



NUS CLASSIFICATION SCHEME



Approved by VCC on 20 October 2016
National University of Samoa

Ver 2.8

NUS File Classification Scheme

Main Categories

- 1 Meetings(MTG)
- 2 Committee Administrative Files (CMF)
- 3 Faculties & Centers (FCC)
- 4 Projects/Plans/Proposals (PPP)
- 5 Agreements/Conventions/Contracts/Membership (ACCM)
- 6 Students (STU)
- 7 Policies, Manuals, Procedures and Statutes (PMPS)
- 8 Financial Management (FIN)
- 9 Community Engagement (CME)
- 10 Personnel Files (PRF)
- 11 Legislation (LEG)
- 12 Information and Communications Technology (ICT)
- 13 Professional Development (PDV)
- 14 Strategic Management (SMG)
- 15 Information Management (IMG)

Category		Short name	CARS	Location	Index for the soft copy	Disposal
1 Meetings(MTG)						
1.1 Internal (INT)						
1.1.1	NUS Council	CON	11.7.1	I01	CON-NO-MDYY-MM-DD	Permanent
1.1.2	Executive Committee	EXC	11.7.1	I02	EXC-MDYY-MM-DD	Permanent
1.1.3	Vice Chancellor's Committee	VCC	11.7.2	I03	VCC-MDYY-MM-DD	Permanent
1.1.4	Deputy Vice Chancellor AR Committee	DVCA	11.7.2		DVCA-MDYY-MM-DD	Temporary - 5 years
1.1.5	Deputy Vice Chancellor CS Committee	DVCC	11.7.2		DVCC-MDYY-MM-DD	Temporary - 5 years
1.1.6	Senate Committee	SEN	11.7.2	I04	SEN-MDYY-MM-DD	Permanent
1.1.7	Professional Development Leave Committee	PDL	10.1.1		PDL-MDYY-MM-DD	Temporary - 10 years
1.1.8	Audit Committee	AUD	3.8.1		AUD-MDYY-MM-DD	Temporary - 10 years
1.1.9	Finance Committee	FIN	3.8.1		FIN-MDYY-MM-DD	Temporary - 10 years
1.1.10	Tenders Committee	TND	3.8.1		AUD-MDYY-MM-DD	Temporary - 10 years
1.1.11	University Research and Ethics Committee	UREC	11.7.2		UREC-MDYY-MM-DD	Temporary - 10 years
1.1.12	Senate Subcommittee 1.1.12.1 Postgraduate Committee PSG 1.1.12.2 Administrative Subcommittee 1.1.12.3 Academic Programme Course Subcommittee 1.1.12.4 Resource Utilisation Committee	SENS PSG ADS APCS RUC	11.7.2 11.7.2 11.7.2 9.1.1		PSG-MDYY-MM-DD ADS-MDYY-MM-DD APCS-MDYY-MM-DD RUC-MDYY-MM-DD	Permanent
1.1.13	VC Subcommittee 1.1.13.1 Graduation Committee 1.1.13.2 Scholarship Committee 1.1.13.3 Learning Resource Center 1.1.13.4 Information and Communications Technology 1.1.13.5 Occupational Safety and Health Committee	VCCS GRD SCH LRC ICT OSH	11.7.2 4.3.1 11.7.2 6.5.1 7.2.1		GRD-MDYY-MM-DD SCH-MDYY-MM-DD LRC-MDYY-MM-DD ICT-MDYY-MM-DD OSH-MDYY-MM-DD	Temporary GRD - Temporary (5 years) SCH - Temporary (5 years) LRC - Temporary (5 years) ICT- Temporary (10years) OSH-Temporary (5 years)
1.1.14	Other Internal Meetings 1.1.14.1 Chancellery 1.1.14.2 Planning Development Committee Meeting	OIM CHY PDC	11.7.2	EO	CHY-MDYY-MM-DD	Temporary - 7 years
1.1.15	Ad-hoc Meetings	AHC	11.7.2		AHC-MDYY-MM-DD	Temporary - 7 years
1.1.16	PCC Meeting	PCC	11.7.2	OC	PCC-MDYY-MM-DD	Temporary - 5 years

