



GOJ ADMINISTRATIVE CLASSIFICATION SCHEME

Functional, Administrative and Operational Classification
for Records and Information Management

ABSTRACT

Records Classification constitutes the centre-piece of any Records and Information Management system and an institution-wide, predictable classification structure will considerably improve the retrieval and sharing of information.

Jamaica Archives and Records Department
(JARD)



Government of Jamaica Administrative Classification Scheme



A Publication of the Jamaica Archives and Records Department,
A Department of the
Ministry of Education, Youth and Information
2021



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1. Introduction

Organisations achieve success by realising business goals through strategic resource management. Effective information management is a key enabler in achieving business success, as access to records and other documents containing strategic information is the basis of sound decision-making. The process of classification helps describe, organise and control information. It creates order in understanding what an organisation does and how it does it. The Government of Jamaica (GoJ) Records and Information Management (RIM) Policy (the Policy) notes that records classification constitutes the centre-piece of any RIM system, whether paper or electronic records (MoEYI, 2018). An institution-wide and predictable classification structure will considerably improve the rate at which information can be retrieved and shared. An institution-wide and predictable classification structure will considerably improve the rate at which information can be retrieved and shared.

The Jamaican Standard Specification for Information and Documentation - Records Management, Part 1, JS ISO 15489 -1 2001, defines classification or classification system as the:

“systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules represented in a classification system” (pg. 2).

A key objective of the Policy is to provide for a Government wide classification system that standardises filing (including electronic) across each Ministry, Department and Agency (MDA) and which provides platforms for such RIM processes as records appraisal. The Policy directs that all MDAs shall adopt and use the GoJ Functional Based Classification Schemes based on the classification of the business activities of the entity. However, for purposes of uniformity, all MDAs will be required to start with the common types of functions before the institution specific functions.



2. Purpose of this Tool

A simple classification tool can facilitate and enhance the capacity of the organisation to share information and knowledge. This tool is designed to provide MDAs with a standard for organizing and managing official records and other business information according to their business context within an organisation. In keeping with the requirements of the Policy, each MDA's functional based classification schemes should be implemented for use in the MDA's registries and documentation centres. The Policy outlines that a classification scheme for administrative records would be developed and implemented across the GoJ. This document provides the common classification scheme for adoption and adaptation for classifying administrative / common (100 – 1300) classification scheme for records and information.

This classification system aims to establish the set of terms and conventions to be applied by MDAs, particularly in assigning titles and codes and to support the efficient retrieval of records and other business information. It is designed to control the vocabulary used, generating consistency in the description of information produced by business activities and improving retrieval of that information. This tool has the capability to assist in determining the global retention and disposition of records by series.

3. Benefits of developing a Functions Classification Scheme

A properly classified Records and Information system operates efficiently. Classifying records and business information by functions and activities moves away from traditional classification based on subject. Functions and activities provide a more stable framework for classification than subject due mainly to changes which may occur through mergers, rationalisation, closures and or decentralisation of public sector entities.

The structure of an organisation may change many times, but the functions that an organisation carries out usually remain the same over time. Within the Public Sector, administrative change may periodically result in the loss or gain of functions between agencies. In these instances, functional classification makes it much easier for entities to identify records that have to follow



functions. Below are six (6) additional benefits to be derived from having a functions based classification scheme:-

- it establishes and documents the relationships between the business activity and the evidence to show that an activity has been performed efficiently, openly and accountably;
- it enables identification of records over time by ensuring records are titled in a consistent manner;
- it assists retrieval of all records relating to a business activity, providing links from previous naming/titling conventions to current business terminology;
- it controls the language for titling and indexing records in specific business contexts;
- it provides a guide that makes retrieval of information more predictable; and
- it assists in managing retention periods and disposal actions for records.

4. Categorisation of Records

Classification by function is based on the *context* of a record's creation and use, rather than on the *content* of the record itself. This means the record will be classified according to why it exists, i.e. its function rather than what it is about, i.e. its subject.

Records and information are classified further according to their use or value. Records classified by use are based on its active – (used every day, week, month); semi-active- (used 4-10 times for a year); or inactive- (used less than 4 times for a year) status. Records classified according to value are based on it being vital, important, usefulness or non-essential. A record's value is further elaborated below:

- ✚ Vital – these are records which are essential to the continued life of the business. These records which are often irreplaceable and they give evidence of legal status, ownership and financial status;
- ✚ Important – records are necessary to the continued life of the business. While these records are replaceable or reproduced, this can be at considerable cost and time;

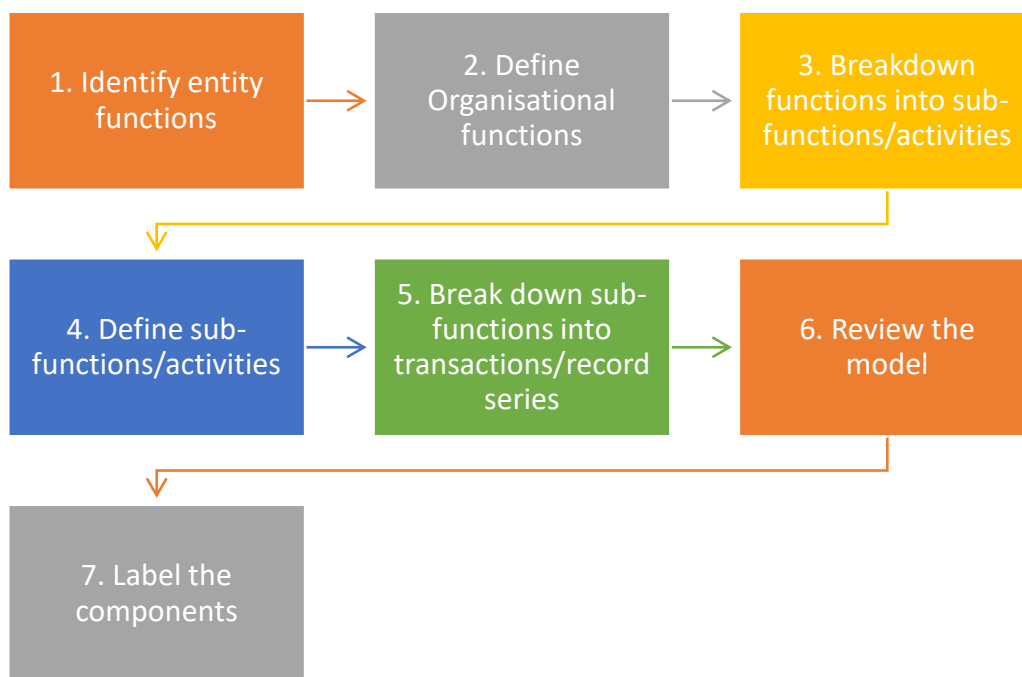


- ✚ Useful – these are records which are needed for the uninterrupted operation of the business and are classified as useful. They are replaceable although their loss can cause temporary inconvenience; and
- ✚ Non-essential – these records have no present value, and should be destroyed.

