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Taxonomy of Records Management

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Taxonomy of Records Management

- https://en.wikipedia.org/wiki/Category:Records_management

Records management taxonomy

Records management taxonomy is the representation of data, upon which the classification of unstructured content is based, within an organization. It may manifest itself as metadata in structured database fields or in folder structures represented to end users from a user interface within a system.

It is created to facilitate the correct records management policies within the organization, fulfilment of regulatory compliance, integration to operational and [Knowledge Management](#) systems and the search for information within the organization

[Records Management Categories.txt](#)

```
Human resource
Administration
Accounting and finance
Legal (including contracts)
Drawings and specifications
Studies and reports
Calculations and designs
Construction
Approvals and reviews
Correspondence
```

[Document Records Management.txt](#)

```
Accounting Records
  Accounts receivable
  Accounts payable ledger
  Balance sheets
  Bank deposit records
  Bank statements
  Cash books
  Pay roll
  Stock ledger
  Fixed capital records
  Budget reports
  Petty cash
  Profit & Loss Statements
Administrative Records
  Audit reports
  Reports (research)
  Correspondence, general
```

- Correspondence, personnel
- Correspondence, purchase
- Requisitions
- Systems and procedure records
- Telephone records
- Inventory, plant records
- Advertising
 - Contracts
 - Drawings and Artwork
 - Estimates
 - Market data and Surveys
 - Samples
 - Displays
 - Correspondence
- Corporate
 - Annual reports
 - Capital stock certificates
 - Capital stock ledger
 - Contracts, employee
 - Dividend register
 - Licenses
 - Permits to do business
 - Incorporation records
 - Charters
- Legal
 - Charters
 - Affidavits
 - Claims
 - Copyright
 - Mortgages
 - Trademarks
 - Licenses
 - Leases
 - Contracts
 - Agreements
- Personnel
 - Accident reports
 - Injury claims
 - Applications
 - Terminations
 - Attendance records
 - Correspondence
- Other
 - Correspondence
 - Complaints
 - Annual reports
 - Investigative reports
 - Legislative reports
 - Grant applications
 - Laboratory reports

Grant decision letters
Photographs
Publications
Minutes
Drafts
Audio or video recordings
Workshop evaluations
Performance evaluations

Property records
Accounting papers
Legal papers
Inventories
Correspondence
Enclosure papers
Manorial papers
Personal and political papers
Maps and plans

External links:

- https://www.if4it.com/SYNTHESIZED/FRAMEWORKS/TAXONOMY/records_management_taxonomy.html

[taxonomy](#), [records](#)

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