1.2 External (EXT)						
1.2.1	Samoa Qualification Authority	SQA	Core	AR/C01	SQA-MDYY-MM-DD	Temporary - 10 years
1.2.2	Chief Executive Officer Forum	CEO	Core	C02	CEO-MDYY-MM-DD	Temporary - 10 years
1.2.3	Ministry Education, Sports & Culture	MESC	Core	C03	MESC-MDYY-MM-DD	Temporary - 10 years
1.2.4	Records Task Force Committee	RTF	5.3.1		RTF-MDYY-MM-DD	Temporary - 10 years
1.2.5	Commonwealth of Learning	COL	Core		COL-MDYY-MM-DD	Temporary - 10 years
1.2.6	Cabinet Development Committee	CDC	11.2.1		CDC-MDYY-MM-DD	Temporary - 10 years
1.2.7	Samoa Language Commission	SLCM	Core		SLCM-MDYY-MM-DD	Temporary - 10 years
1.2.8	Other External Meetings	OEMG	Core		OEMG-MDYY-MM-DD	Temporary - 10 years
1.2.9	ICT Steering Committee	ICTS	Core		ICTS-MDYY-MM-DD	Temporary - 10 years
1.2.10	Educational Sector	EDS	Core		EDS-MDYY-MM-DD	Temporary - 10 years
1.2.11	Law & Justice Sector	LJS			LJS-MDYY-MM-DD	Temporary - 10 years
1.2.12	NARA Board Meeting	NARA	5.3.1		NRA-MDYY-MM-DD	Temporary - 10 years

2 Committee Administrative Files (CMF)						
2.1 Internal (INT)						
2.1.1	NUS Council	CON	11.2.3		CON-No-YYYY-MM-DD	Temporary - 5 years
2.1.2	Executive Committee	EXC	11.2.3		EXC-YYYY-MM-DD	Temporary - 5 years
2.1.3	Vice Chancellor's Committee	VCC	11.2.3		VCC-YYYY-MM-DD	Temporary - 5 years
2.1.4	Deputy Vice Chancellor AR Committee	DVCA	11.2.3		DVCA-YYYY-MM-DD	Temporary - 5 years
2.1.5	Deputy Vice Chancellor CS Committee	DVCC	11.2.3		DVCC-YYYY-MM-DD	Temporary - 5 years
2.1.6	Senate Committee	SEN	11.2.3		SEN-YYYY-MM-DD	Temporary - 5 years
2.1.7	Professional Development Leave Committee	PDL	10.1.2		PDL-YYYY-MM-DD	Temporary - 5 years
2.1.8	Audit Committee	AUD	8.3.2		AUD-YYYY-MM-DD	Temporary - 5 years
2.1.9	Finance Committee	FIN	3.8.2		FIN-YYYY-MM-DD	Temporary - 5 years
2.1.10	Tenders Committee	TND	3.2.8		TND-YYYY-MM-DD	Temporary - 5 years
2.1.11	University Research and Ethics Committee	UREC	11.2.3		UREC-YYYY-MM-DD	Temporary - 5 years
2.1.12	Senate Subcommittee 2.1.12.1 Postgraduate Committee PSG 2.1.12.2 Administrative Subcommittee 2.1.12.3 Academic Programme Course Subcommittee 2.1.12.4 Resource Utilisation Committee	SENS PSG ADS APCS RUC	11.2.3 11.2.3 11.2.3 9.1.2		PSG-YYYY-MM-DD ADS-YYYY-MM-DD APCS-YYYY-MM-DD RUC-YYYY-MM-DD	Temporary - 5 years
2.1.13	VC Subcommittee 2.1.13.1 Graduation Committee 2.1.13.2 Scholarship Committee 2.1.13.3 Learning Resource Center 2.1.13.4 Information and Communications Technology 2.1.13.5 Occupational Safety and Health Committee	VCS GRD SCH LRC ICT OSH	11.2.3 4.3.2 11.2.3 6.5.1 7.2.2		GRD-YYYY-MM-DD SCH-YYYY-MM-DD LRC-YYYY-MM-DD ICT-YYYY-MM-DD OSH-YYYY-MM-DD	Temporary - 5 years
2.1.14	Other Internal Meetings 2.1.14.1 Chancellery 2.1.14.2 Planning Development Committee	OIM CHY PDC	11.2.3	EO I05	CHY-YYYY-MM-DD PDC-YYYY-MM-DD	Temporary

