Business Classification Scheme

Summary	
A Business Classification Scheme (BCS) is a conceptual representation of an organisation's business. It describes an organisation's business functions and activities, and the relationships between them. The objective is to manage information according to its business context irrespective of where it's created, used, maintained, and disposed within the organisation.	
Scope	
Details the scope and methodology of the functional approach to grouping information, and captures the University of Bristol's primary functions, activities, and example record types.	
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Business Classification Scheme

1. Introduction

1.1 What is a Business Classification Scheme?

A Business Classification Scheme (BCS) is a conceptual representation of an organisation's business. It describes an organisation's business functions and activities, and the relationships between them

- Functions are the largest units of business activity. They are the major responsibilities that are managed by an organisation to fulfil its mission or mandate, and its responsibilities to its stakeholders.
- Activities are the tasks performed to accomplish each function. The Scheme is the basis for a functional approach to managing the University's records, including the development of corporate file plans, records retention policies and the selection of records for permanent preservation in institutional archives.

1.2 Why use a Business Classification Scheme?

A Business Classification Scheme is the keystone of a records management programme developed in line with ISO 15489, the international standard on records management.

A functional approach to records management focuses on managing records according to their business context (why they exist) rather than their content (what they are about) or their location (which business unit or person holds them). This is an important change from traditional approaches to records management based on organisational structure or subject. For the University, there are three compelling reasons supporting the use of a BCS.

1. Organisational structures change frequently while business functions and activities remain much the same over time. Records management systems which are based on business functions and activities will be unaffected by changes in organisational structures.
2. Preserving evidence of decisions made and actions taken is essential to support institutional accountability and compliance, and to satisfy the increasing demand for public access to information. Following the BCS helps to create and preserve evidence and audit trails and supports compliance with information rights legislation (Freedom of Information Act 2000, Environmental Information Regulation, Data Protection 2018 and GDPR).
3. Consistent retention and disposal of records – across all record formats and in all physical locations – is essential to ensure compliance with legislation and to control the costs associated with maintaining records. It is also a significant challenge in organisations which have devolved management structures. Records management systems which are based on business functions and activities make it easier to achieve.

1.3 About the scheme

This scheme is based on the BCS for Higher Education Institutions developed by the Joint Information Systems Committee (JISC). The JISC BCS was developed through a process of business analysis which involved extensive research and consultation with a range of HEIs. It covers business functions and activities which were found to be common to most institutions.

However, it is not intended to be either prescriptive or exhaustive and can be adapted to organisational needs if required.

2. Using the scheme

The Scheme consists of:

- Sections – grouped business functions of the University
- Functions – the individual functions of the business
- Activities and processes – the activities and processes associated with business function

2.1. Classification Structure

The Classification Structure is a hierarchy of categories and sub-categories representing the business functions and activities of the University. The hierarchy is organised into broad Sections:

- Corporate Governance, Compliance, and Risk Management
- Strategy, Planning, Performance and Quality
- Academic and Student Support Management
- Teaching
- Commercial Research and Consultancy
- Research and Publishing
- Marketing, Communications, and Events Management
- Campus Management
- Financial Management
- Procurement
- Health and Safety Management
- Information and Collections Management
- Legal Affairs Management
- People Management

Within each Section, there are two substantive levels in the classification hierarchy:

- Level 1 – the top level, representing the substantive Functions of the University
- Level 2 – the second level, representing Activities which are carried in the University to fulfil the Functions
- Level 3 – the third level is not substantive; however it does capture example record types associated with the Activity

Faculties, Research Institutes and professional services should use the scheme as a framework for developing their own filing systems. In doing so, the emphasis should be on adapting the scheme to fit the individual organisation, not the other way around.

The remainder of this document shows the functional directory structure recommended for record classification within the University. This can be used in the development of filing schemes, within digital repositories – i.e. SharePoint Document Libraries, Network Drives ('Filestores'), and enterprise systems. Segregating records series by its retention is recommended so disposition can be aggregated and not done at the item level.

