

STATE OF NORTH DAKOTA

SUBJECT CLASSIFICATION SYSTEM



Information Technology Department
Records Management Section

600 E Boulevard Ave - Dept 112
Bismarck, ND 58505-0100

SUBJECT CLASSIFICATION SYSTEM CATEGORIES

01	(ACT)	ACCOUNTING
02	(ACD)	ACADEMIC
05	(AF)	AGENCY FEDERAL
10	(AS)	AGENCY STATE
14	(AOC)	ASSOCIATIONS
15	(AUD)	AUDITS
17	(BUD)	BUDGETS
18	(CR)	CIVIL RIGHTS
19	(CF)	CASE FILES
22	(C/M)	COMMITTEES/MEETINGS
26	(COM)	COMMUNICATIONS/PUBLIC RELATIONS
28	(CON)	CONSULTANTS
30	(C/L/A)	CONTRACTS/LEASES/AGREEMENTS
35	(ED/T)	EDUCATION/TRAINING
43	(EQ)	EQUIPMENT
44	(FM)	FORMS MANAGEMENT
45	(GC)	GENERAL CORRESPONDENCE
47	(INS)	INSURANCE OR BONDS
50	(LG)	LEGAL
55	(LEG)	LEGISLATION
60	(PER)	PERSONNEL
65	(P/P)	POLICIES/PROCEDURES
70	(PS)	POLITICAL SUBDIVISIONS
72	(REF)	REFERENCE MATERIAL
75	(SA)	SAFETY/SECURITY
80	(SPS)	PROGRAMS, PROJECTS, AND SERVICES
81	(SPR)	SPECIAL PROJECTS
85	(S/D)	STAFF/DIVISION/UNIT
90	(S/S/R)	SURVEY/STUDY/REPORT
95	(TS)	TRANSPORTATION SYSTEM
97	(VI)	VENDOR INFORMATION

DEFINITION OF FILING CATEGORIES

- 01 (ACT) ACCOUNTING - All functions involved in a financial transaction.
- 02 (ACD) ACADEMIC - Information related to academic functions at a college/university.
- 05 (AF) AGENCY FEDERAL - Information related to a federal agency (reports, correspondence, etc.) which are not directly related to programs administered by your office. Does not include Federal Grants (see 80).
- 10 (AS) AGENCY STATE - Information relating to any state agency (reports, correspondence, etc.) which are not directly related to programs administered by your office.
- 14 (AOC) ASSOCIATIONS (Related organizations) - This series contains correspondence, meeting notices, agendas, minutes, etc. from organizations which are not a function of the agency/department.
- 15 (AUD) AUDITS – Generally, financial audit information will be placed under 01-Accounting and program monitoring will be placed under 80 11-Reviews/Monitoring of Programs. This category would include operational audits not found in other categories.
- 17 (BUD) BUDGETS - Generally, budget material will be placed under 01-Accounting.
- 18 (CR) CIVIL RIGHTS - All material relating to affirmative action, EEO, equal employment, minority businesses, Title IV, VI, & VII, and American with Disabilities Act.
- 19 (CF) CASE FILES - Includes all records retained as case files. Does not include legal cases, but includes clinical, medical and social cases. Legal cases are filed under 50-Legal.
- 22 (C/M) COMMITTEES/MEETINGS - Includes all material relating to committees, councils, boards, agendas, schedules, minutes, and reports from meetings for the office/department.
- 26 (COM) COMMUNICATIONS/PUBLIC RELATIONS - Material dealing with any form of communication the agency has with the media or public. Does not include correspondence with specific individuals, etc.
- 28 (CON) CONSULTANTS - Companies, engineers, or individuals that are (or have the potential of being) contracted by the agency. Includes contract and reimbursement information, references, proposals, audits, and guidelines. Use corporate title or last name of individual.
- 30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS - Information or documents regarding agency agreements, leases, and contracts.
- 35 (ED/T) EDUCATION/TRAINING - Any information regarding education training, seminars, etc., that an employee attends or that is sponsored by agency.