1.1.15	Ad-hoc Meetings	AHC	11.7.3	I05	AHC-YYYY-MM-DD	Temporary
1.1.16	PCC Meeting	PCC	11.7.3	OC	PCC-YYYY-MM-DD	Temporary

2.2 External (EXT)

2.2.1	Samoa Qualification Authority	SQA	11.2.3		SQA-YYYY-MM-DD	Temporary - 5 years
2.2.2	Chief Executive Officer Forum	CEO	11.2.3		CEO-YYYY-MM-DD	Temporary - 5 years
2.2.3	Ministry Education, Sports & Culture	MESC	11.2.3		MESC-YYYY-MM-DD	Temporary - 5 years
2.2.4	Records Task Force Committee	RTF	5.3.2		RTF-YYYY-MM-DD	Temporary - 5 years
2.2.5	Commonwealth of Learning	COL	11.2.3		COL-YYYY-MM-DD	Temporary - 5 years
2.2.6	Cabinet Development Committee	CDC	3.8.1		CDC-YYYY-MM-DD	Temporary - 5 years
2.2.7	Samoa Language Commission	SLCM	11.2.3		SLCM-YYYY-MM-DD	Temporary - 5 years
2.2.8	Other External Meetings	OEMG	11.2.3		OEMG-YYYY-MM-DD	Temporary - 5 years
2.2.9	ICT Steering Committee	ICTS	6.5.1		ICT-YYYY-MM-DD	Temporary - 5 years
2.2.10	Educational Sector	EDS	Core		EDS-YYYY-MM-DD	Temporary - 5 years
2.2.11	Law & Justice Sector	LJS			LJS-YYYY-MM-DD	Temporary - 5 years
2.2.12	NARA Board Meeting	NARA	5.3.2		NARA-YYYY-MM-DD	Temporary - 5 years

3 Faculties & Centers (FCC)

Changes	3.1 Programs and Courses (PRC)						
	3.1.1	Proposed Programmes	PPG	Core		FCC-PRC-PPG-YYYY-MM-DD	Temporary - 5 years
	3.1.2	Proposed Courses	PCO	Core		FCC-PRC-PCO-YYYY-MM-DD	Temporary - 5 years
	3.1.3	Course Descriptor	CDS	Core		FCC-PRC-CDS-YYYY-MM-DD	Permanent
	3.1.4	Course Reader	CRD	Core		FCC-PRC-CRD-YYYY-MM-DD	Permanent
	3.1.5	Program Concept Paper	PCP	Core		FCC-PRC-PCP-YYYY-MM-DD	Permanent
	3.1.6	Other Matters on Programmes and Courses	OMPC	Core		FCC-PRC-OMPC-YYYY-MM-DD	Temporary

3.2 Faculties, Centers and University Reviews (FURW)

3.2.1	Faculty of Arts	FOA	Core	H01	FCC-FURW-FOA-YYYY	Permanent
3.2.2	Faculty of Applied Science	FOAS	Core	H01	FCC-FURW-FOAS-YYYY	Permanent
3.2.3	Faculty of Education	FOE	Core	H01	FCC-FURW-FOE-YYYY	Permanent
3.2.4	Faculty of Business and Entrepreneurship	FOBE	Core	H01	FCC-FURW-FOBE-YYYY	Permanent
3.2.5	Faculty of Medicine	FOM	Core	H01	FCC-FURW-FOM-YYYY	Permanent
3.2.6	Faculty of Science	FOS	Core	H01	FCC-FURW-FOS-YYYY	Permanent
3.2.7	Center of Samoan Study	CSS	Core	H01	FCC-FURW-CSS-YYYY	Permanent
3.2.8	Oloamanu Center	OLC	Core	H01	FCC-FURW-OLC-YYYY	Permanent
3.2.9	NUS's review	NUSR	Core	H01	FCC-FURW-OLC-YYYY	Permanent
3.2.10	Other Reviews Matters	ORM	Core		FCC-FURW-ORM-YYYY	Permanent

4 Projects/Plans/Proposals (PPP)

Changes	4.1 Planning division (PLD)						
	4.1.1	Lands	LND	9.7.1		PPP-PLD-LDN-YYYY-MM-DD	Permanent
	4.1.2	Maps	MAP	9.2.1		PPP-PLD-MAP-YYYY-MM-DD	Permanent
	4.1.3	Blue Prints	BLP	9.2.1	PU/PM	PPP-PLD-BLP-YYYY-MM-DD	Permanent
	4.1.4	Construction and Renovation	CSR	9.2.1		PPP-PLD-CSR-YYYY-MM-DD	Permanent
	4.1.5	Other Planning Documents	OPD	9.2.2		PPP-PLD-OPD-YYYY-MM-DD	TEMPORARY

4.2 Plans & Project Proposals (PRPP)

						Temporary
4.2.1	Research Proposal	RSHP			PPP-PRPP-RSHP-YYYY-MM-DD	Temporary
4.2.2	Establishment Plan	ESPL			PPP-PRPP-ESPL-YYYY-MM-DD	Temporary
4.2.3	Campus Master Plan	CMP			PPP-PRPP-CMP-YYYY-MM-DD	Permanent
4.2.4	Proposals	PRP			PPP-PRPP-PRP-YYYY-MM-DD	Permanent
4.2.5	Development Plan	DVP			PPP-PRPP-DVP-YYYY-MM-DD	Permanent
4.2.6	Space and Resources Requests	SRR			PPP-PRPP-SRR-YYYY-MM-DD	Permanent

