
- Mail and Messenger Services
- Office Support Services
- Planning
- Public Relations
- Records Management
- Reports and Statistics
- Special Events
- Staff Meetings
- Student Affairs
- Telecommunications Services
- Travel and Transportation
- Visitors and Invitations

Six global secondaries have been developed for these primaries. They are as follows:

- -00 **Policy and procedures:** records associated with a specific primary that relate to policy and procedures;
- -01 **General:** records associated with a specific primary that are of a general nature or of too low a volume to justify the creation of separate secondary;
- -02 **Subject files:** records associated with a specific primary that relate to particular subjects and are arranged according to general information content. Subject files are usually third-party reference materials;
- -03 **Case files:** records associated with a specific primary that relate to a particular action, event, person, product, unit, etc. Case files are not typically third-party reference materials but are materials generated or received by the office in the course of performing its administrative duties;
- -04 **Committees:** records associated with a specific primary that are generated or received by committees, councils, etc.;
- -05 **Reports and statistics:** records associated with a specific primary that consist of reports and statistics.\*

*\*The University Archives would like to review committee records and reports and statistics for archival value.*

**Within the File Plan, these secondaries have been left blank so that offices may define each further.**

**Please note** - not every primary category will require the use of each of the global secondaries. It is up to individual offices to determine which secondaries will be applied. For further information on implementing or applying the global secondaries, please review the University of Toronto File Plan Introduction.

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>100</b>	<b>Administration – General</b>	Records relating generally to administration not shown elsewhere in this block.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>110</b>	<b>Alumni Affairs</b>	Records relating to activities that encourage alumni involvement and support. For records relating to fundraising and development, see 160 Development.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>120</b>	<b>Ancillary Services</b>	Records relating to ancillary services such as University Book Store services, housing, food services, library services, publishing services, etc. For records relating to office support services, see 280 Office Support Services. For records relating to student affairs, see 460 Student Affairs.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>130</b>	<b>Appreciation, Complaints and General Inquiries</b>	Records relating to expressions of appreciation, complaints or general inquiries received from the public and outside organizations of a general nature. May include letters of appreciation, complaint, condolence, congratulation, Christmas greetings, etc. For records relating to expressions of appreciation, complaints or general inquiries that relate to a particular function or subject, file with the appropriate primary.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>140</b>	<b>Associations and Societies – External</b>	Records documenting relations between external associations and societies and the University. For records relating to industry and community relations, see 240 Industry and Community Relations For records relating to government relations, see 230 Government Relations For records relating to internal agencies and organizations, see 260 Internal University Relations					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>150</b>	<b>Convocations and Related Ceremonies</b>	Records relating to convocations and related ceremonies					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>160</b>	<b>Development</b>	Records relating to fundraising activities and campaigns.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>170</b>	<b>Disaster Preparedness and Recovery</b>	Records relating to emergency preparation and response to emergency situations, such as fire, earthquake, etc. For records relating to building and property security, see 570 Security.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>180</b>	<b>External Educational Relations</b>	Records documenting relations between the University and other educational institutions. For records relating to internal educational relations, see 260 Internal University Relations.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>200</b>	<b>Facilities Management</b>	Records relating to the booking of facilities.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>220</b>	<b>Government Legislation and Regulations</b>	Records relating to government legislation and regulations enacted by any/all levels of government. May also include copies of the legislation and/or regulation.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>230</b>	<b>Government Relations</b>	Records documenting relations between any/all levels of government and the University.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>240</b>	<b>Industry and Community Relations</b>	Records relating to liaison activities between the University and industry or community groups.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>250</b>	<b>Information Systems</b>	Records relating to the administration of information systems. For records relating to records management services or activities, see 380 Records Management.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>260</b>	<b>Internal University Relations</b>	Records documenting relations among academic and administrative units.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>270</b>	<b>Mail and Messenger Services</b>	Records relating to postal and courier services.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>280</b>	<b>Office Support Services</b>	Records relating to internal and external office support services and procedures, including duplication and reproduction services, secretarial and typing services, translation services, etc. For records relating to ancillary services, see 120 Ancillary Services. For records relating to postal or courier services, see 270 Mail and Messenger Services.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		
<b>350</b>	<b>Public Relations</b>	Records documenting relations between the University and the general public.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>380</b>	<b>Records Management</b>	Records relating to the creation, maintenance, transfer, storage, and disposition of University records. May also include records relating to record and data security. For records relating to building and property security, see 570 Security. For records relating to information systems, see 250 Information Systems.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		
<b>410</b>	<b>Reports and Statistics</b>	Reports and statistics of a general nature that do not fit into any other primary. Typically relate to a number of subjects or functions.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>430</b>	<b>Special Events</b>	Records relating to special events of a non-routine nature. For records relating to convocations and related ceremonies, see 150 Convocations and Related Ceremonies. For records relating to special visits and invitations, see 490 Visitors and Invitations. Records relating to special events stemming from operational functions should be filed with the unit's operational records.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>450</b>	<b>Staff Meetings</b>	Includes agendas, correspondence, minutes and procedures relating to the convening and conducting of meetings of staff, supervisors, department heads, etc.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	A		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>460</b>	<b>Student Affairs</b>	Records relating to student activities, events, affairs, etc. For records relating to convocations and related ceremonies, see 150 Convocations and Related Ceremonies					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	A		
<b>470</b>	<b>Telecommunication Services</b>	Records relating to the administration and coordination of voice and data transmittal services.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
<b>480</b>	<b>Travel and Transportation</b>	Records relating to administrative aspects of travel and transportation. For records relating to expense claims, see 745 Personal Expenses.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		
<b>490</b>	<b>Visitors and Invitations</b>	Records relating to visits to the University and off-campus visits by University personnel.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	A		
-05	Reports and Statistics		C	2	D		