



Jamaica Archives and Records Department
Office of the Government Archivist
59-63 Church Street
Church Street, Kingston
cthomas@jard.gov.jm

May 21, 2021

Circular no. 3
Ref# JARD/2021/03
Jamaica Archives and Records Department

*Cabinet Secretary,
Financial Secretary,
Permanent Secretaries
Heads of Departments and Agencies and Local Authorities*

Standardised GoJ Administrative Classification Scheme

Cabinet Secretary, Financial Secretary, Permanent Secretaries, Chief Executive Officers and Heads of Department, Agencies and Local Authorities are hereby advised that Cabinet by Decision 25/18 dated July 9, 2018 gave approval for the Government of Jamaica (GoJ) Records and Information Management (RIM) Policy which inter alia provides for a Government wide classification system that standardises filing (including electronic) across all MDA's and which provides platforms for such RIM processes as records appraisal.

The following are the new Requirements:

1. *All MDAs to adopt and use the GoJ Functional based Classification Schemes based on the classification of the business activities of the entity" . . .and for uniformity, "to start with the common types of functions".*
2. *The Classification Scheme shall be used to develop institutional Master File Plans which shall apply to both paper and electronic records*
3. *The Master File Plan in each institution shall be a controlled document which, after internal approval, shall be submitted for approval to the Government Archivist and which shall only be changed with the approval of the latter;;*
4. *All officers that generate, receive and maintain records in their offices (paper or electronic) shall be required to classify the records as per the File Plan of the institution*
5. *Every MDA shall ensure that classification and indexing systems are managed and controlled by appropriately qualified records officers to ensure their effectiveness, accuracy and sustainability;*
6. *All registries will maintain complete inventories of MDA records.*

The Jamaica Archives and Records Department has now completed the GoJ Administrative Classification Scheme (attached) for use by all public organisations. The Scheme is expandable which allows for flexibility at the sub-series level.

This Circular shall apply to all public organisations as defined by Section 2 of the Archives Act, 1982 *“as any ministry, department, commission, committee, board, corporation, agency or other organization of the Government of Jamaica or a local government authority.”*

For further information, please do not hesitate to contact the Office of the Government Archivist at 59-63 Church Street, Kingston or by telephone at 876-922-8830/922-3705-6 or by email at grecords@jard.gov.jm.

Regards,



.....
Claudette Thomas (Mrs)
Government Archivist

Attch.//