4.3 Projects (PRJ)

4.3.1	Legislative Review Project	LRP			PPP-PRJ-LRP-YYYY-MM-DD	Permanent
4.3.2	NUS Ocean Campus Project	OCP			PPP-PRJ-OCP-YYYY-MM-DD	Permanent
4.3.3	NUS Cultural Centre	CCE			PPP-PRJ-CCE-YYYY-MM-DD	Permanent
4.3.4	NUS Student Learning and Resource Centre	SLRC			PPP-PRJ-SLRC-YYYY-MM-DD	Permanent
4.3.5	Outdoor Amphitheatre	OTA			PPP-PRJ-OTA-YYYY-MM-DD	Permanent
4.3.6	JICA Project	JCAP			PPP-PRJ-JCAP-YYYY-MM-DD	Permanent
4.3.7	Savaii Salelologa Office	SSO			PPP-PRJ-SSO-YYYY-MM-DD	Permanent
4.3.8	NUS Fale Project	FLP			PPP-PRJ-FLP-YYYY-MM-DD	Permanent
4.3.9	Other Projects	OPJ			PPP-PRJ-OPJ-YYYY-MM-DD	Temporary
4.3.10	AUS AID Project	AUSA			PPP-PRJ-AUSA-YYYY-MM-DD	Permanent
4.3.11	Education Sector Projects	ESPJ			PPP-PRJ-ESPJ-YYYY-MM-DD	Permanent
4.3.12	Merger Projects	MGP			PPP-PRJ-MGP-YYYY-MM-DD	Permanent
4.3.13	Confucius Institute	CFI			PPP-PRJ-CFI-YYYY-MM-DD	Permanent
4.3.14	Solar Lights Project	SLP			PPP-PRJ-CFI-YYYY-MM-DD	Permanent