3. Business Classification Scheme

Ref	Section	Function	Activity	Record Types
GCR.	Corporate Governance, Compliance, and Risk	Scope: The function of developing and establishing the corporate governance structure and rules, managing risks to the viability or success of the institution, and compliance to legal, statutory and ethical concerns.		
GCR.1		Corporate governance		
GCR.1.1			Legal and Governance Framework	Charter, Ordinances, Regulations
GCR.1.2			Code of practice	
GCR.1.3			Senior appointments	
GCR.1.4			Elections & nominations	Reports, voting lists
GCR.1.5			Election voting lists	Ballot papers
GCR.1.6			Public interest disclosures	Casework
GCR.1.7			Tribunal Case Files	
GCR.1.8			Subsidiary companies	Formation proposals, reviews, winding-up
GCR.1.9			Register of interests	
GCR.1.10			Schedule of delegation	
GCR.2		Committees		
GCR.2.1			Statutory reporting committees	Agendas, Terms of Reference (ToR), Minutes, Papers
GCR.2.2			Non-statutory reporting committees	Agendas, Terms of Reference (ToR), Minutes, Papers
GCR.2.3			Operational committees	Agendas, Terms of Reference (ToR), Minutes, Papers
GCR.2.4			Committee membership	Training, member lists
GCR.3		Risk management		
GCR.3.1			Risk assessments	
GCR.3.2			Risk registers	

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Ref	Section	Function	Activity	Record Types
GCR.3.3			Business continuity	Disaster response and recovery plans
GCR.3.4			Incident recording	Debrief reports, logs
GCR.4		Data and Statistics		
GCR.4.1			Anonymised management statistics	Student numbers, fee projections, IPP Data Insights
GCR.4.2			Anonymised management statics for requests made under DPA and FOI/EIR	Reports of requests for personal information
GCR.4.3			Management statistics containing personal information	
GCR.5		Statutory returns		
GCR.5.1			Communications with statutory bodies	Enquiries and responses, HESA returns
GCR.5.2			Surveys & consultations	Responses
GCR.5.3			Public enquiries	Reports and correspondence
GCR.6		Information legislation compliance		
GCR.6.1			ICO Notifications and certificates	
GCR.6.2			Maintenance of publication scheme	
GCR.6.3			Handling requests received under information rights legislation	Data subject access, Freedom of Information
GCR.6.4			Managing privacy related business matters	Breaches, data protection impact assessments
GCR.6.5			Managing university processing activities and assets	Information asset register
SPQ	Strategy, Planning, Performance & Quality	Scope: The function of developing and establishing the institution's overall strategy, developing its strategic plan, producing and disseminating business intelligence and management information to support the institution's management processes, co-ordinating projects to meet strategic and		

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Ref	Section	Function	Activity	Record Types
		operational plans, and managing overall quality in the institution. Also includes common business activities such as handling enquiries and administering meetings.		
SPQ.1		Strategy development		
SPQ.1.1			Development (Approved Strategic plans and policies)	Policies, major drafts, Memorandums of Understand (MOUs)
SPQ.1.2			Planning (Development)	Working papers
SPQ.2		Policies and procedures		
SPQ.2.1			Development (Approved Procedures and guidance	Procedures, guidance, processes, operating models
SPQ.2.2			Developing procedures and guidance	Working papers
SPQ.3		Guides, templates and resources development		
SPQ.3.1			Published staff resources	All staff guidance
SPQ.3.2			Desk instructions	Localised processes
SPQ.4		Operational planning		
SPQ.4.1			Projects and programmes	Project Initiation Document (PID), highlight reports, plans
SPQ.5		Performance management		
SPQ.5.1			Performance of strategic plans	Reports
SPQ.5.2			Data analysis of performance	Annual operating plans, benchmarking
SPQ.5.3			Development of KPIs	
SPQ.6		Enquiry management		
SPQ.6.1			Handling of complaints from internal and external sources	Complaints casework
SPQ.6.2			Provision of internal and external (non-legal) advice	
SPQ.7		Meetings administration		
SPQ.7.1			Working Groups	Agendas, Minutes, notes, papers,

