

Sample File Plan 1

File Plan Heading

Department Name

Name of Bureau/Division/Office

Name of Agency Records Officer

Effective Date of File Plan

Record Common Name: The name by which the record is commonly referred in the working office.

Description: Description defines the content of the record and identifies the nature and purpose of the records that is specific to the agency/office using the file plan.

Records Schedule/Series Number: This number uniquely identifies the specific record series and will be a number from either the agency-specific or a General Records Retention and Disposition Schedule.

Records Series Title: This is a unique and descriptive title given to the series to identify the records from agency-specific or a General Records Retention and Disposition Schedule.

Location: The location identifies where the records are stored. The location for physical records may include the building name, floor and room number. For electronic records, it may also specify network drive(s), system(s) or media storage location.

Format Paper/Microfilm/Electronic: This indicates whether the format is physical (paper or microfilm) or electronic.

Vital: Yes/No. Indicates if the record is vital

Copy or Official Record Copy: This simply indicates whether the record is the official record or a copy of the record. (For example: a Bureau office may have copies of employee records but the official record is maintained by Human Resources.)

Legal Citation: If exempt from disclosure under the Right-To-Know-Law, specify the exemption or legal justification.

Date of Record/Closed Date: General date or instructions to trigger the beginning of the retention period. For example: Close of contract, end of month, fiscal year, case closed.

Retention: The period of time the records are to be retained (by the agency/in the Records Center)

Disposition: Instructions for what to do with the records when the retention period is met for this office

Contact: Name of contact person for this particular record in this office.

Sample File Plan 2

Records Management Example

Schedule /

Series	Title/Description	Filing/Disposition	Location/Custodiation	Format	Notes
334/15	Request for Approval to Establish Record Disposition Schedule Agency Record Retention Schedule, Inventory and Samples	File by Schedule Number Permanent Records	RM Room 378 (Closet 379) filing cabinets Felicia Kennedy	Paper originals	
334/16	Application for Records Center Use Cards Approvals for agency Records Officers, assistants and cardholders to have access to records	File by Agency 5 years retention upon completion of request, destroy	RM Room 378 filing cabinets and Felicia's F:/drive Felicia Kennedy	Paper and electronic	Requests are sent in via different formats
334/18	Request for Reference Services Agency requests for records at the Records Center.	File by Agency Retain 2 years after request completed	RM Room 385 - filing cabinets and Rob's F:/drive Robert Caron	Paper and electronic	Requests are sent in via different formats
334/19	Records Center Disposition Notification Notice sent to agencies for approval to destroy records which have met their retention.	File by Agency and Schedule Number Permanent Records	RM Room 385 Robert Caron	Paper originals	