5 Agreements/Conventions/Contracts/Membership (ACCM)							
5.1	National (NAT)		4.2.1	C03	ACCM-NAT-YYYY-MM-DD*	Permanent	
5.2	International (INTL)		4.2.1	C03	ACCM-INTL-YYYY-MM-DD*	Permanent	
5.3	Accommodation (ACM)		4.2.1	C03	ACCM-ACM-YYYY-MM-DD*	Permanent	
5.4	Suppliers/Services (SPS)		4.2.1	C03	ACCM-SPS-YYYY-MM-DD*	Permanent	
5.5	Membership (MMS)		4.2.1	C03	ACCM-MMS-YYYY-MM-DD*	Permanent	
5.6	Expired (EXP)		4.2.1	C03		Permanent	
5.6.1	National	NAT		C03	ACCM-EXP-NAT-YYYY-MM-DD*	Permanent	
5.6.2	International	INTL		C03	ACCM-EXP-INTL-YYYY-MM-DD*	Permanent	
5.6.3	Accommodation	ACM		C03	ACCM-EXP-ACM-YYYY-MM-DD*	Permanent	
5.6.4	Suppliers/Services	SPS		C03	ACCM-EXP-SPS-YYYY-MM-DD*	Permanent	
5.6.5	Membership	MMS		C03	ACCM-EXP-MMS-YYYY-MM-DD*	Permanent	
5.7	Certificates (CRF)			C03	ACCM-CRF-YYYY-MM-DD*	Permanent	
5.8	Other Agreements Issues (OAI)						
5.8.1	Agreements Reports	AGRR			ACCM-OAI-AGRR-YYYY-MM-DD*	Permanent	
5.8.2	Other Agreements Discussions	OAD			ACCM-OAI-OAD-YYYY-MM-DD*	Temporary	
5.9	Unsigned/Drafts (USD)			C03	ACCM-NAT-YYYY-MM-DD*	Permanent	
6 Students (STU)							
Changes	6.1	NUS Student Association (NUSA)		CORE	SA	Permanent	
	6.2	Enrolment Statistics (ENS)			STU-ENS-YYYY-MM-DD	Permanent	
	6.3	Results (RES)				Permanent	
	6.3.1	Student Graduation List	(SGL)	CORE	StdAdmin	STU-RES-SGL-YYYY-MM-DD	Permanent
	6.3.2	Examination Question Papers	(EQP)	CORE	Library/StdAdm	STU-RES-EQP-YYYY-MM-DD	Permanent
	6.3.3	Answer Booklet	(ABO)	CORE	StdAdmin	STU-RES-ABO-YYYY-MM-DD	Permanent
	6.3.4	Examination Results	(EXR)	CORE	StdAdmin	STU-RES-SGL-YYYY-MM-DD	Permanent
	6.3.5	Examination Attendance Slip	(EAS)	CORE	StdAdmin	STU-RES-EAS-YYYY-MM-DD	TBD
	6.3.6	Temporary ID Slip	(TID)	CORE	StdAdmin	STU-RES-TID-YYYY-MM-DD	TBD
	6.3.7	Sponsored Students Results	SSR	CORE	StdAdmin	STU-RES-SSR-YYYY-MM-DD	TBD
	6.4	Student Support Services (SSS)		CORE		PERMANENT	
	6.4.1	Academic Complains	ACC	CORE		STU-SSS-ACC-YYYY-MM-DD	Permanent
	6.4.2	Other Complains and issues	OCI	CORE		STU-SSS-OCI-YYYY-MM-DD	Permanent
	6.4.3	Students Requests	SRQ	CORE		STU-SSS-SRQ-YYYY-MM-DD	Permanent
	6.4.4	Student Case File	SCF	CORE		STU-SSS-SCF-YYYY-MM-DD	Permanent
	6.4.5	Student at Risk Reports	SRR	CORE		STU-SSS-SRR-YYYY-MM-DD	Permanent
	6.5	Students file (STF)				STU-STF- (Student ID Number)	PERMANENT
7 Policies, Manuals, Procedures and Statutes (PMPS)							
Changes	7.1	NUS Policies and Manuals (PLM)					
	7.1.1	General Staff Manual	GSM	11.9.1	B02	PMPS-PLM-GSM-YYYY-MM	PERMANENT
	7.1.2	AcademicTeach Comp Staff Policy Manual	ATCS	11.9.1	B02	PMPS-PLM-ATCS-YYYY-MM	PERMANENT
	7.1.3	Committees Statutes and Policies	STP	11.9.1	B02	PMPS-PLM-STP-YYYY-MM	PERMANENT
	7.1.4	Financial Policy	FPL	3.11.1	B02	PMPS-PLM-FPL-YYYY-MM	PERMANENT
	7.1.5	OCCUPATIONAL HEALTH AND SAFETY POLICY	OSH	7.5.1	B02	PMPS-PLM-OSH-YYYY-MM	PERMANENT
	7.1.6	Records Policy and Procedures	RPP	5.8.2	B02	PMPS-PLM-RPP-YYYY-MM	PERMANENT
	7.1.7	NUS Councilor's Manual	CLL	11.9.1	B02	PMPS-PLM-CLL-YYYY-MM	PERMANENT
	7.1.8	Facilities and Equipment Maintenance Policy	FEM	11.9.1	B02	PMPS-PLM-FEM-YYYY-MM	PERMANENT
	7.1.9	Other NUS Policy& Manuals	ONP	11.9.1	B02	PMPS-PLM-ONP-YYYY-MM	PERMANENT

7.2 NUS Forms and Procedures (FRP) PMPS-FRP-Name Temporary

7.3 Policy Development and Management (PDM)

7.3.1	Policy Review Forms	PRF	11.9.1	GPP DIR	PMPS-PDM-PRF-YYYY-MM-DD	Temporary
7.3.2	Policy Change Notifications	PCN	11.9.1	GPP DIR	PMPS-PDM-PCN-YYYY-MM-DD	Temporary
7.3.3	Policy Development	PDV	11.9.1	GPP DIR	PMPS-PDM-PDV-YYYY-MM-DD	Temporary

7.4 External Policies and Manuals (EPM) Temporary

7.4.1	Records Policy and guidelines	RPG	5.8.1	B02	PMPS-EPM-RPG-YYYY-MM-DD	Temporary
7.4.2	External Manuals	EXM	11.9.1	B02	PMPS-EPM-EXM-YYYY-MM-DD	Temporary

7.5 Operation Manuals (OPM) 6.8.2 B02 PMPS-OPM-YYYY-MM-DD- Name Temporary

7.6 Drafts Policies and Manuals (DPM) B02 PMPS-DPM-YYYY-MM-DD Name Temporary

7.7 Service Charter (SVCH) B02 PMPS-SVCH-YYYY-MM-DD Name PERMANENT

8 Financial Management (FIN) FD

Changes 8.1 Accounting (ACO) 3.1.1 FIN-ACO-YYYY-MM-DD Temporary -7 years

8.1.1	NUS Annual Accounts	AAC	3.1.1		FIN-ACO-AAC-YYYY-MM-DD	Permanent
8.1.2	Asset Register	ASR	3.4.1		FIN-ACO-ASR-YYYY-MM-DD	Permanent