5. Steps in Designing the Organisation’s Classification Scheme

There are a number of steps required to develop a Functional Classification Scheme for a MDA. The schematic presentation below is adopted from the GoJ RIM Quick Reference Guide developed by the Ministry of Education, Youth and Information (2020) and provides the processes involved in preparing the Functional Classification Scheme.

Figure 1: Process for preparing Functional Classification Scheme





6. Common Classification Scheme

FUNCTION Level 1	SUB-FUNCTION Level 2	DESCRIPTION	SCOPE NOTES
100		Governance	Includes the mechanisms, processes and relations by which MDAs are controlled and directed through governance structures and principles that identify the distribution of rights and responsibilities among different participants in the MDA and includes the rules and procedures for making decisions in corporate affairs. Also includes the process of establishing strategic direction for the organisation, ensuring compliance with policies, standards and procedures and the management of organisational risks.
	101	Distribution of Rights & Responsibilities	Includes the distribution of rights and responsibilities among different participants in the organisation and spells out the rules and procedures for making decisions in corporate affairs.
	102	Establishing Strategic Direction	Includes the plans and actions that needs to be put in place to work toward the vision of the future for the organisation
	103	Provision of Control and Direction	Includes the provision of instructions, guidance, and advice as to the execution and oversight of work to be undertaken.
	104	Auditing	Includes the examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions. Consists of internal and external auditing.
200		Corporate and Strategic Management	Includes the process of developing detailed plans (such as business plans, corporate plans, operational plans) to achieve the MDA's organisational goals and objectives taking into account the organisation's resources, structures, functions and operating environment. Also includes the process of defining the organisation's strategy or direction, setting goals, determining actions to achieve the goals, mobilising and allocating resources to achieve the strategy, implementation planning, and monitoring and evaluation of the corporate and strategic plans.
	201	Formulation of Business Strategies	Includes the development of detailed plans such as business plans and corporate plans. Identify strategic direction. Includes disaster plans, vital records programme, succession plans. Excludes risk management in the areas of events planning and project management.



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		Mobilising and allocating resources
202	Implementation of Business Strategies	Includes the process of putting plans and strategies into action to reach desired goals.
203	Monitoring and Assessment of Business Strategies	Includes the strategies used to allow for the ongoing review, analysis and understanding of the performance of a project (or programme) through its life.
300	Finance and Accounts	Includes the planning, directing, monitoring, organising, controlling and accounting for the monetary resources of the organisation. Also includes analysis and reporting on the financial transactions and preparation of cash flow statements, balance sheets, bank reconciliations, income statements, financial reports.
301	Establishment and Administration of Accounting Guidelines	Includes standards which govern the operation of the organisation in financial matters and governs the presentation of information in corporate financial statements.
302	Budgeting and Forecast Management	Includes the process of financial planning using estimated financial and accounting data, and predicting or estimating future events and their effects on the budget.
303	Financial Transactions Management	Includes the management of payments, such as the act of depositing money into a bank account, and buying or selling goods or property.
304	Financial Reporting	Includes the disclosure of financial results and related information to management and external stakeholders about the performance of the organisation over a specific period.
400	Human Resources Development and Management	Includes the recruitment, selection and appointment of staff, organisational structures, job design and analysis, workforce planning, conditions of service, employee compensation and benefits, performance management, staff development, employee welfare, disciplinary procedures, dispute resolution, occupational health and safety, separation.
401	Human Resources Planning	Includes the process of forecasting the future human resource requirements of the organisation to achieve optimum use and to ensure the best fit between employees and jobs while avoiding manpower shortages or surpluses and the mechanisms and processes for structuring the organisation and the distribution of tasks.
402	Organising Human Resources	Includes the process that results in the continuous assignment of employees to all positions in the organisation and the management of working relationships.
403	Developing Human Resources	Includes framework for helping the employees to develop their personal and organisational skills, knowledge, and abilities, and the process for offering opportunities such as employee training, career development, performance



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			management and development, coaching, mentoring, key employee identification, tuition assistance, and organisation development.
404	Monitoring and Regulating Human Resources Practices		Includes matters concerning industrial relations and wage negotiations, and the development of mechanisms to provide for fair and systematic disciplinary measures, grievance and dispute settlements.
500	Asset Management		Includes the acquisition, deployment, operation, maintenance, upgrading, repair/refurbishment, modification, replacement, leasing and disposal of assets such as buildings, equipment, furniture, computers and printers, grounds and gardens. Includes both physical (tangible) and non-physical (intangible) assets.
501	Development of Regulations and Codes		Includes policies, guidelines, procedures, and standards for consumable and non-consumable assets.
502	Acquisition of Assets		Includes the purchasing of assets or receipt of assets through gift or donation. Also includes assets procured through transfers, lease and subletting, rent and subletting, and concession of building, land, equipment, furnishing, and transport.
503	Use of Assets		Includes registration of assets, custodianship, and transfer of assets.
504	Maintenance of Asset Inventories		Includes activities related to the handling of the inventory of the assets.
505	Property Management		Includes the operation, control, maintenance, and oversight of physical property with activities relating to the landscaping, beautification, upkeep, and restoration of properties owned/managed by the organisation. Also involves the processes, systems, and manpower required to manage the life cycle of all acquired property.
506	Disposal of Assets		Includes the act of selling or discarding an asset, usually a long-term asset that has been depreciated over its useful life, which suffered degradation or has been declared obsolete and no longer provides economic benefit referred to as a Disposed Asset.
600	Procurement		Includes the purchase or acquisition of goods, services or works from an external source often through a tendering/bidding process or short listing of suppliers. Processes include identification of the need, supplier identification, supplier communication and liaison, call for bids if tendered, and purchasing.
601	Procurement Planning and Strategy Development		Includes the process of coordinated and integrated action to fulfil a need for goods, services or works in a timely manner and at a reasonable cost.
602	Procurement Requisition Processing		Includes the process of formally requesting a service or item, typically involving the completion of requisition forms, technical requirements, budget, and estimates,



