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The Moray Council Classification Scheme

The Local Government Classification Scheme is a generic UK wide classification scheme. It is being used as the basis for the Moray Council Classification Scheme which will be used in SharePoint 2010 to aid saving, searching, filtering and retrieving documents and records and ensuring consistency.

As services go through the data gathering exercise required to provide the business information to build SharePoint 2010 staff will be asked to use the scheme to identify their functions, activities and transactions or processes as detailed below:-

Level 1/Function – This is the top level of the Local Government Classification Scheme and is classified in relation to functions performed by Local Governments.

- This is starting point for users to commence navigation at library level to find their documents. At this level all documents you have permissions for can be viewed.

Level 2/Activity – This is the 2nd level of the LGCS and breaks down the top level functions into the key activities performed within those functions.

- This is the 2nd level of navigation and filtering whereby users can now view documents that link to the activity only.

Level 3/Transactions – This is the 3rd level of the LGCS where each of the activities breakdown further into transactions or processes that can be carried out for each activity.

- This 3rd level of navigation is further filtering whereby users can now view their working processes and documents. This level can be amended if necessary and further levels could also be added if required.

The LGCS is based on the same vocabulary used in the Scottish Services List (which is used for the customer focussed Lagan software) and the website. The LGCS was devised for back office systems rather than customers as it includes terminology for functions including Finance and Human Resources.

By the end of the data gathering the generic LGCS will have become customised for The Moray Council.

Redundant terms will have been removed and relevant terms will have been added.

The following paragraphs (1 – 2) were issued by the Records Management Society to explain why and how the scheme was developed.

1. Introduction

This scheme has been developed to ease the burden of developing classification schemes to support business activities undertaken in the predominantly (but not exclusively), local government environment. The content remains the intellectual property of the Records Management Society and is free to use subject to recognition relating to its origin - "The Records Management Society of Great Britain".

The Records Management Society of Great Britain has issued this scheme after consultation with a number of local government authorities, their agencies and other experts in the field.

1.1 Scope

This scheme has been issued to support local authorities in the areas of Data Protection, Freedom of Information, Records Management and various information management related legislation. Its objective is to promote improved records management practices within local government.

The structure of the scheme is such that it promotes functionality. It is a hierarchy of terms, moving from the broadest level function to the more specific activity. In simple terms entries have been classified according to:-

*Function, then
Activity, then
Transaction*

Much of the information held by a local authority is stored in case files and registers. Previous versions of the LGCS incorporated these structures within the classification scheme itself. This version of the LGCS has separately identified case files and registers. A single case file may incorporate information from several classes representing different transactions.

The scheme has also been mapped to the Integrated Public Service Vocabulary (IPSV).

1.2 Benefits

- 1) A scheme provides linkages between individual records that accumulate to provide a continuous record of activity;*
- 2) A scheme ensures records are named in a consistent manner over time;*
- 3) A scheme assists in the retrieval of all records relating to a particular function or activity;*
- 4) A scheme can be used when determining security protection and access levels appropriate for sets of records;*
- 5) A scheme can be used when determining appropriate retention periods and disposition actions for records.*

2. Structure

2.1 Structure and use of the classification scheme

The structure works from a general description at the first level reducing to the most specific description at lower levels.

First level headings identified reflect key groupings of functions undertaken by local authorities and aspects of administrative matters common to all organisations.

Second level terms are activities.

The third level identifies transactions which typically occur when information is exchanged with another party as part of a business process, but are informative only. This third level can also be used by each authority to add in organisation-specific terms.

One of the major failings of classification schemes generally is the difficulty they have incorporating case files. This version of the scheme has separately identified the case files but retained the activity and transaction levels within the classification. An authority may then choose how they wish to implement these case files within a fileplan.