8.2 Allowances (ALW) 3.3.1 FIN-ALE-YYYY-MM-DD Temporary -7 years

8.3 Assets (AST)

8.3.1	Inventory	INV	3.4.4		FIN-AST-INV-YYYY-MM-DD	Permanent
8.3.2	Asset Register	ASR	3.4.1		FIN-AST-ASR-YYYY-MM-DD	Permanent

8.4 Audit (AUD)

8.4.1	Internal Audit Reports	IAR	3.5.4		FIN-AUD-IAR-YYYY-MM-DD	Permanent
8.4.2	External Audit Reports	EAR	3.5.4		FIN-AUD-EAR-YYYY-MM-DD	Permanent
8.4.3	NUS Consulting	CNS	3.5.4		FIN-AUD-CNS-YYYY-MM-DD	Permanent

8.5 Authorization (ATH) 3.6.1 FIN-ATH-YYYY-MM-DD Name Permanent

8.6 Budgeting (BGT) 3.7.2 FIN-BGT-YYYY-MM-DD Permanent

8.7 Insurance (INS)

8.7.1	Personnel Insurance	PRI	8.5.1		FIN-INS-PRI-YYYY-MM-DD Name	Temporary - 10 years
8.7.2	Other Insurances	OTI	3.10.1		FIN-INS-OTI-YYYY-MM-DD Name	Temporary - 7 years

8.8 AID Funding (AID) 3.2.1 FIN-AID-YYYY-MM-DD Permanent

8.9 Salaries & Wages (SWG) 3.13.1 FIN-SWG-YYYY-MM-DD Name Permanent -Ongoing record

8.10 Tendering (TND) 3.14.1 FIN-TND-YYYY-MM-DD Name Temporary - 7 years

8.11 Purchasing (PCH)

8.11.1	Quotes	QUT	9.7.2		FIN-PCH-QUT-YYYY-MM-DD Name	Temporary - 7 years
8.11.2	Sale Invoice	SCI	9.7.2		FIN-PCH-SCI-YYYY-MM-DD Name	Temporary - 7 years

9 Community Engagement (CME)

Changes 9.1 NUS Publications (PUB)

9.1.1	NUS Faculties Journal	FCJ	1.12.1	J01	CME-PUB-FCJ-YYYY-MM-DD	PERMANENT
9.1.2	NUS Calendar	CAL	1.12.1	J01	CME-PUB-CAL-YYYY-MM-DD	PERMANENT
9.1.3	Journal of Samoan Studies	JSS	1.12.1	J01	CME-PUB-JSS-YYYY-MM-DD	PERMANENT
9.1.4	NUS Newsletter	NWL	1.12.1	J01	CME-PUB-NWL-YYYY-MM-DD	PERMANENT
9.1.5	Brochures and posters	BCP	1.12.1	J01	CME-PUB-BCP-YYYY-MM-DD	PERMANENT
9.1.6	Student Handbook	SHB	1.12.1	J01	CME-PUB-SHB-YYYY	PERMANENT

9.2 Publication Related Matter (PBR)						
		1.12.2		CME-PBR-YYYY-MM-DD		TEMPORARY
9.3 Media Relations (MDR)						
		1.8.1		CME-MDR-YYYY-MM-DD		PERMANENT
9.4 Conferences (CNF)						
9.4.1	Measina Conference	MES	1.5.1		CME-CNF-MES-YYYY-MM-DD	PERMANENT
9.4.2	Samoa conference	SCF	1.5.1		CME-CNF-SCF-YYYY-MM-DD	PERMANENT
9.4.3	Conferences related Matters	CRM	1.5.2		CME-CNF-CRM-YYYY-MM-DD	Temporary - 1 year
9.5 Events (EVN)						
9.5.1	NUS Open Day	OPD	1.1.1		CME-EVN-OPD-YYYY-MM-DD	PERMANENT
9.5.2	NUS Graduation	GRA	1.1.1		CME-EVN-GRA-YYYY-MM-DD	PERMANENT
9.5.3	Building Opening Celebration	BOC	1.1.1		CME-EVN-BOC-YYYY-MM-DD	PERMANENT
9.5.4	Other Celebrations	OCL	1.1.2		CME-EVN-OCL-YYYY-MM-DD	Temporary - 3 years
9.6 Research (RSH)						
9.6.1	NUS Research	NRSH	CORE		CME-RSH-NRSH-YYYY-MM-DD	PERMANENT
9.6.2	International Research	IRSH	CORE		CME-RSH-IRSH-YYYY-MM-DD	PERMANENT
9.6.3	Local Research	LRSH	CORE		CME-RSH-LRSH-YYYY-MM-DD	PERMANENT
9.6.4	Research Reports	RSHR	CORE		CME-RSH-RSHR-YYYY-MM-DD	PERMANENT