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Ref	Section	Function	Activity	Record Types
				resolutions, arrangement
SPQ.7.2			Administering routine meetings	Agendas, Minutes, actions
SPQ.8		Awareness raising		
SPQ.8.1			Campaigns	Sustainability, EDI
SPQ.9		Accreditation scheme management		
SPQ.9.1			Application	liaising with accreditation bodies; facilitating inspections/audits by accrediting bodies
SPQ.10		Managing the business		
SPQ.10.1			Day-to-day admin	Rotas, annual leave, workshop materials, meeting notes, minor drafts and amendments
SPQ.10.2			Mailings lists	
SAS.	Student & Academic Support Management	Scope: The function of managing the interactions between students, academics and their course materials, and administering the institution's academic work.		
SAS.1		Admitting and enrolling students		
SAS.1.1			Admission criteria	
SAS.1.2			Applications (successful)	Application forms, offer of acceptance
SAS.1.3			Applications (unsuccessful)	
SAS.1.4			Suitability	DBS data, conviction disclosures
SAS.1.5			Criminal conviction disclosures	Conviction disclosures
SAS.1.6			Right to study	Tier 4
SAS.1.7			Recruitment campaigns	Publicity planning
SAS.2		Student permanent academic record management		
SAS.2.1			Registration and performance	Transcript, pass/award lists, period/programme of study; degree and module marks; award outcome
SAS.2.2			Additional student data	Academic appeals, complaints,

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Ref	Section	Function	Activity	Record Types
				discipline; fitness to stud; Disability and similar support; references; VISA information; health related information; family information; training; course attendance; student awards and prizes; withdrawal, suspension, conduct; course transfers and placements
SAS.3		Conduct of assessments		
SAS.3.1			Teaching quality	External reviews, student feedback , TEF
SAS.3.2			External accreditation	Evidence
SAS.3.3			Internal reviews	Reports, papers
SAS.3.4			Administration of examinations	Examination attendance sheet; special examination arrangements; medical assessments for special arrangements; application to sit written examination overseas
SAS.3.5			Appointment & selection of external examiners	Examiner recruitment applications and assessment; correspondence
SAS.3.6			Appointment and selection of examination invigilators	Correspondence
SAS.4		Student and academic support, appeals, complaints, and discipline		
SAS.4.1			Appeals	Appeals files, coursework extensions; exceptional circumstance
SAS.4.2			Complaints	Complaints files
SAS.4.3			Disciplinary	Case work, outcome letters, Support to Study referrals, Disciplinary proceedings
SAS.4.4			Handling and outcomes	Decisions, case notes
SAS.4.5			Wellbeing support	Casework, medical notes

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Ref	Section	Function	Activity	Record Types
SAS.4.6			Disability support	Support plans, reasonable adjustments
SAS.4.7			Enquiries	Appointments, correspondence
SAS.4.8			Careers advice	CVs, Appointments
SAS.4.9			Induction	Programmes, event planning
SAS.5		Graduation		
SAS.5.1			Award ceremonies	Operational planning
SAS.5.2			Prizes awarded	
SAS.6		Fees and bursaries management		
SAS.6.1			Financial assistance	Bursaries, Scholarships, Maintenance grants, Hardship funds, allowances, Non-payments
SAS.7		UK Visas & Immigration		
SAS.7.1			Student visas	
SAS.8		Honorary Degrees		
SAS.8.1			Honorary degrees selection	Nominations; invitations; offers
TEA.	Teaching	Scope: The function of providing teaching to deliver the University's taught programmes, managing the interactions between students, academics, and their course materials.		
TEA.1		Taught programme review and delivery		
TEA.1.1			Programme approval/accreditation	
TEA.1.2			Examination guidelines	
TEA.1.3			Taught course reviews	
TEA.1.4			Student feedback	
TEA.1.5			Programme administration	Class lists and registers
TEA.1.6			Handbooks and reading lists	
TEA.2		Student assessment		
TEA.2.1			Verification of registration and performance	Pass lists, register of graduates