Top Level Functions

Adult care services
Children and families services
Community safety and emergencies
Consumer affairs
Council property
Crematoria and cemeteries
Democracy
Economic development
Education and skills
Environmental protection
Finance
Health and safety
Housing
Human resources
Information and communication technology
Information management
Legal services
Leisure and culture
Management
Planning and building control
Procurement
Registration and coroners
Risk management and insurance
Transport and infrastructure
Waste management

Level Two Activities

Adult care services

- . Asylum seekers
- . Carers
- . Community support
- . Criminal justice
- . Residential homes
- . Social issues
- . Supporting adults
- . Supporting disabilities

Children and families services

- . Adoption and fostering
- . Child protection
- . Childminding
- . Children looked after in care
- . Communications
- . Programme management and development
- . Residential homes
- . Social issues
- . Special education
- . Supporting children
- . Supporting disabilities
- . Training
- . Youth justice
- . Youth services

Community safety and emergencies

- . Advice
- . Community safety
- . Emergency planning
- . Emergency service
- . Enforcement
- . Fire prevention
- . Measures against vandalism
- . Training

Consumer affairs

- . Advice
- . Enforcement
- . Environmental health
- . Investigation, inspections and monitoring
- . Registration, certification and licensing

Council property

- . Common land
- . Maintenance of council property
- . Property acquisition and disposal
- . Property and land management
- . Property use and development

Crematoria and cemeteries

- . Burial identity and location
- . Maintenance of burial grounds

Democracy

- . Decision making
- . Executive
- . Governance
- . Honours and awards
- . Member support
- . Planning
- . Representation

Economic development

LGCS - Level Two Activities

- . Business intelligence
- . Promotion
- . Regeneration
- . Sustainability
- . Tourism
- . Training

Education and skills

- . Access and inclusion
- . Admissions and exclusions
- . Advice
- . Arts services
- . Curriculum development
- . Education welfare
- . Employment skills
- . Life long learning
- . Management of schools
- . Teaching

Environmental protection

- . Advice
- . Conservation
- . Monitoring

Finance

- . Accounts and audit
- . Asset management
- . Financial provisions management
- . Financial transactions management
- . Local taxation
- . National taxation
- . Payroll and pensions

Health and safety

- . Community safety
- . Compliance
- . Monitoring
- . Risk management

Housing

- . Advice
- . Enforcement
- . Estate management
- . Housing provision
- . Housing stock
- . Managing tenancies

Human resources

- . Administering employees
- . Employee relations
- . Equal opportunities
- . Monitoring employees
- . Occupational health
- . Recruitment
- . Terms and conditions of employment
- . Training
- . Workforce planning

Information and communication technology

- . Infrastructure
- . System support

Information management

- . Access to information
- . Archives
- . Knowledge management
- . Records management
- . Registration

Legal services

- . Advice
- . Bylaws
- . Land registration
- . Land and highways
- . Litigation
- . Management of legal activities
- . Planning controls

Leisure and culture

- . Allotments
- . Archives
- . Arts
- . Community facilities
- . Leisure promotion
- . Libraries
- . Museums
- . Parks and open spaces
- . Sports facilities
- . Sports
- . Tourism

Management

- . Ceremonial
- . Communication support
- . Corporate communication
- . Enquiries and complaints
- . External audits
- . Preparing business
- . Project management
- . Quality and performance
- . Statutory returns
- . Strategic planning

Planning and building control

- . Building control
- . Covenant control
- . Development control
- . Forward planning

Procurement

- . Contracting
- . Market information
- . Tendering

Registration and coroners

- . Inquiries into deaths
- . Marriage services
- . Registration of births, marriages and deaths
- . Treasure trove

Risk management and insurance

- . Claims
- . Insuring against loss
- . Risk management

Transport and infrastructure

- . Design and construction
- . Harbours and waterways
- . Highway development control
- . Highway enforcement
- . Infrastructure management
- . Public transport
- . Rights of way
- . Road maintenance
- . Road safety
- . School transport