10 Personnel (PRS)							
		PROO					
Changes	10.1 Personal File (PRF)		8.8.1		PRF-PRF-Employee name		PERMANENT
10.2 Recruitment and Selection (RSL)							
		8.10.1		PRF-RSL- Name		Temporary - 3 years	
10.3 Disciplinary Action (DPAC)							
		8.3.1		PRF-DPAC-YYYY-MM-DD- Name		Temporary - 10 years	
10.4 Leaves Forms (LFR)							
10.4.1	Leave Card	LCRD	8.6.2		PRF-LFR-ANL-YYYY-MM-DD Name	PERMANENT	
10.4.2	Annual Leave	ANL	8.6.1		PRF-LFR-ANL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.3	Sick Leave	SKL	8.6.1		PRF-LFR-SKL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.4	Special Leave	SPL	8.6.1		PRF-LFR-SPL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.5	Long Service Leave	LSL	8.6.1		PRF-LFR-LSL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.6	Maternity Leave	MAL	8.6.1		PRF-LFR-MAL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.7	Paternity Leave	PAL	8.6.1		PRF-LFR-PAL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.8	Graduation Leave	GRL	8.6.1		PRF-LFR-GRL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.9	Bereavement Leave	BEL	8.6.1		PRF-LFR-BEL-YYYY-MM-DD Name	Temporary - 2 years	
10.4.10	Short Term PDL	STPD	8.6.1		PRF-LFR-STPD-YYYY-MM-DD Name	Temporary - 2 years	
10.4.11	Long Term PDL	LTPD	8.6.1		PRF-LFR-LTPD-YYYY-MM-DD Name	Temporary - 2 years	

11 Legislation (LEG)						
11.1 Acts (ACT)		11.1.1		LEG-ACT-YYYY Name		PERMANENT
11.2 Cabinet Submission (CSB)						
		11.1.1		LEG-CSB-YYYY-MM-DD Name		PERMANENT
11.3 Cabinet Directive (FAK)						
		11.1.1		EA	LEG-FKA-(FKNo)-YYYY-MM-DD PKno	PERMANENT
11.4 Circular Memorandum (CRM)						
				EA	LEG-CRM-YYYY-MM-DD Name	PERMANENT
11.5 Warrant of Appointment (WOA)						
				EA	LEG-WOA-YYYY-MM-DD Name	PERMANENT
11.6 Government Press Releas (GPR)						
				EA	LEG-GPR-YYYY-MM-DD Name	TEMPORARY
11.7 Other Legal Items (OLI)						
				EA	LEG-OLI-YYYY-MM-DD Name	TEMPORARY

12 Information and Communications Technology (ICT)						
Changes	12.1 Software (SFW)		6.7.1			
12.1.1	Antivirus	ATV	6.7.1		ICT-SFW-ATV-YYYY-MM-DD Name	Temporary
12.1.2	Operating System	OSY	6.7.1		ICT-SFW-OSY-YYYY-MM-DD Name	Temporary
12.1.3	Other Softwares	OSW	6.7.1		ICT-SFW-OSW-YYYY-MM-DD Name	Temporary

12.2 Licenses (LCS)	6.7.1					
12.2.1	Printers License	PRL	6.7.1		ICT-LCS-PRL-YYYY-MM-DD	Temporary
12.2.2	Software License	SFL	6.7.1		ICT-LCS-SFL-YYYY-MM-DD	Temporary
12.2.3	Hardware License	HDL	6.7.1		ICT-LCS-HDL-YYYY-MM-DD	Temporary