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		with justification.
603	Tender Process	Includes a structured process, in order to be fair and transparent, through to the request for tender and the evaluation process. Also includes single source, requests for proposals (RFP), request for quotations (RFQ), approvals, standard bidding documents, advertisements where applicable (filed by activity), and bids/proposals.
604	Bid/Proposal Evaluations and Recommendations	Includes the process of examining and comparing bids to select the best offer in an effort to acquire goods, works and services necessary to achieve the goals of an organisation. Also includes the recommendation made to the approving authority.
605	Award of Contracts	Includes the formal decision and approval to establish a contract with a successful supplier.
606	Contract Administration	Includes all activities related to the monitoring of suppliers, contractors and service providers' performance in the fulfilment of their contractual obligations, and to ensure appropriate actions are taken to promptly remedy any deficiencies observed in contract implementation, scope or terms and conditions.
700	Transport Management	Includes the provision, management, repair and maintenance of motor vehicles and other forms of transportation. Includes fleet management, travel directives, use of taxi services, registration and licensing of vehicles, road accidents, parking facilities and contracts.
701	Transportation Planning	Includes the process of defining future needs such as processes in operation, provision, and management of services for the modes of transport to create an economical and environment-friendly movement of people and goods.
702	Fleet Management	Includes the oversight of all fleet operation, performance and maintenance.
703	Motor Vehicle Accidents and Incidents – Investigation and Reporting	Includes the processes used to detail the events of accidents/incidents and to determine the root cause of the accident to possibly prevent future accidents and incidents. Also includes the production of reports.
800	Communication and Public Relations	Includes the exchange and imparting of information within and outside the organisation, establishing and maintaining relationships between the organisation and its stakeholders, designing and executing communication campaigns, media interviews, writing speeches, working with the press, organising and holding press conferences, issuing press releases, communicating through the web and social media, managing the organisation's reputation.
801	Communication Planning	Includes defining the types of information to be



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		delivered, the target audience, the format of communication, the timing for release and distribution of information, and the communication channels to be used to deliver the information.
802	Internal Communication	Includes communication which is distributed generally to all staff, communication from the management level using emails, bulletins, and intranet.
803	Public Relations	Includes the strategic communication process that builds mutually beneficial relationships and manages communication with the public.
900	Information Management	Includes the management of current, semi-current and non-current paper and electronic records, the creation, capture, registration and classification of records, indexing, storage and handling of records, access to information, use, tracking, disposition, archiving. Also includes Information Communications Technology (ICT) systems, including hardware and software, computer-based technologies such as word processing, databases, desktop publishing, graphics, digital communication technologies such as local area and wide area networks, internet communication, enterprise content management, telecommunications, audio-visual systems, cloud computing, email management, information sharing.
901	Information & Communication Technology (ICT) Management	Includes hardware and software, computer-based technologies such as word processing, databases, desktop publishing, graphics, digital communication technologies such as local area and wide area networks, internet communication, enterprise content management, telecommunications, audio-visual systems, cloud computing, email management, information sharing, software development, hardware/software procurement, maintenance, monitoring, and ICT security.
902	Records and Archives Management (RAM)	Includes RAM planning and strategy development, records creation, registration and capture, records distribution and use, storage and maintenance, and retention and disposition.
903	Library Management	Includes library planning and strategy development, collection development and management, information organisation and retrieval, information and user services, and collection weeding.
1000	Security Management	Includes systems and procedures for safeguarding the security of the Government of Jamaica and the MDAs from internal and external threats, identification of organisational vulnerabilities. Includes physical security, information security, corporate security, state security.
1001	Security Planning	Includes designing and continually improving practices for security risk management. Also specifies the approach, responsibilities, and resources applied to managing



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			protective security risks.
1002	Implementation and Operation of Security Measures		Includes implementing security plans and overseeing practices for security risk management.
1003	Maintaining and Monitoring Security Systems		Includes monitoring, reviewing and continually improving practices for security risk management.
1100	Provision of Legal Services		Includes the execution of research and the provision of services consisting of professional legal counselling, representation or defence of the organisation in court, during pre-trial procedure or elsewhere, the preparation of documents for the organisation and ensuring the maximum legal protection of the organisation.
1101	Provision of Legal Advice		Includes the giving of a professional or formal opinion regarding the substance or procedure of the law in relation to a particular factual situation.
1200	Office Management		Includes the design, implementation, evaluation and maintenance of processes within offices, allocation of office space, office furniture and furnishings, provision of stationery and relief supplies, provision of cleaning, janitorial and hygiene services.
1201	Managing Telephone Operations and Reception		Includes the development and utilisation of measures to account for telephone calls, the provision customer service, and accounting for client visits to the organisation.
1202	Office Maintenance		Includes functional checks, servicing, repairing or replacing of necessary furniture, devices, equipment, and machinery and the provision of janitorial/cleaning services.
1203	Utilities Management		Includes the instalment, monitoring, servicing, and repair of the utilities serving the organisation, such as energy, telecommunications, and water and wastewater services.
1300	Events Management		Includes the process of planning, co-ordinating and executing events, budgeting and scheduling the events, site selection, acquisition of requisite permits, coordination of transportation and parking, arranging for speakers or entertainment, arranging decor, organising security for the event, making catering arrangements, arranging media coverage and publicity, issuing invitations and putting in place emergency/contingency plans.
1301	Coordinating/Hosting of Events		Includes the planning and coordination of events, the assignment of responsibilities and stakeholder management.
1302	Participating in Events		Includes coordination of events in which the organisation has been invited to participate.