LGCS - Level Two Activities

- . Traffic management
- . Transport planning
- Waste management**
- . Fly tipping
- . Street cleaning
- . Waste collection
- . Waste disposal
- . Waste reduction

Level Three Transactions

Adult care services

- . Asylum seekers
 - . Advice and support
 - . Nationality checking
- . Carers
 - . Agency provided services
 - . Assessment
 - . Financial support
 - . Legal
 - . Licensing
 - . Review
- . Community support
 - . Day centres
 - . Groups
- . Criminal justice
 - . Court orders
 - . People on bail
- . Residential homes
 - . Operation of homes
 - . Registration
- . Social issues
 - . Substance misuse
- . Supporting adults
 - . Assessment
 - . Catering services
 - . Finance and commissioning
 - . Grants
 - . Health
 - . Legal
 - . Licensing
 - . Looked after in care
 - . Mental health
 - . Occupational therapy
 - . Referral
 - . Review
- . Transport services
- . Supporting disabilities
 - . Deaf
 - . Employment
 - . Equipment advice
 - . Independence at home
 - . Personal transport

Children and families services

- . Adoption and fostering
 - . Adoptive parent
 - . Assessment
 - . Financial support
 - . Foster carer
 - . Legal
 - . Licensing
 - . Review
- . Child protection
 - . Case assessment
 - . Registration
 - . Schedule 1 offenders
- . Childminding
 - . Registration
 - . Support for childminders

- . Children looked after in care
 - . Registration
- . Communications
 - . Complaints
- . Programme management and development
 - . Services for children
 - . Supporting children
 - . Supporting young persons
 - . Supporting adults
- . Residential homes
 - . Operation of homes
 - . Registration
- . Social issues
 - . Substance misuse
- . Special education
 - . Learning support
- . Supporting children
 - . Admission appeals
 - . Adoption process
 - . Advice
 - . Assessment
 - . Attendance and truancy
 - . Child protection
 - . Children's rights
 - . Continuing care
 - . Educational achievement assessments
 - . Educational psychology
 - . Educational welfare
 - . Finance and commissioning
 - . Financial support
 - . Fostering Process
 - . Grants
 - . Health
 - . Hospital and home tuition
 - . Legal
 - . Licensing
 - . Looked after in care
 - . Referral
 - . Review
 - . School exclusions
 - . Special educational needs
- . Supporting disabilities
 - . Deaf
- . Training
 - . Support training
- . Youth justice
 - . Case management
- . Youth services
 - . Youth service provision
- . **Community safety and emergencies**
 - . Advice
 - . Contingency planning
 - . Fire safety planning
 - . Home security
 - . Community safety
 - . CCTV surveillance
 - . Community wardens
 - . Crime reduction
 - . Neighbourhood Watch
 - . Emergency planning

- . . . Emergency agencies
- . . . Emergency call-outs
- . . . Emergency calls - 999
- . . . Emergency plan
- . . . Emergency warnings
- . Emergency service
 - . . . Notifications
 - . . . Special service provision
- . Enforcement
 - . . . Fire safety legislation
- . Fire prevention
 - . . . Fire certification
 - . . . Fire hydrants inspections
 - . . . Fire safety
 - . . . Fire safety inspections
 - . . . Incident monitoring
 - . . . Inspections
 - . . . Investigations
- . Measures against vandalism
 - . . . Flyposting
 - . . . Removal of graffiti
- . Training
 - . . . Training exercises
- Consumer affairs**
 - . Advice
 - . . . Campaigns
 - . Enforcement
 - . . . Prosecution of offences
 - . Environmental health
 - . . . Animal control
 - . . . Repatriation of deceased persons
 - . Investigation, inspections and monitoring
 - . . . Inspections
 - . . . Investigations
 - . . . Monitoring
 - . Registration, certification and licensing
 - . . . Entertainment and drinks
 - . . . Food premises
 - . . . Licence premises
 - . . . Licensing
 - . . . Sex establishments
- Council property**
 - . Common land
 - . . . Grazing
 - . . . Registration
 - . Maintenance of council property
 - . . . Maintenance
 - . . . Planned maintenance
 - . . . Refurbishment
 - . . . Responsive maintenance
 - . Property acquisition and disposal
 - . . . Acquisitions
 - . . . Deeds
 - . . . Disposal
 - . Property and land management
 - . . . Accessibility
 - . . . Building surveys
 - . . . Certification
 - . . . Distribution and allocation of properties
 - . . . Energy management