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Ref	Section	Function	Activity	Record Types
TEA.2.2			Assessed work	Exam scripts and assessments
TEA.2.3			Rigour of assessment	Board recommendation papers
TEA.2.4			Collating examination results	
TEA.2.5			Doctoral theses	
TEA.2.6			Award verification requests	Verification of Award letters, Replacement certificates, ECFMG verifications
TEA.2.7			Placements	Monitoring progress
TEA.2.8			Short and online courses	Pathway programs
TEA.3		Timetabling		
TEA.3.1			Documenting timetabling	Examination arrangements
CRC.	Commercial Research and Consultancy	Scope: The function of managing knowledge transfer, innovation and partnership. This can arise from corporate, legal or academic sources.		
CRC.1		Consultancy		
CRC.1.1			Providing consultancy	Commercial research, training
CRC.1.2			Directories of expertise	
CRC.2		Exploiting research and intellectual property rights		
CRC.2.1			Patents	
CRC.2.2			IPR assignment	Negotiation and transfers
CRC.2.3			Patent licensing	
CRC.2.4			Trademarks	
CRC.2.5			Patent infringement	Casework
CRC.3		Specialised clinics		
CRC.3.1			Law, vet, sports and counselling	Medical history
CRC.3.2			Dental clinics	FP17 or FP17O forms
RES.	Research and Publishing	Scope: The function of undertaking academic research, delivering the institution's supervised research programmes, and publishing materials for internal or external distribution.		
RES.1		Research quality		

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Ref	Section	Function	Activity	Record Types
RES.1.1			Assurance	Processes
RES.1.2			Reviews	Reviews (incl. peer), actions plans and responses
RES.1.3			External peer reviews	Reviews; invoices and communications;
RES.2		Research Excellence Framework (REF)		
RES.2.1			REF submission	Submissions
RES.2.2			Submission process	Reports and consultations
RES.3		Research project development		
RES.3.1			Partnerships & collaborations	Agreements, reviews, project design papers, proposals, funder applications, academic correspondence
RES.3.2			Project proposals	
RES.3.3			Sponsorship	Policy monitoring, correspondence
RES.3.4			Principal Investigation	Reports
RES.3.5			Grants	Project planning and monitoring
RES.3.6			Fellowships	
RES.3.7			Internal funding schemes	Research Development International collaboration awards (RDIs), Benjamin Meaker
RES.4		Research conduct		
RES.4.1			Ethics approvals	Applications
RES.4.2			Data	Working papers; raw data; consent forms
RES.4.3			Sponsorship studies	Clinical trials
RES.4.4			Human Tissue Authority licensing	HTA license
RES.4.5			Cadaver donations (accepted)	
RES.4.6			Cadaver donations (rejected)	
RES.4.7			Animal Services	Personal and project licences;

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Ref	Section	Function	Activity	Record Types
				competency-based & Home Office training
RES.5		Research project publication		
RES.5.1			Research output	Formal publications
RES.5.2			Research catalogue	
COM.	Marketing, Communications & Event Management	Scope: The function of marketing the institution, raising and maintaining its public profile, fundraising, and of managing the institution's formal corporate relationships with its students' union; its alumni; its donors; organisations and individuals in its local community; organisations in the further and higher education sectors; government bodies; parliamentary bodies; and the wider public.		
COM.1		Fundraising		
COM.1.1			Fundraising campaigns	Mailing lists, reporting
COM.1.2			Donor relationships	Transactions; donations and funding
COM.1.3			Alumni marketing communications	Fundraising
COM.2		Brand Management		
COM.2.1			Branding	Logos, house style guides
COM.2.2			Promotion	Research stories, student experience
COM.2.3			Testimonials	
COM.2.4			IPR for imaging	Licensing
COM.2.5			Advertising	Placements
COM.2.6			Marketing campaigns	Design & implementation, evaluations
COM.2.7			Student recruitment	Planning publicity
COM.2.8			Market research	
COM.3		Internal communication		
COM.3.1			University-wide communications	Press releases, media briefings, interview
COM.3.2			Digital marketing and comms.	
COM.3.3			Prospectus publication	Undergraduate, post-graduate guides

