



CITY OF BOSTON ARCHIVES DRO BULLETIN

An Informational Bulletin for the City's Department Records Officers

DRO Bulletin #7

May 17, 2012

FILE PLAN FACTS

- A File Plan is an inventory of a department's "Records Series".
- A "Records Series" is a grouping of records collectively identified by their function, e.g. "Correspondence", "Minutes", "Case Files", "Contracts", etc.
- A File Plan lists the assigned retention period for each records series and indicates the "Disposition" of records when no longer active or current.
- "Disposition" refers to the ultimate fate of non-current records –whether and when they are to be destroyed, or preserved as archival records.
- The File Plan database does not store documents of a records series and is **not** a document management system. It's simply a list of a department's records series containing retention, disposition and other related data.
- The File Plan, when complete, is a Department's policy for the retention and disposition of its records.
- The City Archives will assist you as you begin developing your Department's File Plan in the "DRO Toolkit" database: <https://teamconnect.cityofboston.gov/solutions/dro>

LEARN MORE AT OUR REMAINING SCHEDULED TRAINING SESSIONS

Wednesday May 23 & Friday May 25 @ 10 a.m. room 705



CITY OF BOSTON · OFFICE OF THE CITY CLERK
Archives & Records Management Division

CITY OF BOSTON
LAW DEPARTMENT



The City's records are its information assets. Like all assets they must be cared for and managed. DoIT, the City Archives and the Law Department are collaborating in an effort to promote awareness of the obligations, benefits and resources of archives and records management. For questions, contact Patrick Collins (DoIT), John McColgan (Archives & Records), or Kevin Corridan (Law).