- Equipment disposal
- Facilities management
- Farm management
- Feasibility
- Fleet management
- Health and safety
- Internal agreements
- Land and property history
- Leasing
- Management
- Maps and directions
- Property services
- Property strategy
- Replacement programme
- Scheduling
- Security
- Usage statistics
- Valuations
- Property use and development
- Car parking
- Design and construction
- Traveller sites
- Warehousing and storage

Crematoria and cemeteries

- Burial identity and location
- Registration
- Bookings
- Exhumations
- Interment Service
- Licensing
- Memorial management
- Maintenance of burial grounds
- Planned Maintenance
- Redundant Churchyards
- Responsive Maintenance

Democracy

- Decision making
- Council and committee meetings
- Delegations
- Independent Remuneration Panel
- Meeting - cabinet
- Member panels
- Referenda
- Scrutiny Panel
- Executive
- Statutory appointments
- Governance
- Constitution
- Honours and awards
- Honours submissions
- Lord lieutenancy
- Member support
- Gifts and hospitality
- Register of Interests
- Planning
- Cross departmental consideration
- Forward Plan
- Strategic Plan
- Representation
- Constituencies

- . . Elections
- . . Emparishment
- . . Lists of councillors
- . . Lists of meetings
- . . Nominations
- . . Political parties' papers

Economic development

- . Business intelligence
- . . Business listing
- . . European development
- . . Marketing
- . Promotion
- . . Advice to business
- . . Business awards
- . . Business development
- . . Film and television development
- . . International relations
- . . List of properties
- . . Markets
- . . Voluntary sector development
- . Regeneration
- . . Community development
- . . Regional development
- . . Rural development
- . . Strategy
- . . Town centre management
- . Sustainability
- . . Sustainable development
- . Tourism
- . . Tourism development
- . Training
- . . Workforce support

Education and skills

- . Access and inclusion
- . . Project management
- . . Traveller sites
- . Admissions and exclusions
- . . Appeals
- . . Parental choice
- . Advice
- . . Advisory services
- . Arts services
- . . Field centres
- . . Music services
- . . Provision in schools
- . . Performances
- . Curriculum development
- . . International projects
- . . National curriculum
- . . Out of schools projects
- . . Outdoor education
- . . Schools curricula
- . Education welfare
- . . Attendance and Truancy
- . . Student welfare service
- . Employment skills
- . . Careers advice
- . . Workplace training
- . Life long learning
- . . Adult and community services

- Basic skills development
- . Management of schools
 - Admissions
 - Emergency contacts
 - General information
 - Governing bodies
 - Governor contacts
 - Health and nursing
 - Inspections
 - Performance
 - Plans and policies
 - School catering
- . Teaching
 - Teacher development
 - Mentoring
- Environmental protection**
 - . Advice
 - Biodiversity
 - Campaigns
 - . Conservation
 - Archaeological services
 - Countryside conservation
 - Forest management
 - Heritage conservation
 - Nature conservation
 - Urban conservation
 - Woodland management
 - . Monitoring
 - Coastal erosion
 - Environmental impact assessment
 - Environmentally sensitive areas
- Finance**
 - . Accounts and audit
 - Internal auditing
 - Reporting
 - . Asset management
 - Maintaining assets
 - . Financial provisions management
 - Borrowing
 - Budget
 - Credit union management
 - Debt management
 - Donations
 - Funding bids
 - Strategy and planning
 - . Financial transactions management
 - Authorisation
 - Expenditure
 - Fraud
 - Funding applications
 - Income
 - Internal recharging
 - Investments
 - National insurance numbers
 - Reconciliation
 - Refunds
 - . Local taxation
 - Benefits and subsidies
 - Business rates
 - Council tax