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Ref	Section	Function	Activity	Record Types
COM.3.4			Staff bulletin and updates	All staff emails, news articles, newsletter and interviews
COM.3.5			Transcriptions of interviews	Project files, campaigns
COM.4		External communications		
COM.4.1			Press releases	
COM.4.2			Media monitoring	
COM.4.3			Media contact lists	
COM.5		Web development & content management		
COM.5.1			Social media	Profiles, human interest stories
COM.5.2			Digital screens	Slides
COM.6		Enquiry management		
COM.6.1			Informal enquiries	Live chat services
COM.7		Complaints		
COM.7.1			Responding to complaints	
COM.8		Survey & consultation management		
COM.8.1			Market research	Questionnaires
COM.8.2			Design of surveys	
COM.9		Relationship management		
COM.9.1			Communications HEIs	Working papers
COM.9.2			Formal responses to sector-wide surveys	
COM.10		Alumni management		
COM.10.1			Register	Biographical details, contact details
COM.10.2			Maintaining ancillary information	Societies, attendance at events
COM.10.3			Statistics	
COM.10.4			Stewardship	Legacy gifts, wills
COM.10.5			Profiles	
COM.11		Alumni communications management		

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Ref	Section	Function	Activity	Record Types
COM.11.1			Alumni communications	Enquiries and responses
COM.11.2			Alumni publications	Newsletters
COM.11.3			Alumni profiles	Webpages
COM.12		Student Union Management		
COM.12.1			Students' Union constitution review and approval	
COM.12.2			Students' Union funding	
COM.12.3			Students' Union Financial Monitoring	
COM.12.4			Students Union Operations monitoring	Elections, conduct
COM.13		Government/Parliamentary inquiries & investigations management		
COM.13.1			Providing evidence to assist inquiries and investigations	Formal submissions
COM.14		Event management		
COM.14.1			One-off events	
COM.14.2			Recurring events	
CAM.	Campus Management	Scope: The function of managing the institution's impact on the physical environment, its physical estate, facilities, the health and safety of staff, students and others interacting with the institution, and ensuring compliance with legislation on these matters.		
CAM.1		Estate and property management		
CAM.1.1			Acquisition	Conveyance, lease
CAM.1.2			Deeds	Sealed deed, transfer agreement
CAM.1.3			Negotiations (successful)	
CAM.1.4			Negotiations (unsuccessful)	
CAM.1.5			Acquisition of use be lease	Lease, title
CAM.1.6			Leasing-out	
CAM.1.7			Disposal	Sealed deed, conveyance

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Ref	Section	Function	Activity	Record Types
CAM.2		Property development		
CAM.2.1			Development	O&Ms, refurbishment
CAM.2.2			Planning consents	Applications
CAM.3		Property maintenance		
CAM.3.1			Major works	Inspections, maintenance and repair
CAM.3.2			Minor works	Decoration, maintenance programmes
CAM.4		Property compliance management		
CAM.4.1			Conduct	Notices, service visits, reports
CAM.4.2			Assessment of asbestos	Management plan, registers, testing
CAM.4.3			Removal of asbestos	
CAM.4.4			Monitoring of asbestos	
CAM.4.5			Stock inventories	
CAM.4.6			Stock taking	
CAM.4.7			Disposal and transfer or hazardous items	
CAM.4.8			Disposal and transfer of non-hazardous items	
CAM.5		Property security management		
CAM.5.1			Security breaches	Incident reports
CAM.5.2			Property access	Ucards, key registers
CAM.5.3			Routine surveillance	CCTV
CAM.5.4			Car parking management	Permits
CAM.6		Facility management		
CAM.6.1			Physical relations	
CAM.6.2			Catering	
CAM.6.3			Cleaning of buildings	Rotas
CAM.6.4			Inspections	Reports, enforcement notices
CAM.6.5			Nursery management	Safeguarding arrangements

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Ref	Section	Function	Activity	Record Types
CAM.6.6			Sports centre management	Equipment, inspections, accident logs
CAM.7		Environmental, energy and waste management		
CAM.7.1			Disposal of waste	Waste collection requests, transfer notes
CAM.7.2			Carbon footprint monitoring	Scope 1, 2, 3
CAM.7.3			Fleet management	MOTS, charging infrastructure, inventories
CAM.7.4			Environmental compliance	ISO 14001 compliance
CAM.7.5			Energy use	Climate action plans
CAM.7.6			Utility meeting readings	
CAM.8		Accommodation and residential services		
CAM.8.1			Allocations	Occupancy lists
CAM.8.2			Student correspondence	Student file, complaints
CAM.8.3			Fees and charges	Deposits, invoices
CAM.8.4			Staff lettings	Property brochures, inventories, videos
CAM.8.5			Staff correspondence	Compliance certificates; Right to rent
CAM.9		Commercial event organisation		
CAM.9.1			Planning and impact	Brochures, promotional materials
CAM.9.2			Organisation and administration	Bookings, functions sheets, table plans
FIN.	Financial Management	Scope: The function of managing the University's financial resources.		
FIN.1		Financial accounting		
FIN.1.1			Student funding	SLC case, scholarships & bursaries
FIN.1.2			Student fees and appeals	Slow payments
FIN.1.3			Credit limits	
FIN.1.4			Income and expenditure	Purchase order and invoices; transactions
FIN.1.5			Grant income	Bank statements and reconciliation
FIN.1.6			Donations	