7. Common File Plan

Activities Level 3 Series	Sub-series/ Files	Sub-Sub series/ Files	Titles/Descriptions	Scope Notes
		100	Governance	Includes the mechanisms, processes and relations by which MDAs are controlled and directed through governance structures and principles that identify the distribution of rights and responsibilities among different participants in the MDA and includes the rules and procedures for making decisions in corporate affairs. Also includes the process of establishing strategic direction for the organisation, ensuring compliance with policies, standards and procedures and the management of organisational risks.
			101 Distribution of Rights & Responsibilities	Includes the distribution of rights and responsibilities among different participants in the organisation and spells out the rules and procedures for making decisions in corporate affairs.
101/1			Policies and Procedures	Includes policies and procedures issued by the GoJ which directly/indirectly influence the operation of the organisation.
101/2			Operational Standards and Guidelines	Includes standards and guidelines issued by the GoJ which directly/indirectly influence the operation of the organisation.
101/3			Statutory Requirements	Includes Acts, Regulations, and Instructions directing the organisation.
			102 Establishing Strategic Direction	Includes the plans and actions that needs to be put in place to work toward the vision of the future for the organisation
102/1			Board of Management	Includes matters relating to the overarching body which guides the operations of the MDAs. Includes charter, framework document, committees (e.g. Audit Committee, Procurement Committee), reports, approvals, business case, code of ethics, and special reports.
102/2			Develop Policies	Includes enterprise risk management, private-public partnerships, feasibility studies, cost-benefit analyses, meetings, and reports.
102/3			Medium Term Strategic Priorities	Includes establishment of priorities in tandem with National Development Plan and medium term targets, general policy priorities for Government.
			103 Provision of Control and Direction	Includes the provision of instructions, guidance and advice as to the execution and oversight of work to be undertaken.
103/1			Implementation of Directives	Includes ratification of treaties, and implementation plans.
103/2			Monitoring and Oversight	Includes the tracking of reports and compliance reports.



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103/3			Sensitisation of Strategic Oversight Function	Includes reports, ministry papers, presentations, and progress updates.
104 Auditing				Includes the examination or inspection of various books of accounts by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions.
104/1			Internal Audits	Includes audit plans (annual audit plan and individual audits, risk assessments), audit programmes, audit working papers (evidential documents, audit test, client information), auditee meetings (minutes, agendas), audit reports, post audit reviews, and ISOAR (implementation status of outstanding audit recommendations) reports
104/2			External Audits	Includes audit reports from Auditor General's Department and private firms.
200 Corporate and Strategic Management				Includes the process of developing detailed plans (such as business plans, corporate plans, operational plans) to achieve the MDA's organisational goals and objectives taking into account the organisation's resources, structures, functions and operating environment. Also includes the process of defining the organisation's strategy or direction, setting goals, determining actions to achieve the goals, mobilising and allocating resources to achieve the strategy, implementation planning, and monitoring and evaluation of the corporate and strategic plans.
201 Formulation of Business Strategies				Includes the development of detailed plans such as business plans and corporate plans. Identify strategic direction. Includes disaster plans, vital records programme, succession plans. Excludes risk management in the areas of events planning and project management. Mobilising and allocating resources
201/1			Strategic Analysis	Includes research – surveys, desk reviews, interviews – and reports; and internal and external assessments.
201/2			Strategy Formulation	Includes identification of focal points/priority areas, defining business model, and management meetings,
201/3			Strategic Planning	Includes strategic business plans, mission, vision, core values, strategic objectives, alignment with government priorities, business continuity planning, memorandum from senior management, project charter, tools and templates, data collection instruments literature, planning committee meeting minutes, and work schedule.
202 Implementation of Business Strategies				Includes the process of putting plans and strategies into action to reach desired goals.
202/1			Budgeting	This is the financial planning undertaken. Includes annual and forecasted budgets.
202/2			Operational Planning	Includes the process of utilising strategic goals and objectives to develop technical goals and objectives.
202/3			Unit/Departmental Planning	Includes the process of utilising strategic goals and objectives and operational plans to develop



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				unit/departmental targets.
202/4			Sensitisation and Training	(Could be executed at the department level/corporate level).
203 Monitoring, Evaluation and Learning				Includes the strategies used to allow for the ongoing review, analysis and understanding of the performance of a project (or programme) through its life.
203/1			Performance Reporting	Includes reports (monthly, quarterly, annual)
203/2			Evaluations	Includes the different types of evaluations: ex-ante (evaluation done to identify baseline information), mid-point, and ex-post (evaluations at the end of the project).
203/3			Monitoring and Evaluation Reporting	Includes the provision of data/statistics generated from the assessment of the performance of projects, institutions and programmes set up by the organisation.
300 Finance and Accounts Management				Includes the planning, directing, monitoring, organising, controlling and accounting for the monetary resources of the organisation. Also includes analysis and reporting on the financial transactions and preparation of cash flow statements, balance sheets, bank reconciliations, income statements, financial reports.
301 Establishment and Administration of Accounting Guidelines				Includes standards which govern the operation of the organisation in financial matters and governs the presentation of information in corporate financial statements.
301/1			Internal Controls	Includes processes for assuring achievement of an organisation's objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, policies and financial manuals.
301/2			Registration of Authorised Signatories	Includes registers and other guidelines specific to this activity.
302 Budgeting and Forecast Management				Includes the process of financial planning using estimated financial and accounting data, and predicting or estimating future events and their effects on the budget.
302/1			Budget Calls	Includes budget calls (internal/external).
302/2			Capital and recurrent expenditure	Includes requests for quotation.
302/3			Revenue	Also, funds coming from consolidation fund are referred to as 'in-flow'.
303 Financial Transactions Management				Includes the management of payments, such as the act of depositing money into a bank account, and buying or selling goods or property.
303/1			Cash, Bank and Investment	Includes Cash Book, Treasury, reconciliations, third party documents (bank statements), cheque management (this includes correspondence relating to cheque abstracts, cancelled cheques, requisition of cheques, returned cheques, unused cheques, expired cheques, blank cheques, and disposal of unused cheques).
303/2			Accounts Payables	Includes Vouchers, Purchase Orders, Petty Cash, Travel Claims (may fall under payroll or payables), Expenditure (recurrent and capital expenditure, local



