

Classification creates a logical, uniform approach or 'common language' that people can use to name, organize, retrieve and share content. This uniformity provides a number of benefits, including:

- linking information to a business context
- linking classifications to disposal, retention, access and security decisions
- accuracy and ease of retrieval
- consistency to support FOI and change management processes within an agency and between agencies.

A business classification scheme is a conceptual model of business activities – *what the University does and how it does it*. A business classification scheme identifies business functions and their associated activities and transactions.

LOCATE is a Monash University protocol for classifying, naming and/or tagging corporate information. LOCATE may be used in a variety of ways including (but not limited to):

- describing or tagging electronic information located in email, shared files, Google drives, HP TRIM etc.
- describing (at a high level) content in enterprise systems
- titling hard copy files.

The *Information Records and Archives group* in eSolutions manages the LOCATE business classification scheme. This breaks the core University business down into **14 core functions**. Each of these functions has a small range of activities that sit underneath. Transaction examples can be added to the third layer of the hierarchy, depending on use.

Function	Activities	Function	Activities
CAMPUS SUPPORT SERVICES	Accommodation Childcare Counselling and health services Functions and events Sport and recreation Student and staff associations Study support	HUMAN RESOURCES	Auditing Consultants and contractors Employment conditions Grievances Industrial relations Injury management Misconduct Performance management Position classification Recruitment and appointment Remuneration Staff development Staff file
COLLECTIONS MANAGEMENT	Audience engagement Collection development and management Exhibition management		Access management Auditing Control Intellectual property Publication
COMMERCIAL OPERATIONS	Business development Consultancy services Establishment	INFORMATION MANAGEMENT	Advice Agreements Litigation University legislation
EXTERNAL RELATIONS	Alumni services External funding and gifts Functions and events Marketing Presentations Recognition	LEGAL SERVICES	Research administration Research data management Research projects outputs management Research specimen and animal management
FACILITIES AND INFRASTRUCTURE	Construction and refurbishment Equipment and supplies Fleet management Property management Security Space allocation	RESEARCH	Academic progress Admissions and enrolments Completions and graduations Exchange programs and study tours Grievances Scholarships and prizes
FINANCIAL MANAGEMENT	Accounting Auditing Authorisation Budgeting External funding and gifts Financial reporting Insurance Taxation	STUDENT ADMINISTRATION	Assessment Course delivery Course development and review
GOVERNANCE	Auditing Committees and boards Establishment Inquiries (formal) Licencing Planning and reporting Policy and procedures Registration	TEACHING	Control Security Software Systems development and management
		TECHNOLOGY AND TELECOMMUNICATIONS	
HEALTH SAFETY AND ENVIRONMENT	Auditing Awareness programs Environment management Incident management Planning and reporting	REFERENCES: LOCATE on the Monash web: goo.gl/UqflXE THANKS to the National Archives of Australia for some good tips in how to explain the classification process.	