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Ref	Section	Function	Activity	Record Types
FIN.2		Financial planning & budgeting		
FIN.2.1			Financial planning	Cost centre budgets, Capital Programme, Capital Investment Fund
FIN.2.2			Statutory returns	Set of accounts
FIN.2.3			Budgeting	Integrated Planning Process (IPP)
FIN.2.4			Forecasting and reporting	Budget reports, cost & income forecasting
FIN.3		Asset management		
FIN.3.1			+25k assets	
FIN.3.2			Investment portfolio	
FIN.3.3			Asset registers	Revenue & capital maintenance spend,
FIN.3.4			Financial forecasting	Budget & actuals analysis
FIN.3.5			Capital returns	
FIN.4		Tax management		
FIN.4.1			Assessment and returns	VAT, corporation tax, PAYE, HMRC
FIN.4.2			Endowments	Substantial Donations
FIN.5		Payroll and pensions		
FIN.5.1			Calculations and payment	P45s
FIN.5.2			Pension scheme contribution	
FIN.5.3			Payrolls	Bank transfers, deductions, tax codes
FIN.6		Insurance		
FIN.6.1			Provision	Arrangement and renewals, reports
FIN.6.2			Claims	Documentation of claims and outcomes
FIN.6.3			Employer's Liability	Certificates
FIN.7		Audit		
FIN.7.1			Internal Audit	Action plans, working papers
PRO.	Procurement	Scope: The function of purchasing goods, works, and services from external organisations.		
PRO.1.1			Market engagement	PINS, ITTs, ITQs, scoring, feedback

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Ref	Section	Function	Activity	Record Types
PRO.1.2			Purchase transactions	Invoices, requisitions,
PRO.1.3			Imports and exports	Proof of origin, C88s, bill of landing
PRO.1.4			Contract award	Options appraisal, ATAs
PRO.1.5			Payments and performance	Invoices
PRO.1.6			Bids	
PRO.1.7			Contract registers	
P.2		Contract management		
PRO.2.1			Managing the contract	Signed forms, revisions, KPIs
HS.	Health & safety	Scope: The function of managing the impact of the University's operations on the health and safety of its staff, students and others while on its premises, and of ensuring compliance with legislation on health and safety matters.		
HS.1		Managing operational health and safety		
HS.1.1			Staff consultations	
HS.1.2			Demonstrating compliance	Legal register
HS.1.3			Operational arrangements	Self-verification, assurance assessment
HS.2		Hazard identification, exposure and control occurrences		
HS.2.1			Maintenance OF Cat 1,2 chemicals	Supplier, dates of purchase, dates of disposal
HS.2.2			Exposure	Employee list, training files
HS.2.3			Asbestos presence & condition	Assessments, plans
HS.2.4			Radiation monitoring	Radon, training files, worker dosage
HS.2.5			Radioactive Material	
HS.2.6			Lead exposure	
HS.2.7			Occupational health surveillance	
HS.2.8			Noise exposure	Noise and vibration measurements
HS.2.9			Registering workers	Registers, exposure investigations, training
HS.2.10			Maintenance of explosive	Substances, CAS identifier, containers