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				and foreign expenditure), registers (excludes registers in 303/4).
303/3			HR-Related Transactions	This is limited to payment activities. Includes salaries and deductions (payroll) – travel claims (may fall under payroll or payables), pension planning (financial aspect).
303/4			Revenue Management	Includes all tax related activities, warrants, sales transactions (limit scope), accounts receivables (includes sales transactions/invoices, receipts, registers (excludes registers in 303/3), bad debt).
303/5			General Ledger	Provides categorisation of expenditures and income (out-flows and in-flows). Includes journal entries.
304 Financial Reporting				Includes the disclosure of financial results and related information to management and external stakeholders about the performance of the organisation over a specific period.
304/1			Management Reports	Includes report [the frequency of reporting depends on MDA (monthly, quarterly)], and appropriation of accounts (this is the annual report).
304/2			Audited Reports	Includes written opinions of an auditor on the validity and reliability regarding the entity's financial statements.
304/3			Project Reports	Includes the formalised recording of project progress and (interim) project results.
304/4			Budgets	Includes estimates of income and expenditure for a set period.
400 Human Resources Development and Management				Includes the recruitment, selection and appointment of staff, organisational structures, job design and analysis, workforce planning, conditions of service, employee compensation and benefits, performance management, staff development, employee welfare, disciplinary procedures, dispute resolution, occupational health and safety, separation.
401 Human Resources Planning				Includes the process of forecasting the future human resource requirements of the organisation to achieve optimum use and to ensure the best fit between employees and jobs while avoiding manpower shortages or surpluses and the mechanisms and processes for structuring the organisation and the distribution of tasks.
401/1			Develop Human Resource Policies and Procedures	Includes Staff Order, also includes Public Service regulations, discipline aspect policies, circulars (updates of how to proceed, anything affecting staff, may not stand alone), delegation of functions, and salary scales.
401/2			Develop Organisational Structure	Organisational charts, job descriptions, succession planning, change management, risk management
	401/2/1		Org Chart	
401/3			Occupational Health and Safety	Includes policies in place to ensure staff protection OSHA Act.
402 Organising Human Resources				Includes the process that results in the continuous assignment of employees to all positions in the



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				organisation and the management of working relationships.
402/1			Recruitment and Selection	Includes advertisement, shortlisting, interviews, and assessment.
402/2			Staffing	Includes generated staff list, MY-HR Plus enrolment and update, and the creation of personal files.
402/3			Attendance	Includes staff registration, and flexi-time arrangements.
402/4			Benefits and Compensations	Includes leave administration (leave cards, computation for vacation), access to loans, and pension planning
402/5			Separation	Includes resignation, termination, and retirement.
402/6				
403 Developing Human Resources				Includes framework for helping the employees to develop their personal and organisational skills, knowledge, and abilities, and the process for offering opportunities such as employee training, career development, performance management and development, coaching, mentoring, key employee identification, tuition assistance, and organisation development.
403/1			Training and Development	Includes matters which support the development of staff such as: orientation, overseas travel (placed under administration departments in some areas, if under HR budget it will be handled by HR), workshops, conferences, in-house training, on-the-job training, counselling (career), loans and grants, and motivation and mentoring.
403/2			Performance Management	Includes work plans, performance evaluation, payments of increments, seniority allowances, lump sum payments, incentives and awards.
403/3			Staff Welfare and Wellness	Includes social and recreational activities to promote workforce health and wellness policies. This includes exercise classes, health promotions, health fairs, health assistance, team building activities, canteen, day-care, and counselling (psychological) services.
404 Monitoring and Regulating Human Resources Practices				Includes matters concerning industrial relations and wage negotiations, and the development of mechanisms to provide for fair and systematic disciplinary measures, grievance and dispute settlements.
404/1			HR Audits	Includes the adherence to practices, and the amendment and taking corrective measures if breaches. Includes reports from Office of the Service Commission.
404/2			Disciplinary Actions	Includes mechanisms to resolve problems which may result in a sanction. Includes committees, investigations, sanctions, due process to follow rules stipulated by regulation for those in breach, could include lawyers. Could be filed comprehensively with all cases or individual confidential files.
404/3			Accident and Injuries	Includes investigating injuries on the job as a result of the entity's negligence or individual fault and may be referred to Attorney General Chambers. Includes investigations, collect reports, NIS claims. Information may be placed in one file called Accident



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				Injuries
404/4			Employee Relations	Includes grievance, resolution of disputes, and union matters.
			500 Asset Management	Includes the acquisition, deployment, operation, maintenance, upgrading, repair/refurbishment, modification, replacement, leasing and disposal of assets such as buildings, equipment, furniture, computers and printers, grounds and gardens. Includes both physical (tangible) and non-physical (intangible) assets.
			501 Development of Regulations and Codes	Includes policies, guidelines, procedures, and standards for consumable and non-consumable assets.
501/1			Policies	Includes the Comprehensive Asset Management Policy for the Public Sector, Control of Government Furniture Office Machines and Equipment.
501/2			Procedures	Includes Standard Operating Procedures.
			502 Acquisition of Assets	Includes the purchasing of assets or receipt of assets through gift or donation. Also includes assets procured through transfers, lease and subletting, rent and subletting, and concession of building, land, equipment, furnishing, and transport.
502/1			Fixed Assets	Includes assets that are purchased for long-term use and are not likely to be converted quickly into cash, such as land, buildings, plants, equipment, and machinery, and investment property.
502/2			Consumable Assets	Includes items purchased in quantity, distributed and consumed. Generally not re-usable having been consumed after one use but not always (includes governance of office supplies/stationary, list of suppliers, etc.)
502/3			Infrastructural Assets	Includes assets the procurement of infrastructure e.g. transportation networks, water utilities, flood protection and land drainage systems, solid waste facilities, etc.
502/4			Valued Assets	Includes the procurement of small, valuable items that do not meet the capitalization recognition criteria but are treated as such. Examples are mobile phones, tablets and iPads. Valued assets are not capitalised.
502/5			Heritage Assets	Includes the procurement of tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. May also include rented assets belonging to the Government.
502/6			Community Assets	Includes the procurement of anything that can be used to improve the quality of community life and its current and future use is for the social wellbeing and interests of the local community. E.g. gyms, day care centres/crèche, park, educational centres.
			503 Use of Assets	Includes registration of assets, custodianship, and transfer of assets.
503/1			Registration of Assets	Includes asset registers (manual or electronic), accounting and inventory control of assets specifically designed to manage assets.
503/2			Custodianship	Includes placement, movement, and assignees (includes distribution of office supplies/stationary).