- 43 (EQ) EQUIPMENT - Any information related to equipment actually owned or leased by an agency (owner's manuals, specification lists, etc.) (also includes State Motor Pool Vehicle Reports)
- 44 (FM) FORMS MANAGEMENT – Includes records created as a result of forms design and tracking.
- 45 (GC) GENERAL CORRESPONDENCE - A general category used *only* if records don't fall into any other category. These should have a short life span.
- 47 (INS) INSURANCE OR BONDS - Pertaining to insurance or bonds carried by a state agency.
- 50 (LG) LEGAL - Any communication with the legal division, counsel or law firms, including attorney opinion letters, complaints, and litigation.
- 55 (LEG) LEGISLATION - Reference material on what is proposed or enacted into law (federal, state, municipal) include laws, requirements, and regulations.
- 60 (PER) PERSONNEL - Includes employee resumes, employment records, position classification, job descriptions, recruitment, development.
- 65 (P/P) POLICIES/PROCEDURES - Guidelines on established principles and methods of operation of/for agency.
- 70 (PS) POLITICAL SUBDIVISIONS - Any city, county, or township information.
- 72 (REF) REFERENCE MATERIAL - Materials used as reference or to reference the agency records.
- 75 (SA) SAFETY/SECURITY - Records relating to safety requirements, precautions, protection from damages, risk, injury responsibility, and reports pertaining to safety.
- 80 (SPS) PROGRAMS, PROJECTS, AND SERVICES - Programs, projects, and services not related to other categories. Includes programs, projects, and services provided by the agency which are continuing and/or repetitive.
- 81 (SPR) SPECIAL PROJECTS - Special projects provided by your department. These projects are generally one-time and are of shorter duration than programs or services.
- 85 (S/D) STAFF/DIVISION/UNIT - Statistical data, memos within your own staff or with other divisions within your own agency/department. These will have a short life span.
- 90 (S/S/R) SURVEY/STUDY/REPORT - Statistical data, comprehensive or comparative studies, recurring reports that don't pertain to any other category.
- 95 (TS) TRANSPORTATION SYSTEM - All material relating to airways, railways, roadways, and waterways.

97 (VI) **VENDOR INFORMATION** - All information received from vendors for equipment not owned, leased or used by your department, including brochures, pamphlets, and specifications.

BREAKDOWN OF FILING CATEGORIES

01 (ACT) ACCOUNTING - All functions involved in a financial transaction.

- 01-02 AUDITS
- 01-03 AUTHORIZATIONS
- 01-04 BUDGET (includes Emergency Commission Requests)
- 01-05 CASH CONTROL (includes petty cash funds, cash register tapes)
- 01-06 CHECKS, DEPOSIT RECORDS (checkbooks, stubs, statements, reconciliations)
- 01-10 FINANCIAL, STATISTICAL, TAX INFORMATION
- 01-11 (Overflow for 01-10)
- 01-12 INVENTORY (fixed assets, equipment, expendables, etc.)
- 01-13 LEDGERS, JOURNALS
- 01-15 ACCOUNTS PAYABLE (vouchers)
- 01-16 PAYROLL INFORMATION (including employee tax reporting)
- 01-17 ACCOUNTING, FINANCIAL REPORTS
- 01-18 ACCOUNTS RECEIVABLE
- 01-22 WORKING PAPERS, WORKSHEETS (includes supporting documentation with a short retention period)
- 01-24 CORRESPONDENCE
- 01-25 TRANSFERS
- 01-26 INVESTMENTS

02 (ACD) ACADEMIC - Information related to academic functions at a college/university.

- 02-01 ADMISSIONS
- 02-02 CURRICULUM
- 02-03 FINANCIAL AID, SCHOLARSHIPS

- 02-04 STUDENT RECORDS
- 02-05 RECRUITMENT
- 02-06 TESTING, GRADES, COURSE MATERIAL
- 02-07 ACCREDITATION

- 05 (AF) AGENCY FEDERAL** - Information related to a federal agency (reports, correspondence, etc.) which are *not* directly related to programs administered by your office. Does not include Federal Grants (see 80).
 - 05-02 CORRESPONDENCE
 - 05-03 REPORTS

- 10 (AS) AGENCY STATE** - Information relating to any state agency (reports, correspondence, etc.) which are *not* directly related to programs administered by your office.
 - 10-01 CORRESPONDENCE

- 14 (AOC) ASSOCIATIONS** - This series contains correspondence, meeting notices, agendas, minutes, etc. from organizations which are not a function of the agency/department
 - 14-01 ASSOCIATIONS
 - 14-02 BOARDS

- 15 (AUD) AUDITS** - Generally, financial audit information will be placed under 01-Accounting and program monitoring falls under 80 11. This category would include operational audits not found in other categories.
 - 15-01 AUDIT REPORTS
 - 15-02 AUDIT WORKING PAPERS

- 17 (BUD) BUDGETS** - Generally, agency budgets submitted to OMB would fall under Accounting/Financial records (01 04 – Budgets). This category would include reporting of budgets not found in any other category.
 - 17-01 BUDGET REPORTS

- 18 (CR) **CIVIL RIGHTS** - All material relating to affirmative action, EEO, equal employment, minority businesses, Title IV, VI, & VII, and American with Disabilities Act. Includes audits, discrimination complaints, manuals, programs, projects, and reports.
 - 18-01 DISADVANTAGED BUSINESS ENTERPRISE (DBE)
 - 18-04 EQUAL EMPLOYMENT OPPORTUNITY (EEO)
 - 18-05 ON-THE-JOB TRAINING PROGRAM
 - 18-06 TITLE VI
 - 18-07 TITLE VII