13 Professional Development (PDV)						
Changes	13.1 Training/Workshops (TRW)					
13.1.1	Internal Training & Workshop	ITW	1.13.1		PDV-TRW-ITW-YYYY-MM-DD	Permanent
13.1.2	External Training & Workshop	ETW	10.5.1		PDV-TRW-ETW-YYYY-MM-DD	Temporary
13.1.3	Overseas Conferences	CNF	1.5.1		PDV-TRW-CNF-YYYY-MM-DD	Permanent
13.1.4	Professional Development Reports	PDR	8.8.1		PDV-TRW-PDR-YYYY-MM-DD	Permanent
13.1.5	Seminar Series	SMS	1.13.1		PDV-TRW-SMS-YYYY-MM-DD	Permanent
13.2 Scholarship	SCHP		10.5.1		PDV-SCHP-YYYY-MM-DD Name	Temporary
13.2.1	SQA Scholarship	SQAS	10.5.1		PDV-SCHP-SQAS-YYYY-MM-DD Name	Permanent
13.2.2	MOH Scholarship	MOHS	10.5.1		PDV-SCHP-MOHS-YYYY-MM-DD Name	Permanent
13.2.3	MESC Scholarship	MSCS	10.5.1		PDV-SCHP-MSCS-YYYY-MM-DD Name	Permanent
13.2.4	MFAT Scholarship	MFTS	10.5.1		PDV-SCHP-MFTS-YYYY-MM-DD Name	Permanent
13.2.5	Other Scholarships	OTHS	10.5.1		PDV-SCHP-OTHS-YYYY-MM-DD Name	Permanent
13.3 Overseas Conferences	CNF		10.5.1		PDV-CNF-YYYY-MM-DD Name	Temporary 5 years
13.4 Staff Mobility	SFM		10.5.1			
13.4.1	Staff Mobility Reports	SMR	10.5.1		PDV-SFM-SMR-YYYY-MM-DD	Permanent
13.4.2	Work Plan	WKP	10.5.1		PDV-SFM-WKP-YYYY-MM-DD	Permanent
13.5 Training Administrative Files	TAF					
13.5.1	Professional Development Forms	PDFM	10.5.2		PDV-TAF-PDFM-YYYY-MM-DD	Temporary
13.5.2	Professional Development Admin Files	PDAF	10.5.3		PDV-TAF-PDAF-YYYY-MM-DD	Temporary
13.5.3	Training Materials/ Courses	TMC			PDV-TAF-TMC-YYYY-MM-DD	Temporary

14 Strategic Management (SMG)						
Changes	14.1 Reports and Plans (RPP)					
14.1.1	Annual Report	ARP	11.8.2	B01	SMG-RPP-ARP-YYYY-YYYY	Permanent
14.1.2	Quarterly Report	QRx	11.8.2	B01	SMG-RPP-QRx-YYYY-YYYY	Permanent
14.1.3	Strategic Plan	STP	11.8.2	B01	SMG-RPP-STP-YYYY-YYYY	Permanent
14.1.4	Corporate Plan	CRP	11.8.2	B01	SMG-RPP-CRP-YYYY-YYYY	Permanent
14.1.5	Annual Management Plans	AMP	11.8.4	B01	SMG-RPP-AMP-YYYY-YYYY	Permanent
14.1.6	External Reports and Plans	ERP		B01	SMG-RPP-ERP-YYYY-YYYY Name	Temporary
14.1.7	Internal Reports	IRP	CORE		SMG-RPP-IRP-YYYY-YYYY dame	Temporary
14.2 Consultation reports (CSTR)					SMG-CSTR-YYYY-MM-DD Name	Permanent
14.3 Academic Quality (AQL)						
14.3.1	Surveys	SVY	CORE		SMG-AQL-SVY-YYYY-MM-DD	Permanent
14.3.2	Academic Quality Reports	AQR	CORE		SMG-AQL-AQR-YYYY-MM-DD	Permanent
14.3.3	Accreditation	ACR	CORE		SMG-AQL-ACR-YYYY-MM-DD	Permanent
14.4 Organizational Chart (ORC)			11.10.1		SMG-ORC-YYYY-MM-DD	Permanent
14.5 Internal Memo (IMM)					SMG-IMM-YYYY-MM-DD	Permanent

15 Information Management (IMG)						
Changes	15.1 Records System (RECS)					
15.1.1	NUS File Index	NFI	5.6.1		IMG-RECS-NFI-YYYY-MM	Permanent
15.1.2	Records Retention Schedule	RRS	5.8.1		IMG-RECS-RRS-YYYY-MM	Permanent
15.1.3	Register Inward/outward correspondence	RIOC	5.6.1		IMG-RECS-RIOC-YYYY	Permanent
15.1.4	Other external File Index	OEI	5.6.1		IMG-RECS-OEI-YYYY	Temporary
15.1.5	Intellectual Property	ITLP	5.6.1		IMG-RECS-ITLP-YYYY	Permanent
15.2 Records Reports (RCR)			5.9.1		IMG-RCR-YYYY-MM-DD	Permanent
15.3 Disposal (DSP)						
15.3.1	List of Destroyed Documents	(LDD)	5.5.1		IMG-DSP-LDD-YYYY-MM-DD	Permanent
15.3.2	List of Transferred Documents	(LTD)	5.5.2		IMG-DSP-LTD-YYYY-MM-DD	Permanent