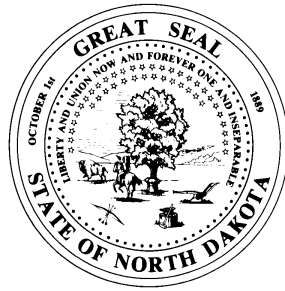


# STATE OF NORTH DAKOTA

## 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.
- 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, audit information will be placed under 01-Accounting. Upon request, ITD Records Management will evaluate the need to place audit information under this category.
- 17 (BUD) BUDGETS - Generally, budget material will be placed under 01-Accounting. Upon request, ITD Records Management will evaluate the need to place budget information under this category.
- 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 (owners manuals, specification lists, etc.) (also includes State Motor Pool Vehicle Reports)
- 44 (FM) FORMS MANAGEMENT
- 45 (GC) GENERAL CORRESPONDENCE - A miscellaneous 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 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 tax reporting)
- 01-17 PRINTOUTS/ACCOUNTING
- 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.
- 02-01 ADMISSIONS
- 02-02 CURRICULUM
- 02-03 FINANCIAL AID

- 02-04 STUDENT RECORDS
- 02-05 RECRUITMENT
- 02-06 TESTING (Information required to administer tests)
- 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 - Not directly related to programs administered by your office.
- 05-04
- 05-05
  
- 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
- 10-03
- 10-04
  
- 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
- 14-03 COMMISSIONS
- 14-05 CORPORATIONS

- 15 (AUD) AUDITS - Generally, audit information will be placed under 01-Accounting. Upon request, ITD Records Management will evaluate the need to place audit information under this category.
- 15-01 AUDIT REPORTS
- 15-02 AUDIT WORKING PAPERS
  
- 17 (BUD) BUDGETS - Generally, budget material will be placed under 01-Accounting. Upon request, ITD Records Management will evaluate the need to place budget information under this category.
- 17-01 BUDGET REPORTS
- 17-02 BUDGET WORKING PAPERS
  
- 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 (formerly COMMISSIONS)
- 22-02 ADVISORY (formerly COMMITTEES)
- 22-03 COMMITTEES (formerly MEMBERSHIP/MINUTES/AGENDAS)

- 22-04 COUNCILS
- 22-05 COMMISSIONS (formerly CORRESPONDENCE)
- 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
- 26-03
- 26-04 PUBLICATIONS
- 26-05 SPEECHES
- 26-06 PRESS RELEASES
- 26-07 RADIO TAPES/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
- 28-02
- 28-03
  
- 30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS - Information or documents regarding agency agreements, leases, and contracts.
- 30-01 AGREEMENTS/CONTRACTS
- 30-02 DEEDS (formerly CONTRACTS)
- 30-03 RELEASE OF LIABILITY (formerly PLANNING)

- 30-05 LEASES/EASEMENTS/ABSTRACTS (formerly LEASES/EASEMENTS/DEEDS)
- 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 an employee attends or that is sponsored by agency.
- 35-01 TRAINING (formerly TRAINING IN SERVICE)
- 35-04 CERTIFICATION OR APPROVAL OF TRAINING PROGRAMS (formerly TRAINING, SPONSORED BY AGENCY)
- 35-05
  
- 43 (EQ) EQUIPMENT - Any information related to equipment or computer software actually owned or leased by an agency (owners manuals, specification lists, etc.) (also includes State Motor Pool Vehicle Reports)
- 43-01 EQUIPMENT MANUALS/BROCHURES
- 43-03 USAGE REPORTS (MOTOR POOL, TELEPHONE, XEROX)/MACHINE OPERATING RECORD
- 43-04 SERVICE REPORTS
- 43-05 JOB ORDERS/SERVICE REQUESTS
- 43-07 CORRESPONDENCE
- 43-08 SOFTWARE LICENSES
  
- 44 (FM) FORMS MANAGEMENT
- 44-01 ORIGINALS OF ALL FORMS
- 44-02 FORMS COLLECTION (COPY OF EVERY AGENCY FORM)

- 45 (GC) GENERAL CORRESPONDENCE - A miscellaneous category used only if records don't fall into any other category. These should have a short life span.
- 45-01 GENERAL CORRESPONDENCE
- 45-03
- 47 (INS) INSURANCE OR BONDS - Pertaining to insurance or bonds carried by a state agency.
- 47-01 CORRESPONDENCE OR GENERAL INFORMATION
- 47-02 POLICIES
- 47-03 CLAIMS
- 47-04 BONDS (formerly GENERAL INFORMATION)
- 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 BILL AND SUPPORTING DOCUMENTATION) (formerly FISCAL NOTES)
- 55-02 LEGISLATION - STATE (ACTUAL BILL AND SUPPORTING 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 (formerly APPEALS CLASSIFICATION)
- 60-02 APPLICATIONS/RESUMES
- 60-03 APPOINTMENTS TO POSITIONS ON BOARDS, COMMISSIONS, ETC.
- 60-04 MERIT SYSTEM INFORMATION (formerly ELIGIBLES)
- 60-06 EMPLOYEE FILES, CURRENT AND FORMER
- 60-07 LEAVE RECORDS/WORK SCHEDULES/DAILY ACTIVITY REPORTS/TIME CARDS
- 60-09 JOB DESCRIPTIONS/PIQs/APPEALS OF CLASSIFICATION
- 60-10 EMPLOYMENT PROGRAMS (JOB SERVICE EMPLOYMENT PROGRAMS AND COOPERATIVE EDUCATION)
- 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
- 70-03
  
- 72 (REF) REFERENCE MATERIAL - Materials used as reference or to reference the agency records.
- 72-01 GENERAL REFERENCE RECORDS (NDCC, magazines, news articles)
- 72-02 INDEX TO REFERENCE MATERIALS OR FILES
- 72-03 LISTS
- 72-04 MAPS (formerly PHOTOGRAPHS)
  
- 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) (formerly ABATEMENTS)
  
- 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 (NON-ACCOUNTING RELATED) (formerly FORMS)
- 80-09 GRANTS
- 80-10 PRINTOUTS (related to the program)
- 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) (formerly MAPS TO PROJECTS)
- 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 (formerly AWARDS)
- 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 STUDIES (INCLUDES SURVEYS)
- 90-02 REPORTS
- 90-03 PRINTOUTS
- 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.
  
- 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
- 97-03
- 97-04
- 97-05