- 19 (CF) **CASE FILES** - Includes all records retained as case files. Does not include legal cases, but includes clinical, medical and social cases. Legal cases are filed under 50-Legal.
 - 19-01 CASE FILES

- 22 (C/M) **COMMITTEES/MEETINGS** - Includes all material relating to committees, councils, boards, agendas, schedules, minutes, and reports from meetings for the office/department.
 - 22-01 MEETINGS
 - 22-02 ADVISORY
 - 22-03 COMMITTEES
 - 22-04 COUNCILS
 - 22-05 COMMISSIONS
 - 22-06 CONFERENCES

- 26 (COM) **COMMUNICATIONS/PUBLIC RELATIONS** - Material dealing with any form of communication the agency has with the media or public. Does not include correspondence with specific individuals, etc.
 - 26-01 MARKETING
 - 26-02 PHOTOGRAPHS
 - 26-04 PUBLICATIONS
 - 26-05 SPEECHES

- 26-06 PRESS RELEASES
- 26-07 RADIO/TV RECORDINGS, VIDEO TAPES, SLIDES
- 26-08 WORKING DOCUMENTS TO PUBLICATIONS

- 28 (CON) CONSULTANTS** - Companies, engineers, or individuals that are (or have the potential of being) contracted by the agency. Includes contract and reimbursement information, references, proposals, audits, and guidelines. Use corporate title or last name of individual.
 - 28-01 CONSULTANTS

- 30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS** - Information or documents regarding agency agreements, leases, and contracts.
 - 30-01 AGREEMENTS, CONTRACTS
 - 30-02 DEEDS
 - 30-03 RELEASE OF LIABILITY
 - 30-05 LEASES, EASEMENTS, ABSTRACTS
 - 30-07 BIDS
 - 30-08 TITLES AND TITLE OPINIONS
 - 30-09 LICENSES AND PERMITS
 - 30-10 CERTIFICATE OF INCORPORATION

- 35 (ED/T) EDUCATION/TRAINING** - Any information regarding education training, seminars, etc., that is sponsored by agency.
 - 35-01 TRAINING (includes seminars, conferences, workshops, retreats)
 - 35-04 CERTIFICATION, APPROVAL OF TRAINING PROGRAMS (individual employee certifications fall under 60 06)

- 43 (EQ) EQUIPMENT** - Any information related to equipment or computer software actually owned or leased by an agency (owner manuals, specification lists, etc.) (also includes State Motor Pool Vehicle Reports)

- 43-01 EQUIPMENT MANUALS, BROCHURES
- 43-03 USAGE REPORTS (includes motor pool/vehicle, telephone, multi-function printer/copiers, machine operating records)
- 43-04 SERVICE REPORTS
- 43-05 JOB ORDERS, SERVICE REQUESTS
- 43-07 CORRESPONDENCE
- 43-08 SOFTWARE LICENSES

- 44 (FM) FORMS MANAGEMENT**
 - 44-01 FORM DESIGN (original forms, update approvals)

- 45 (GC) GENERAL CORRESPONDENCE** - Used only if records don't fall into any other category. These should have a short life span.
 - 45-01 GENERAL CORRESPONDENCE

- 47 (INS) INSURANCE OR BONDS** - Pertaining to insurance or bonds carried by a state agency.
 - 47-01 CORRESPONDENCE, GENERAL INFORMATION
 - 47-02 POLICIES
 - 47-03 CLAIMS
 - 47-04 FIDELITY BONDS, GUARANTEES

- 50 (LG) LEGAL** - Any communication with the legal division, counsel or law firms, including attorney opinion letters, complaints, and litigation.
 - 50-01 ADMINISTRATIVE CODE (created by agency - includes backup documentation)
 - 50-02 AFFIDAVITS (except AFFIDAVIT OF PUBLICATION - see 26-04)
 - 50-04 COURT CASES, ADMINISTRATIVE HEARINGS (includes appeals)
 - 50-05 LEGAL OPINIONS

- 50-07 PROCLAMATIONS, EXECUTIVE ORDERS
- 50-08 SUMMONS, SUBPOENAS
- 50-12 LEGAL REFERENCE
- 50-13 POWER OF ATTORNEY
- 50-14 PATENTS AND TRADEMARKS

- 55 (LEG) LEGISLATION** - Reference material on what is proposed or enacted into law (federal, state, municipal) include laws, requirements, and regulations.
 - 55-01 LEGISLATION – FEDERAL (actual billing and support documentation)
 - 55-02 LEGISLATION – STATE (actual billing and support documentation)
 - 55-03 LEGISLATIVE ASSEMBLY MATERIALS - any information received (includes Legislative Council interim studies and committees)
 - 55-04 ORDINANCES, RESOLUTIONS, RULES

