
Plymouth University

Business Classification Scheme

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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 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 two 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 the Freedom of Information Act 2000.

1.3 About this 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

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. Further advice on developing the scheme for individual Faculties, Research Institutes and professional services can be obtained by contacting the Digital Curator.

Adapting the scheme will involve:

- adding functions and activities which are unique to a Faculty, Research Institute and professional service or which have not been included in the scheme,
- removing functions and activities which are not relevant to the Faculty, Research Institute and professional service
- combining or splitting functions or activities, or rearranging them to reflect the University's own views on the relationships between functions and activities
- adding further levels of detail to provide more granularity to meet specific needs
- renaming functions or activities, or adjusting the definitions, to reflect the University's preferred terminology

The remainder of this document shows the directory structure recommended for use within the University.

Use of this structure will:

- identify where to file documents as they are being created
- avoid duplication and enabling the correct merging of files from duplicate locations
- enable relevant documents to be found when searching for information on a particular topic, regardless of where they are held, who created them or when they were created.

3. Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
A	GOVERNANCE & STRATEGY				
A.1		GOVERNANCE	Legal Framework Development		Instrument and Articles of Government, and other regulations
			Governance Structure Development		
			Governing Body	Development	Board of Governors
				Meeting papers	Agenda, minutes & papers
			Executive Committee	Development	UEG
				Committee papers	Agenda, minutes & papers
			Senior Managers Appointments		Vice-Chancellor, PVC, etc.
			Committees, Boards and Working Groups	Development	Separate folder for each one
				Committee papers	Agenda, minutes & papers
A.2		STRATEGY, POLICY AND PROCEDURE	Strategy	Development	This section is common to all functions and can be used across all Faculties and Directorates
				Planning	
				Performance	
			Policy		
			Procedures		
A.3		GOVERNMENT & HEFCE RELATIONS	Strategy	Development	
				Planning	
				Performance	
			Policy		

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
			Procedures		
			Communications		
			HE Legislation		
B	TEACHING & RESEARCH				
B.4		TEACHING	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Quality & Standards	External	
				Internal	
			Curriculum	Development	
				Review	
			Programmes	Development	Separate folder for each programme
				Accreditation	
				Review	
			Modules	Development	Separate folder for each module
				Preparation	
				Review	
				Assessment	
			Academic Support	Undergraduate	
				Postgraduate	
B.5		RESEARCH	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
			Quality & Standards		
			Business Development		Includes collaborative ventures
			Projects	Development	Separate folder for each project
				Conduct	
				Management	
			Dissemination		
			Exploitation		
			Courses	Development	
				Review	
			Students	Assessment	
				Supervision & Support	
C	STUDENT ADMINISTRATION & SUPPORT				
C.6		STUDENT ADMINISTRATION	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Students	Recruitment	
				Admission	
				Registration	
				Induction	
				Records	
				Progress	
				Disciplinary Cases	Folder per case
				Academic Appeals	Folder per case
				Complaints	

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
			Courses		
			Assessments		
			Award ceremonies		
			Student Relations		
C.7		STUDENT SUPPORT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Services	Development	Separate folder for each service
				Planning	
				Performance	
				Policy	
				Procedures	
				Quality	
				Promotion	
				Delivery	
				Customer Relations	
D	COMMERCIAL ENTERPRISE				
D.8		RELATED COMPANIES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Companies	Development	Separate folder for each company
				Formation	
				Management	
				Review	

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
				Disposal	
D.9		COMMERCIAL SERVICES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Services	Development	Separate folder for each service
				Planning	
				Performance	
				Policy Development	
				Procedures Development	
				Quality Management	
				Promotion	
				Delivery	
				Customer Relations	
D.10		RETAIL TRADING	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Retail Outlets	Development	Separate folder per outlet
				Planning	
				Performance	
				Policy	
				Procedures	
				Promotion	

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
				Operation	
				Customer Services	
E	EXTERNAL RELATIONS				
E.11		PUBLIC, MEDIA & COMMUNITY RELATIONS	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Communications	Public	
				Media	
				Community	
			Corporate Identity		
			Honorary Awards		
E.12		EVENT MANAGEMENT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Events		Folder per event
			Sponsorships		
E.13		HE/FE SECTOR RELATIONS	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		

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Ref.	Section	Function	Activity	Sub-activity	Notes
			Communications		
			Memberships		
E.14		ALUMNI RELATIONS	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Data Administration		
			Communications		
			Alumni Support		
E.15		FUNDRAISING	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Campaigns		Folder per campaign
			Donations		
E.16		PUBLISHING	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Publications		Folder per publication
F	CORPORATE MANAGEMENT				
F.17		RISK MANAGEMENT	Strategy	Development	
				Planning	
				Performance	
			Policy		

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
			Procedures		
			Risks	Identification	Assessments
			Business Continuity	Disaster Plans	
F.18		QUALITY MANAGEMENT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Audits		
			Accreditations		
F.19		AUDIT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Audits		Folder per audit
F.20		COMPLIANCE MANAGEMENT	Data Protection Act		
			Freedom of Information Act		
			Copyright		
F.21		LEGAL AFFAIRS	Policy		
			Procedures		
			Contracts & Agreements		Folder per contract
			Claims		Folder per claim
			Litigation		Folder per case