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503/3			Transfer of Assets	Specific to transferring assets to other MDAs or within the entity itself.
504 Maintenance of Asset Inventories				Includes activities related to the handling of the inventory of the assets.
503/1			Fixed Assets	Includes property, plants, equipment, and machinery
503/2			Consumable Assets	Includes items purchased in quantity, distributed and consumed. Generally not re-usable having been consumed after one use but not always (includes governance of office supplies/stationary, list of suppliers, etc.)
503/3			Infrastructural Assets	Includes such infrastructural assets owned/controlled e.g. transportation networks, water utilities, flood protection and land drainage systems, solid waste facilities, etc.
503/4			Valued Assets	Includes the maintenance of small, valuable items that do not meet the capitalization recognition criteria but are treated as such. Examples are mobile phones, tablets and iPads. Valued assets are not capitalised.
503/5			Heritage Assets	Includes the maintenance of tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. May also include rented assets belonging to the Government.
503/6			Community Assets	Includes the maintenance of anything that can be used to improve the quality of community life and its current and future use is for the social wellbeing and interests of the local community. E.g. gyms, day care centres/crèche, park, educational centres.
505 Property Management				Includes the operation, control, maintenance, and oversight of physical property with activities relating to the landscaping, beautification, upkeep, and restoration of properties owned/managed by the organisation. Also involves the processes, systems, and manpower required to manage the life cycle of all acquired property.
506 Disposal of Assets				Includes the act of selling or discarding an asset, usually a long-term asset that has been depreciated over its useful life, which suffered degradation or has been declared obsolete and no longer provides economic benefit referred to as a Disposed Asset.
506/1			Retention of Boarded Assets	Includes activities and processes related to the continued retention of assets.
506/2			Reassignment of Boarded Assets	Includes activities and processes related to reassigning or removing the assets based on directives from the Board of Survey.
506/3			Transfer of Boarded to Government Storage	Involves transferring assets to the Board of Survey (Assets Disposal Unit – formally the Board of Survey Unit – at the Ministry of Finance and Public Service)
506/4			Dumping of Boarded Assets	Includes activities and processes related to the actual destruction or dumping of assets.
600 Procurement				Includes the purchase or acquisition of goods, services or works from an external source (local and international) often through a tendering/bidding process or short listing of suppliers. Processes include



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				identification of the need, supplier identification, supplier communication and liaison, call for bids if tendered, and purchasing.
601 Procurement Planning and Strategy Development				Includes the process of coordinated and integrated action to fulfil a need for goods, services or works in a timely manner and at a reasonable cost.
601/1			Procurement Policies, Guidelines and Procedures	Includes the development and use of an established structure to guide purchasing processes and sourcing strategies to ensure that the services and goods we acquire are the result of transparent, objective, time and cost-effective decision making and risk management.
601/2			Procurement Committees	Includes meetings held and decisions taken by the body established to ensure consistent and correct application of procurement practices.
601/3			Develop Procurement Plan	Includes methodologies, estimates, and allotment of timelines for procurement.
602 Procurement Requisition Processing				Includes the process of formally requesting a service or item, typically involving the completion of requisition forms, technical requirements, budget, and estimates, with justification.
603 Tender Process				Includes a structured process, in order to be fair and transparent, through to the request for tender and the evaluation process. Also includes single source, requests for proposals (RFP), request for quotations (RFQ), approvals, standard bidding documents, advertisements where applicable (filed by activity), and bids/proposals.
603/1			Goods	Includes formal proposals to deliver goods.
603/2			General Services	Includes formal proposals to provide services.
603/3			Consultancy Services	Includes formal proposals to provide consultancy services.
603/4			Works	Includes formal proposals to execute works.
604 Bid/Proposal Evaluations and Recommendations				Includes the process of examining and comparing bids to select the best offer in an effort to acquire goods, works and services necessary to achieve the goals of an organisation. Also includes the recommendation made to the approving authority.
604/1			Evaluation and Recommendations	Includes a comparison of bids/proposals, selections, and recommendations resulting in the generation of tender evaluation reports.
604/2			Review and Endorsements	Includes endorsements by Committee and approval by Head of Entity.
605 Award of Contracts				Includes the formal decision and approval to establish a contract with a successful supplier.
605/1			Approval of Award of Contracts	Includes approval notifications.
606 Contract Administration				Includes all activities related to the monitoring of suppliers, contractors and service providers' performance in the fulfilment of their contractual obligations, and to ensure appropriate actions are taken to promptly remedy any deficiencies observed in contract implementation, scope or terms and conditions.
606/1			Goods	Includes the preparation of purchase orders/contracts, issue to supplier, receipt of goods.
606/2			General Services	Includes the preparation of purchase