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Ref	Section	Function	Activity	Record Types
			substances	
HS.2.11			Plant equipment testing	Testing and examinations
HS.2.12			Disposal of open/sealed sources	Long-lived nuclides, landfill burial
HS.2.13			Tracer tests	
HS.2.14			Transporting dangerous goods	
HS.3		Accident & incident reporting		
HS.3.1			Investigations	Incidents of spillages, loss, or theft
HS.3.2			Incident reports	Reports
HS.3.3			Incident reports with children	Reports
HS.3.4			RIDDOR	Reports
HS.4		Training and provision		
HS.4.1			Provision of instruction	Training, course materials
HS.4.2			Provision of instruction COSHH	Training, course materials
HS.4.3			Fire wardens and first aiders	
HS.5		Risk assessment		
HS.5.1			Fire, travel, DSE	
HS.5.2			Preventive and protective measures	
HS.5.3			GMO assessments	
HS.5.4			COSHH assessments	
HS.6		Employee health surveillance		
HS.6.1			Employee health surveillance	Health certificates, medical examinations
HS.7		Occupational health management		
HS.7.1			Occupational health incidents	Reports and referrals
HS.7.2			Medical health	Occupational and medical health forms
HS.7.3			Medical health (Ionising Radiation Exposure)	

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Ref	Section	Function	Activity	Record Types
IAC.	Information and Collections Management	Scope: The function of managing the information systems and resources which are generated or acquired by the University. This includes ICT systems, collections held by the University library, plus special and theatre collections held permanently in the archive. Activities of the function also include enquiry, permissions, and research services.		
IAC.1.1		ICT system development		
IAC.1.1			ICT system maintenance	Product license manuals, solution architecture
IAC.2		ICT operations		
IAC.2.1			Routine testing	Systems design and development
IAC.2.2			Data storage	Back-up media, system logs
IAC.2.3			Maintenance of software licenses	
IAC.3		ICT system security		
IAC.3.1			Breaches	Managed security service
IAC.3.2			Accounts	
IAC.3.3			Active directory	
IAC.3.4			Routine monitoring	Sever and end-user logs
IAC.3.5			Equipment sanitisation	Destruction certificates
IAC.4		ICT user support		
IAC.4.1			User guides	
IAC.4.2			Service desk tickets	
IAC.5		On-premises systems and Microsoft Office 365		
IAC.5.1			Server and system backup	
IAC.5.2			E-mail	
IAC.5.3			E-mail (user departs)	
IAC.5.4			OneDrive	
IAC.5.5			OneDrive (user departs)	
IAC.5.6			Faculty and divisional SharePoint	
IAC.5.7			365 groups (user departs)	

Business Classification Scheme

Ref	Section	Function	Activity	Record Types
IAC.5.8			365 groups (owner departs)	
IAC.6		Library Services		
IAC.6.1			Registration	
IAC.6.2			Usage	Study space bookings
IAC.6.3			Enquiries	
IAC.6.4			User feedback	Feedback forms
IAC.6.5			Promotion	Objects
IAC.6.6			Academic support	Training
IAC.6.7			Reading lists	
IAC.7		Permission services		
IAC.7.1			Copyright declaration	
IAC.7.2			Permission rights	
IAC.7.3			Digitisation	Requests
IAC.7.4			Licensing	Subscriptions
IAC.7.5			Inventories and storage	Catalogue
IAC .8		Research Services		
IAC.8.1			Advice	
IAC.8.2			Open access grants	UKRI
IAC.8.3			PHD theses	E-theses submissions
IAC.8.4			Access to data	Data sets
IAC.9		Publications management		
IAC.9.1			Official University publications	Annual reports, prospectuses
IAC.9.2			Design	
IAC.9.3			Regular University publications	Magazines
IAC.10		Archives and cultural collections management		
IAC.10.1			Selection	Collection development policy
IAC.10.2			Acquisition and appraisal	Depositor agreements
IAC.10.3			Policies and procedures	

