

# Cross-reference Table

Former Filing System	Records Classification & Retention Plan
ASSOCIATIONS	<b>5170</b> EXTERNAL RELATIONS
BUDGET	<b>7200</b> BUDGETS
BUDGET CONTROL & ACCOUNTING	<b>7300</b> GENERAL ACCOUNTING
BUILDINGS & PROPERTIES	<b>8100</b> REAL ESTATE MANAGEMENT <b>8200</b> FACILITIES OPERATIONS
COMMITTEES	<b>4120</b> GOVERNING BODIES COMMITTEES <b>5111</b> MEETINGS OF UNITS
COMMUNICATION SYSTEMS	<b>5500</b> INSTRUCTIONAL & INFORMATION TECHNOLOGY
COMPUTER FACILITIES & OPERATIONS	<b>5530</b> TECHNOLOGICAL INFRASTRUCTURE AND OPERATIONS
CONFERENCES, SEMINARS & SPECIAL ACTIVITIES	<b>5171</b> CONFERENCE & SEMINARS - EXTERNAL <b>5160</b> UNIVERSITY EVENTS
COOPERATION & EXCHANGE ACTIVITIES	<b>1200</b> ACADEMIC COOPERATION
CURRICULUM & PROGRAMS	<b>1100</b> ACADEMIC PROGRAMS ORGANIZATION
DEPARTMENTAL AFFAIRS	<b>X</b> Choose the appropriate categories related to your department's specific activities
EQUIPMENT, FURNITURE & SUPPLIES	<b>5120</b> GENERAL ADMINISTRATIVE MANAGEMENT
FINANCING	<b>7100</b> FUNDING & INVESTMENTS <b>9110</b> FUNDRAISING CAMPAIGNS & PROJECTS
GENERAL CORRESPONDENCE	<b>5120</b> GENERAL ADMINISTRATIVE MANAGEMENT
INSURANCE	<b>5250</b> GROUP INSURANCE <b>5260</b> INSURANCE PLANS <b>5261</b> INSURANCE CLAIMS WITHOUT LITIGATION
LEGAL AFFAIRS & CONTRACTS	<b>5200</b> LEGAL AFFAIRS <b>5174</b> SUPPLIER FILES
LIBRARIES & DOCUMENTATION CENTRES	<b>9200</b> ARCHIVES, LIBRAIRIES AND ARTS GALLERIES HOLDINGS
PUBLICATIONS	<b>5140</b> EXTERNAL PUBLICATIONS <b>5450</b> CONCORDIA UNIVERSITY PUBLICATIONS
PUBLICITY & PUBLIC RELATIONS	<b>5400</b> COMMUNICATIONS <b>5172</b> PUBLIC RELATIONS ACTIVITIES
RELATIONS/SERVICES—EXTERNAL	<b>5170</b> EXTERNAL RELATIONS
RELATIONS/SERVICES—INTERNAL	<b>5120</b> GENERAL ADMINISTRATIVE MANAGEMENT ( or choose the categories related to the Service's activities)
RESEARCH ACTIVITIES	<b>3000</b> RESEARCH
SCHOLARSHIPS, AWARDS & PRIZES	<b>2430</b> UNIVERSITY AWARDS & SCHOLARSHIPS - PROGRAMS <b>1470</b> RECOGNITION AWARDS & PRIZES TO PROFESSORS <b>3140</b> RECOGNITION AWARDS & PRIZES TO RESEARCHERS <b>9560</b> ATHLETICS AWARDS & BURSARIES - PROGRAMS <b>4150</b> HONORARY DISTINCTIONS <b>5180</b> RECOGNITION AWARDS AND PRIZES
SPORTS ACTIVITIES	<b>9500</b> RECREATION & ATHLETICS
STAFF: GENERAL	<b>6000</b> HUMAN RESOURCES
STAFF: ADMINISTRATIVE AND SUPPORT	<b>6000</b> HUMAN RESOURCES
STAFF: TEACHING	<b>1400</b> ACADEMIC PERSONNEL

## Cross-reference Table

STATISTICS	<b>5113</b> STATISTICS <b>2120</b> ENROLMENT STATISTICS
STUDENT LIFE	<b>2400</b> STUDENT SERVICES
STUDENT RECORDS	<b>2100</b> STUDENT POPULATION
TEACHING ACTIVITIES	<b>1300</b> TEACHING MANAGEMENT
UNIVERSITY ORGANIZATION, POLICY & PLANNING	<b>4000</b> GOVERNANCE <b>5110</b> PLANNING

NOTE: CATEGORIES CAN COMPRISE MORE SPECIFIC SUB-CATEGORIES.

As for example: category 2400 STUDENT SERVICES comprise sub-categories from 2410 to 2480. Consult the RCRP for more precision on the choice of categories.