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Ref.	Section	Function	Activity	Sub-activity	Notes
			Interpretation & Advice		
F.22		HEALTH & SAFETY	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Audits		
			Consultation	Safety Representatives	
				Safety Committee	
			Training		
			Hazards	Identification	
				Risk Assessment	
			Hazardous Substances Exposure Control	Asbestos	
				COSHH	
				Lead	
			Inspections	PAT, etc.	
			Incidents	Recording	
				Reporting	
				Investigations	
			Employee Health	Asbestos	
				COSHH	
				Lead	
			Emergency Planning	First Aid	
				Fire Marshals	
F.23		ENVIRONMENTAL MANAGEMENT	Strategy	Development	

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Ref.	Section	Function	Activity	Sub-activity	Notes
				Planning	
				Performance	
			Policy		
			Procedures		
			Audits		
			Hazards	Identification	
				Risk Assessment	
			Accreditation Management		
			Awareness Promotion		
			Incidents	Recording	
				Reporting	
				Investigation	
			Energy Management	Monitoring	
				Review	
			Waste Management	Controlled Waste	
				Special Waste	
F.24		ORGANISATIONAL DEVELOPMENT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Restructuring	Existing Structure	
				Proposed Structure	
F.25		EQUALITY & DIVERSITY	Strategy	Development	Folder per equality scheme
				Planning	Folder per equality scheme
				Performance	Folder per equality scheme

Business Classification Scheme

Ref.	Section	Function	Activity	Sub-activity	Notes
			Policy		Folder per equality scheme
			Procedures		Folder per equality scheme
			Compliance Monitoring	Summary	
				Disability	
				Gender	
				Race	
			Training		
			Discrimination Complaints		
F.26		STUDENTS' UNION RELATIONS	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Constitution Review		
			Funding		
			Finance		
			Operations		
G	RESOURCE MANAGEMENT				
G.27		ESTATES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Properties	Acquisition	
				Development	
				Maintenance	

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Ref.	Section	Function	Activity	Sub-activity	Notes
				Disposal	
				Compliance	
				Security	
				Leasing-out	
			Facilities (Individual buildings)	Development	
				Maintenance	
				Security	
				Compliance (Fire Certs.)	
				Relocation	
G.28		FINANCE	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Audits		
			Accounting	Financial	
				Management	
				Statutory	
				Internal	
			Funding Administration	Statutory funding bodies	
				Research Councils	Folder per Council
				Scholarship funds	
			Budgets		
			Tax		
			Payroll		

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Ref.	Section	Function	Activity	Sub-activity	Notes
			Pensions		Folder per pension scheme
			Cash		
			Investments		
			Assets		
G.29		HUMAN RESOURCES	Strategy	Development	
				Planning	
				Performance	
			Policy	Codes of Conduct	
			Procedures		
			Workforce	Planning	
				Recruitment	
				Induction	
				Training & Development	
				Performance	
				Remuneration & Reward	
				Welfare	
				Relations	
				Employee Contracts	
			Industrial Relations		
G.30		INFORMATION RESOURCES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Archives		

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Ref.	Section	Function	Activity	Sub-activity	Notes
			Collections		
			Publications		
			Library Services		See 'Internal Services'
G.31		INTELLECTUAL PROPERTY	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Patents		Folders as required
			Copyrights		Folders as required
G.32		ICT SYSTEMS	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Systems	Development	
				Operations	
				Security	
				User Support	
G.33		EQUIPMENT & CONSUMABLES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Equipment	Selection	
				Storage	

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Ref.	Section	Function	Activity	Sub-activity	Notes
				Installation & Commissioning	
				Inspection & Testing	
				Maintenance	
				Disposal	
G.34		INSURANCE	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Insurance Policies	Selection	
G.35		PROCUREMENT	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Suppliers	Approval	
				Tendering	
				Contracts	
			Purchasing		
G.36		INTERNAL SERVICES	Strategy	Development	
				Planning	
				Performance	
			Policy		
			Procedures		
			Services	Development	Folder per service
				Planning	
				Performance	

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Ref.	Section	Function	Activity	Sub-activity	Notes
				Policy	
				Procedures	
				Quality Management	
				Promotion	
				Delivery	
				Customer Relations	

4. Related documents and further information

- [Information Governance](#)
- [Information Governance Roles & Responsibilities](#)
- [Data Protection Policy](#)
- [Freedom of Information Policy](#)
- EIM-POL-001 Information Security Classification Policy [under development]
- EIM-POL-003 Records Management Policy [under development]
- [Records Retention Schedule](#)

If you have questions or comments about this document, please contact informationgovernance@plymouth.ac.uk

5. References

Jisc InfoNet, 2008. Higher Education Business Classification Scheme and Records Retention Schedules URL: <http://bcs.jiscinfonet.ac.uk/he/default.asp>. Accessed: 2015-10-23.

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Version	Contributors	Details	Date	Approved by	Position	Date
0.1	EMA	Initial draft	23/10/2015	-	-	-
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