Business Classification Scheme

Ref	Section	Function	Activity	Record Types
IAC.10.4			Promotional material	Flyers
IAC.10.5			Conservation	
IAC.10.6			Loans and sale	Agreements
IAC.10.7			Licensing for publication	Licensing agreements
IAC.10.8			Engagement	Seminar lists, conferences
IAC.10.9			Usage	Location slips
IAC.10.10			Access	Reader log
IAC.10.11			Enquiries	
IAC.10.12			Planning	Project plans
IAC.10.13			Environmental monitoring	Pest control
IAC.11		Records management		
IAC.11.1			Disposal	Disposal certificates, system storage metadata
IAC.11.2			Classification	Business Classification scheme
IAC.11.3			Storage	Off-site storage inventories
IAC.11.4			Appraisal	Appraisal forms
LEG.	Legal Affairs Management	Scope: The function of assessing and managing legal concerns.		
LEG.1		Advice		
LEG.1.1			Routine advice	
LEG.1.2			Contracts advice	Agreements under seal
LEG.1.3			Project advice	
LEG.1.4			Mediation	Case notes
LEG.2		Litigation		
LEG.2.1			Claims with precedents	Claims and casework
LEG.2.2			Claims without precedents	
LEG.2.3			Public Interest disclosures	Casework
LEG.3		Intellectual Property		

Business Classification Scheme

Ref	Section	Function	Activity	Record Types
LEG.3.1			Trademark registration	
LEG.3.2			Patent application	
LEG.3.3			Patent infringement	
LEG.3.4			Transfer of IPR	
LEG.4		Copyright Licensing		
LEG.4.1			License upkeep	
LEG.4.2			Applications	
HR.	People Management	Scope: The function of managing the institution's compliance with legislation on equal opportunities, and managing the institution's workforce as a whole and its contractual relationship with individuals who have an employment contract with the institution.		
HR.1		Workforce planning		
HR.1.1			Operational assessment	Staffing data, local workforce planning
HR.1.2			Succession planning	Management succession plans
HR.1.3			Job descriptions	
HR.1.4			Restructuring	Plans, consultations, meetings
HR.2		Renumeration and reward		
HR.2.1			Renumeration	Pay banding
HR.2.2			Promotion and grading	Reviews
HR.2.3			Pay and allowance	Awards and revisions
HR.3		Recruitment		
HR.3.1			Applications (successful)	Job descriptions, contract, health declarations
HR.3.2			Applications (unsuccessful)	
HR.3.3			Authorisation to recruit	
HR.3.4			Additional information	Refs, works permits, DBS, research passports
HR.3.5			Honorary and Emeritus	Access requirements
HR.3.6			Sifting	Shortlisting notes, interview notes

Business Classification Scheme

Ref	Section	Function	Activity	Record Types
HR.3.7			Staff summary	Name, positions, dates of employment
HR.3.8			Job evaluation	Role criteria, grading schemes
HR.4		Employee contract management		
HR.4.1			Core staff record	Personal details
HR.4.2			Contractual annual leave entitlement	
HR.4.3			Statutory leave entitlement	Maternity, sickness
HR.4.4			Renumeration and reward	
HR.4.5			Termination of employment	Retirement, dismissal
HR.4.6			Terms and conditions	
HR.4.7			International mobility	Tax returns, visas, work permits
HR.5		Staff training development		
HR.5.1			Employee training programmes	Mandatory training modules
HR.5.2			Training impact	Evaluations, feedback, questionnaires
HR.5.3			Course bookings	Develop courses
HR.5.4			Training bookings	Local training
HR.5.5			Guidance for staff development	How-to-guide
HR.5.6			Continuing professional development	
HR.5.7			Training development	Completion registers
HR.6		Staff performance management		
HR.6.1			Performance and development	Annual staff review, probation forms
HR.6.2			Performance assessments	
HR.6.3			Promotion	Re-grading
HR.7		Industrial relations		
HR.7.1			Agreements	
HR.7.2			Recognition	
HR.7.3			Consultation	

Business Classification Scheme

Ref	Section	Function	Activity	Record Types
HR.7.4			Communications	
HR.8		Employee relations		
HR.8.1			Grievance, capability and disciplinary	Casework
HR.8.2			Tribunals	Case files
HR.9		Staff engagement		
HR.9.1			Evaluations	
HR.9.2			Recognition	Star awards, nominations, thank-you notes
HR.10		Equality, diversity and inclusion		
HR.10.1			Accreditation	Athena Swan
HR.10.2			Demographic data	
HR.10.3			Engagement	Feedback forms
HR.10.4			Annual reporting	Reporting datasets
HR.10.5			Casework	
HR.10.6			Equality Impact Assessment	