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				orders/contracts, issue to supplier.
606/3			Consultancy Services	Includes the establishing deliverables (tangible evidence of the work completed as stipulated in the contract).
606/4			Works	Includes the preparation of purchase orders/contracts, issue to supplier, construction and repairs.
700			Transport Management	Includes the provision and management, of motor vehicles and other forms of transportation. Includes fleet management, travel directives, use of taxi services, registration and licensing of vehicles, road accidents, parking facilities and contracts.
			701 Transportation Planning	Includes the process of defining future needs such as processes in operation, provision, and management of services for the modes of transport to create an economical and environment-friendly movement of people and goods.
701/1			Develop Policies, Procedures and Guidelines	Includes developing a set of constructs and propositions that are established to achieve specific objectives relating to social, economic, and environmental conditions, and the functioning and performance of the transport system within the organisation.
701/2			Assignment of Official Vehicles	Includes assignment of vehicles to drivers, riders, and ministry agents (vehicle files with plate number).
701/3			Transportation Scheduling	Includes the process of assigning vehicles to the trips of a timetable.
701/4			Transportation Requests	Includes formal requests made when certain goods are subject to be moved or transportation from one point to another or staff is required to make official visits to other locations.
			702 Fleet Management	Includes the oversight of all fleet operation, performance and maintenance.
702/1			Motor Vehicle Registration	Includes licensing, insurance, fitness, registration
702/2			Supervision of Fleet	Includes Driver's Log Book, Gas Card, motor vehicle tracking, and inventory of vehicles.
702/3			Servicing and Repairs	Includes estimates, purchase orders, pre-inspections (approvals), repair bills, and post-inspections (NWA investigations).
702/4			Efficiency Reporting	Includes reports on fleet (kilometre, petrol costs, toll charges) – Justification for disposal of vehicle.
			703 Motor Vehicle Accidents and Incidents – Investigation and Reporting	Includes the processes used to detail the events of accidents/incidents and to determine the root cause of the accident to possibly prevent future accidents and incidents. Also includes the production of reports.
703/1			Investigations	Includes driver's statements, pictures, police reports, drivers' license, third party documents, and estimates for damage (filed by vehicle/driver).
703/2			Incident/Accident Reporting	Includes the production of reports. Excludes 1003/3.
800			Communication and Public Relations	Includes the exchange and imparting of information within and outside the organisation, establishing and maintaining relationships between the organisation



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			and its stakeholders, designing and executing communication campaigns, media interviews, writing speeches, working with the press, organising and holding media conferences, issuing media releases, communicating through the web and social media, managing the organisation's reputation.
801 Communication Planning			Includes defining the types of information to be delivered, the target audience, the format of communication, the timing for release and distribution of information, and the communication channels to be used to deliver the information.
801/1		Develop Strategies	Includes policy, procedures, and guidelines use in the development of communication plans.
801/2		Identification of Media Platforms	Includes the process of identifying and selecting the proper/most appropriate media platforms to suitable for the communication process.
802 Internal Communication			Includes communication which is distributed generally to all staff, communication from the management level using emails, bulletins, and intranet.
802/1		Generate Communication Templates	Includes the establishment of official letterheads, and news release heads.
802/2		Email Communication	Includes the dissemination of advisories.
802/3		Meetings	Includes minutes, agendas, registers, and supporting documents
802/4		Develop Bulletins	Includes the creation and publication of bulletins.
802/5		Announcements	Includes creation and publication recordings.
803 Public Relations			Includes the strategic communication process that builds mutually beneficial relationships and manages communication with the public.
803/1		Stakeholder Management	Includes customer queries and complaints, and contact and mailing lists.
803/2		Media Relations	Includes media monitoring, media clippings, statements and releases (media releases speeches/ addresses/ briefs), social media, and media conferences.
803/3		Community Relations	Includes the methods used to establish and maintain a mutually beneficial relationship with the communities within which the organisation operates. E.g. Town Hall meetings and bulletins.
803/4		Crisis Communication Management	Internal technique which determines how the MDA responds to crisis and the means of gaining control and managing the crisis. Includes announcements, statements (written and oral) – all communication associated with the crisis.
803/5		Marketing	Includes market research (findings, analyses/ evaluations, and recommendations), and marketing strategies (advertisements, campaigns, news releases, and interviews).
900 Information Management			Includes the management of current, semi-current and non-current paper and electronic records, the creation, capture, registration and classification of records, indexing, storage and handling of records, access to information, use, tracking, disposition, archiving. Also includes Information Communications



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				Technology (ICT) systems, including hardware and software, computer-based technologies such as word processing, databases, desktop publishing, graphics, digital communication technologies such as local area and wide area networks, internet communication, enterprise content management, telecommunications, audio-visual systems, cloud computing, email management, information sharing.
901 Information & Communication Technology (ICT) Management				Includes hardware and software, computer-based technologies such as word processing, databases, desktop publishing, graphics, digital communication technologies such as local area and wide area networks, internet communication, enterprise content management, telecommunications, audio-visual systems, cloud computing, email management, information sharing, software development, hardware/software procurement, maintenance, monitoring, and ICT security.
901/1			ICT Planning and Strategy Development	Includes ICT strategy, policies (user policies, software development, networking, software (open source etc)) and procedures, and guidelines.
901/2			Networking	Includes plans (network, back-up and recovery – daily, monthly incremental back-ups, different from disaster recovery, this is more granular), network designs, and reports.
901/3			Hardware/Software Procurement	Includes needs assessment, comparative analysis, and justification.
901/4			Software Development	Includes user requirements, functional requirements, system design documents, back-up and recovery, database design, source code documents, and software testing.
901/6			Maintenance	Includes schedules (network/software upgrading – patches, replacing obsolete hardware), migration (data, software, hardware), and implementation testing.
901/7			Monitoring	Includes network availability, software available, server availability, fail-over, hardware monitoring, and network performance. This monitoring is different from monitoring for infiltration under Security Function.
901/8			ICT Security	Includes risk assessment, network security, authentication, confidentiality (speak to how the user access information), security access, ICT auditing, and reporting.
902 Records and Archives Management (RAM)				Includes RAM planning and strategy development, records creation, registration and capture, records distribution and use, storage and maintenance, and retention and disposition.
902/1			RAM Planning and Strategy Development	Includes policies, procedures, records classification scheme, records appraisal, retention and disposition schedule, records survey/inventory, and indexes.
902/2			Records Creation, Registration and Capture	Includes RIM policies, procedures and standards, and vital records plan.
902/3			Records Distribution and Use	Includes mail log, records survey, classification, indexing, records transfer, access to information (requests and responses), ATI reports, and ATI



