INFORMATION ASSURANCE AND RECORDS

Subject: What is a File Plan?

What is a file plan?	A document that lists the official records in each PCC office. A file plan includes: • Records series title and description; • Location and medium (i.e., paper or electronic); • Disposition authority (legal actions taken when records are no longer needed to conduct agency business); • Identification of vital and Privacy Act records, if applicable; • Data Classification; and • Data Handling
What is the purpose of a file plan?	A file plan is a management tool and one of the essential components of a successful records and information management program. It will help you: • Document your activities effectively; • Identify your records consistently; • Retrieve records quickly; • Implement disposition for records no longer needed; • Identify classification of data; and • Meet statutory and regulatory requirements.
How do I get a copy of my office's file plan or start a file plan?	Contact the Information Assurance and Records (IAR) Office at: pcc records@pima.edu or submit an IT Service Request via the MyPima Employee @work page.
How does PCC keep its file plans current?	File plans are reviewed annually. After each office reviews the file plan with the Information Assurance and Records Office, the IAR Records Officer will approve and sign. The file plan will then be sent to department administration and posted on the intranet for reference purposes.
Where can I find more information about Records Management?	Access the Information Assurance and Records page on the Intranet or submit an IT Service Request for Information Management via the MyPima Employee @work page.