

Sample File Plan Format

1) Agency Name		2) Dept Code		3) Bureau/Office/Division Records Liaison																	
4) Bureau/Office/Division		5) Org Code																			
Coordinator:		7) Date:																			
8) Record Common Name	9) Description	10) Records Series Number	11) Records Series Title	12) Location	13) Format	14) Vital	15) Copy or official record?	16) RTKL Exception # or legal Citation for non-disclosure	17) Date of Record	18) Series Cut-off	Retention		21) Disposition (final or other)	22) Contact	19) AGY		20) SRC				

Header information contains: 1) Agency Name, 2) Department Code, 3) Name of Records Liaison for the Bureau/Office/Division, 4) Name of the Bureau/Office/Division, 5) 10-digit SAP cost center code, 6) Name of agency Records Coordinator and 7) Effective Date.

8) Record Common Name	The name by which the record is commonly referred in the working office.
9) 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.
10) Records 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.
11) 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.
12) 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.
13) Format	Paper/Microfilm/Electronic. This indicates whether the format is physical (paper or microfilm) or electronic
14) Vital	Yes/No. Indicates if the record is vital.
15) Copy or Official Record	Copy/Official. 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 EPR's for their employees, but the official record is maintained by Human Resources. The Bureau office would indicate "copy", the HR office would indicate "official")
16) RTKL/Legal Citation	If exempt from disclosure under the Right-To-Know-Law, specify the RTKL exemption or legal justification.
17) Date of Record	General date or instructions to trigger the beginning of the retention period. For example: Close of contract, end of month, fiscal year, case closed, create date, etc.
18) Series Cut-off	An event or date triggering a change in the status of the records, such as from "active" to "inactive" when the records might be moved to a different storage location. For example: Calendar year, fiscal year, etc.
19) AGY- Retention	The period of time the records are to be retained by the agency
20) SRC- Retention	The amount of time the records are stored at the State Records Center.
21) Disposition (final or other)	Instructions for what to do with the records when the retention period is met for this office; either the full retention period or 'other'. (For example, FULL: Records are retained in the agency 2 years and final disposition is 'shred'; or for OTHER: Records may be retained in office (such as a field office) for 2 years and then transferred to agency headquarters or main office for remainder of retention period.
22) Contact	Name of contact person for this particular record in this office.