- 60 (PER) PERSONNEL** - Includes employee resumes, employment records, position classification, job descriptions, recruitment, development.
 - 60-01 AWARDS
 - 60-02 APPLICATIONS, RESUMES, RECRUITMENT
 - 60-03 APPOINTMENTS TO POSITIONS ON BOARDS, COMMISSIONS, ETC
 - 60-04 MERIT SYSTEM INFORMATION
 - 60-06 EMPLOYEE FILES, CURRENT AND FORMER
 - 60-07 LEAVE RECORDS, WORK SCHEDULES, DAILY ACTIVITY REPORTS, TIMECARDS
 - 60-09 JOB DESCRIPTIONS, JDQ's, APPEALS OF CLASSIFICATION
 - 60-10 EMPLOYMENT PROGRAMS (Job Service Employment Programs, Cooperative Education/Internships, etc.)
 - 60-13 COMPLAINTS AND GRIEVANCES FILED AGAINST EMPLOYER
 - 60-14 COMPLAINTS, INCIDENTS FILED AGAINST EMPLOYEES

60-15 GENERAL INFORMATION ON PERSONNEL RELATED MATTERS

65 (P/P) POLICIES/PROCEDURES - Guidelines on established principles and methods of operation of/for agency.

65-01 MANUALS

65-03 PLANS, ORGANIZATIONAL CHART

65-04 RECORDS MANAGEMENT

65-05 POLICIES

65-06 GOALS AND OBJECTIVES

65-07 PROCEDURES

70 (PS) POLITICAL SUBDIVISIONS - Any city, county, or township information.

70-01 CORRESPONDENCE

70-02 COUNTY FILES (school districts, townships, park district records, etc. not covered elsewhere)

72 (REF) REFERENCE MATERIAL - Materials used as reference or to reference the agency records.

72-01 GENERAL REFERENCE RECORDS

72-02 INDEX TO REFERENCE MATERIALS OR FILES

72-03 LISTS

72-04 MAPS

75 (SA) SAFETY/SECURITY - Records relating to safety requirements, precautions, protection from damages, risk, injury responsibility, and reports pertaining to safety.

75-01 ACCIDENT REPORTS

75-02 SECURITY, GENERAL

75-03 INSPECTIONS

- 75-04 SAFETY, GENERAL (includes hazardous material safety data sheets)

- 80 (SPS) PROGRAMS, PROJECTS, AND SERVICES** - Programs, projects, and services not related to other categories. Includes programs, projects, and services provided by the agency which are continuing and/or repetitive.
 - 80-02 PROGRAMS ADMINISTRATIVE RECORDS (correspondence)
 - 80-03 PROGRAMS AND SERVICES
 - 80-04 AUTHORIZATIONS
 - 80-05 (Overflow for 80-03 – Follows 80-03-99)
 - 80-07 FACILITIES
 - 80-08 MAIL RECORDS
 - 80-09 GRANTS
 - 80-10 PROGRAM REPORTS
 - 80-11 REVIEWS, MONITORING OF PROGRAMS
 - 80-12 WORK PAPERS TO PROJECTS, PROGRAMS
 - 80-13 (Overflow for 80-03 and 80-05 – Follows 80-05-99)
 - 80-14 (Overflow for 80-03, 80-05, and 80-13 – Follows 80-13-99)

- 81 (SPR) SPECIAL PROJECTS** - Special projects provided by your department. These projects are generally one-time and are of shorter duration than programs or services.
 - 81-01 PROJECT FILE

- 85 (S/D) STAFF/DIVISION/UNIT** - Statistical data, memos within your own staff or with other divisions within your own agency/department. These will have a short life span.
 - 85-01 STAFF MEETINGS
 - 85-03 TRAVEL
 - 85-04 MONTHLY REPORTS

85-05 INTRA-AGENCY, INNER-AGENCY CORRESPONDENCE

85-06 CALENDARS

90 (S/S/R) SURVEY/STUDY/REPORT - Statistical data, comprehensive or comparative studies, recurring reports that don't pertain to any other category.

90-01 SURVEYS, STUDIES

90-02 REPORTS

90-04 STATISTICAL INFORMATION

90-05 WORKSHEETS, QUESTIONNAIRES

90-06 HISTORY MATERIALS

90-07 Overflow for 90-02

95 (TS) TRANSPORTATION SYSTEM - All material relating to airways, railways, roadways, and waterways.

95 01 TRANSPORTATION RECORDS

97 (VI) VENDOR INFORMATION - All information received from vendors for equipment not owned, leased or used by your department, including brochures, pamphlets, and specifications.

97-01 CATALOGS (for equipment not owned, leased, or used by the department)

97-02 VENDOR COMPLAINTS