

Checklist

Classification Plan for Operational Records



Use the checklist below to support your understanding and implementation provided in the **Guideline: Classification Plan for Operational Records**.

Planning Phase

- Is there executive support for a classification plan?
- Was a records inventory completed?
- Was a list of stakeholders identified who will be involved in the development of the classification plan?
- Was timelines established for the development of the classification plan?
- Was consultations done in the department or other public body to understand scope and challenges in managing records?
- Was a communication strategy developed?
- Has records that are no longer useful been disposed from your holdings using approved disposition authorities?

Development Phase

- Has a hierarchical classification been decided? (e.g., function, primary, secondary and tertiary)
- Have scope notes been recorded to provide information on each level of the hierarchical classification?
- Has the arrangement of classification numbers been determined or developed?

Implementation

- Is there an education and awareness plan developed for the implementation of the classification plan?
- Has employees been trained to ensure they have the knowledge to use the classification plan?
- Has there been analysis to identify additional records needing to be reclassified?
- Has business processes been updated to reflect the use of the new classification plan?

Monitor and Verify (6 months after implementation)

- Is the classification plan working effectively?
- Is there information not accommodated in the classification plan?
- Are employees aware of their roles and responsibilities as it relates to the classification plan?
- Do project deliverables require updating (if required)?