- Property valuation
- . National taxation
- Tax payments
- . Payroll and pensions
- Pay
- Pensions
- Health and safety**
- . Community safety
- Campaigns
- . Compliance
- Strategy and planning
- Training
- . Monitoring
- Accidents and incident reporting
- Asbestos inspections
- Equipment
- Hazardous substances
- Health and safety inspections
- Radiation
- . Risk management
- Risk assessments
- Housing**
- . Advice
- Advice to homeowners and tenants
- . Enforcement
- Assessment - housing standards
- Safety inspections
- . Estate management
- Business premises
- Car parking surveys
- Garage application
- Garage rental
- Housing inspections
- Neighbour disputes
- . Housing provision
- Allocations
- Assessment - housing needs
- Homelessness
- Hostel providers
- Housing applications
- Housing exchanges
- Housing stock requirements
- Landlord accreditation
- Sheltered housing
- . Housing stock
- Demolition
- Emergency maintenance
- Housing grants
- Leases
- Planned maintenance
- Private housing grants
- Property adaptations
- Repairs and renovation
- Risk assessment
- Unauthorised occupants
- . Managing tenancies
- Adaptations
- Adaptations grants
- Advice
- Agreements

- . . Approving alterations
- . . Assessment - housing needs
- . . Breaches
- . . Evictions
- . . Housing repairs
- . . Insurance
- . . Rent arrears
- . . Rent setting
- . . Right to buy
- . . Temporary accommodation
- . . Tenancies
- . . Welfare services

Human resources

- . Administering employees
 - . . Counselling
 - . . Absence monitoring
 - . . Discipline
 - . . Disclosure of interest
 - . . Employee details
 - . . Employment conditions
 - . . Grievances
 - . . Individual training records
 - . . Induction
 - . . Job evaluation
 - . . Leave
 - . . Medical assessments
 - . . Maternity/paternity
 - . . Reporting
 - . . Termination
- . Employee relations
 - . . Disciplinary matters reporting
 - . . Trade union liaison
- . Equal opportunities
 - . . Equalities and diversity
- . Monitoring employees
 - . . Performance appraisal
 - . . Reporting
 - . . Staff directory
- . Occupational health
 - . . Absence reporting
 - . . Occupational health
 - . . Personal risk assessments
 - . . Sickness monitoring
 - . . Major injuries
- . Recruitment
 - . . Authorisation
 - . . Job descriptions
 - . . Recruitment
 - . . Recruitment process
 - . . Secondment
 - . . Volunteers
- . Terms and conditions of employment
 - . . Staff benefits
 - . . Staff facilities
 - . . Staff recognition
 - . . Terms and conditions
- . Training
 - . . Driver training
 - . . Reporting
 - . . Support training

- . . . Training courses
- . . . Training plan
- . Workforce planning
- . . . Workforce development planning

Information and communication technology

- . Infrastructure
 - . . Disposal
 - . . Fault reporting
 - . . Licensing
 - . . Help Desk Support
 - . . Information security
 - . . Network maintenance
 - . . Server maintenance
 - . . Spatial data management
 - . . Storage
 - . . Strategy
 - . . Web development
- . System support
 - . . Change Control
 - . . Configuration management
 - . . Data Management
 - . . Design and Construction
 - . . Development
 - . . Implementation
 - . . Integration and interfaces
 - . . Maintenance
 - . . Manuals

Information management

- . Access to information
 - . . Data protection
 - . . Environmental information
 - . . Freedom of information
- . Archives
 - . . Archives management
- . Knowledge management
 - . . Information asset management
- . Records management
 - . . Compliance
 - . . Forms development
 - . . Image capture
 - . . Retention scheduling
 - . . Tracking
- . Registration
 - . . Statutory registers