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				matters for the Houses of Parliament (questions, memos, letters, responses and other related documents).
902/4			Storage and Maintenance	Includes transfer slip, charge-out and bring-up system, and security access.
902/5			Retention and Disposition	Includes shelf plan, suppliers listing, procuring records, preservation, and conservation.
903 Library Management				Includes library planning and strategy development, collection development and management, information organisation and retrieval, information and user services, and collection weeding.
903/1			Library Planning and Strategy Development	Includes procedures, library manuals/policies, risk register, and weeding policy.
903/2			Collection Development and Management	Includes acquisitions, subscriptions, database management, donations, and quotations.
903/3			Information Organisation and Retrieval	Includes resource description, access standards, classification, cataloguing (accessioning etc), abstracts, indexes, and Machine Readable Cataloguing (MARC) standards
903/4			Information and User Services	Includes circulation (requisition, check-in and check-out), reference services, virtual reference services, associations and networks, interlibrary loans, current awareness, library extension programmes, and exhibitions.
903/5			Collection Weeding	Includes weeding list and disposal.
1000 Security Management				Includes systems and procedures for safeguarding the security of the Government of Jamaica and the MDAs from internal and external threats, identification of organisational vulnerabilities. Includes physical security, information security, corporate security, state security.
1001 Security Planning				Includes designing and continually improving practices for security risk management. Also specifies the approach, responsibilities, and resources applied to managing protective security risks.
1001/1			Develop Policies, Procedures and Standards	Includes security plans, and risk analyses (limit scope).
1001/2			Assignment of Responsibilities	Includes strategic monitoring of compound/facilities and rotation schedules/rosters, and visitors logs (for vehicles and visitors).
1002 Implementation and Operation of Security Measures				Includes implementing security plans and overseeing practices for security risk management.
1002/1			Programme Implementation	Includes escort services for ministers/permanent secretaries.
1002/2			System Implementation	Includes installation of alarm systems and motion sensors, placement of cameras, and implementation of Closed circuit television (CCTV) operations. Excludes 1003/2.
1002/3			Administration of Personnel Security	Concerns employees and visitors. Includes issuance of passcodes and swipe/access cards, identification cards, and security log books.
1003 Maintaining and Monitoring Security Systems				Includes monitoring, reviewing and conducting assessments.
1003/1			Security Assessments	Includes monitoring, gathering data, reporting, security personnel inspections, risk analysis, and audits.
1003/2			System Maintenance	Includes closed circuit television (CCTV) maintenance



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				and monitoring (excludes 1002/2), repair and replacement of cameras/motion sensors, system inspections, and reports.
1003/3			Incident Reporting	Includes damage to property/assets (break-ins, theft), staff incidents, and motor vehicle incidents. Excludes 703/2.
1100			Provision of Legal Services	
			1101 Provision of Legal Advice	Includes the execution of research and the provision of services consisting of professional legal counselling, representation or defence of the organisation in court, during pre-trial procedure or elsewhere, the preparation of documents for the organisation and ensuring the maximum legal protection of the organisation.
			1101/1	General Legal Advice
				Includes opinions (arguments presented which are bounded in law that sets out facts, law, analysis, and conclusion based on legal principles) and comments (legal views on issues) on Cabinet Submissions, advice to heads of entities/units (internal and external), and legal research
1101/2			Legislation	Includes stakeholder consultations (collaboration with Jamaica Constabulary Force), drafting instructions, revision of draft instrument, clause-by-clause review of bills, vetting cabinet submissions, and attendance at Parliament. Filed by subject matter.
1101/3			Commercial Affairs	Includes employment agreements, contracts (for works and services), letters of intent, memorandum of understanding, and negotiations.
1101/4			Litigation	Includes investigations, instructions to Attorney General Chambers, and judicial work (court attendance, prosecution in civil claims, filing claims, and application for orders).
1101/5			Advice on International Matters	Includes bilateral agreements, and compliance with agreements.
1200			Office Management	
			1201 Managing Telephone Operations and Reception	Includes the design, implementation, evaluation and maintenance of processes within offices, allocation of office space, office furniture and furnishings, provision of stationery and relief supplies, provision of cleaning, janitorial and hygiene services.
1201/1			Switchboard Management	Call management systems for the update, monitoring of directory, and maintaining of switchboard.
1201/2			Call Accounting	Includes the Telephone Logs and systems used to manage calls.
			1202 Office Maintenance	Includes functional checks, servicing, repairing or replacing of necessary furniture, devices, equipment, and machinery and the provision of janitorial/cleaning services.
1202/1			Janitorial Services	Contractual and non-contractual services



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1202/2			Ancillary Management	Includes attendants, caretaker, handyman, gardener, and casual labourer
1203 Utilities Management				Includes the instalment, monitoring, servicing, and repair of the utilities serving the organisation, such as energy, telecommunications, and water and wastewater services. Excludes the payment of utility bills.
1203/1			Utility Registers	Includes the recording of energy/water consumption data.
1203/2			Utility Maintenance	Includes water/sewage, electricity, cable, gas, internet, telephone, ICT services, security systems (tracking)
1203/3			Reconciliation of Utilities	Includes the debt management of water/sewage, electricity, cable, gas, telephone, internet, ICT services, and security systems (tracking).
			1300 Events Management	Includes the process of planning, co-ordinating and executing events, budgeting and scheduling the events, site selection, acquisition of requisite permits, coordination of transportation and parking, arranging for speakers or entertainment, arranging decor, organising security for the event, making catering arrangements, arranging media coverage and publicity, issuing invitations and putting in place emergency/contingency plans.
1301 Coordinating/Hosting of Events				Includes the planning and coordination of events, the assignment of responsibilities and stakeholder management.
1301/1			Procedures/Guidelines	Includes Standard Operating Procedures
1301/2			Planning	Includes determining objectives and resource requirements, produce collateral, Planning Committee, event plans (budget, delegation of responsibilities, venue selection and confirmations, risk management) (excludes risk management at 103), logistics management, production and procurement of collateral materials
1301/3			Execution of Events	Includes implementation of events plan, and logistics management.
1301/4			Evaluation of Events	Includes post-event reviews.
1302 Participating in Events				Includes coordination of events in which the organisation has been invited to participate.
1302/1			Coordination of Events	Includes isolated planning at a minimal level (not related to 1301/2)
1302/2			Attending Events	Includes the execution plans and obtaining relevant feedback during the event.
1302/3			Evaluation of Event Participation	Includes assessing the effectiveness of the plans executed at the event and analysing and reporting on the findings.



8. Conclusion

Classification of records and information helps to describe, organize and control information sharing. It creates order in understanding what an organisation does. This is a simple tool designed to provide MDAs with basic information and a template to be adopted by all MDAs for the common administrative records and serve as a guide to developing the organisation's specific (1400 - onward) classification scheme for their entity.



9. References

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