Legal services

- . Advice
 - . . Advice to the public
 - . . Provision of legal advice
 - . . Witness support
- . Bylaws
 - . . Enactment
 - . . Enforcement
- . Land and highways
 - . . Acquisition
 - . . Disposal
- . Land registration
 - . . Land charges
- . Litigation
 - . . Civil
 - . . Commercial

- . . Criminal
- . . Debt recovery
- . . Precedent cases
- . Management of legal activities
- . . Archive deposits
- . . Agreements
- . . Conveyancing
- . . Copyright
- . . Drafting
- . . Trusts
- . Planning controls
- . . Certificate of Lawful Use or Development
- . . Section 106 agreements

Leisure and culture

- . Allotments
- . . Allotments
- . Archives
- . . Archive development
- . . Cataloguing
- . . Deposits
- . . Loans
- . . Membership
- . . Research
- . Arts
- . . Arts development
- . . Clubs and societies
- . Community facilities
- . . Equipment
- . . Grants
- . . Venues
- . Leisure promotion
- . . Countryside events
- . . Exhibitions
- . . Inclusion
- . . Parks and gardens events
- . . Play scheme
- . Libraries
- . . Book ordering
- . . Bookings
- . . Catalogue
- . . Fines
- . . Library development
- . . Loans
- . . Membership
- . . Support for schools
- . Museums
- . . Deposit
- . . Loans
- . . Museum catalogue
- . . Museum development
- . Parks and open spaces
- . . Maintenance
- . . Playgrounds
- . Sports facilities
- . . Bookings
- . . Equipment hire
- . . Membership
- . Sports
- . . Sports development
- . . Clubs and societies

- . Tourism
 - . Tourist accommodation
 - . Visitor information
- Management**
 - . Ceremonial
 - . Civic and royal events
 - . Corporate gifts
 - . Communication support
 - . Interpreting and translation
 - . Mail processing
 - . Publication
 - . Publications received
 - . Staff communications
 - . Corporate communication
 - . Campaigns
 - . Corporate branding
 - . Corporate publicity
 - . Graphic design
 - . Marketing
 - . Media cuttings
 - . Media liaison
 - . Media releases
 - . Public relations
 - . Enquiries and complaints
 - . Appeals
 - . Complaints
 - . Complaints to Ombudsman
 - . Compliments
 - . Customer profiling
 - . Customer satisfaction
 - . Stage 1 complaints
 - . Stage 2 complaints
 - . External audits
 - . Audits
 - . Preparing business
 - . Meetings
 - . Officer Representation
 - . Partnership and agency working
 - . Project management
 - . Closure
 - . Governance
 - . Initiation and delivery
 - . Start up
 - . Quality and performance
 - . Assessments
 - . Best value reviews
 - . Inspections
 - . Process mapping
 - . Statutory returns
 - . Reports to government
 - . Strategic planning
 - . Business cases
 - . Corporate initiatives
 - . Organisational structure
 - . Policies and procedures
 - . Public consultation
 - . Service level agreements
- Planning and building control**
 - . Building control
 - . Application processing

- . . . Building regulations
- . . . Registration
- . . . Unauthorised works
- . Covenant control
 - . . . Policies
 - . . . Covenant controls
- . Development control
 - . . . Application processing
 - . . . Conservation areas
 - . . . Enforcement
 - . . . Hedges
 - . . . Registration
 - . . . Planning obligations
 - . . . Tree
- . Forward planning
 - . . . Economic regeneration
 - . . . Heritage listing
 - . . . Housing development
 - . . . Local plan
 - . . . National planning policy
 - . . . Natural environment
 - . . . Planning policy
 - . . . Planning schemes
 - . . . Regional plan
 - . . . Sustainable development
 - . . . Urban centre planning

Procurement

- . Contracting
 - . . . Approved suppliers
 - . . . Contract awards
 - . . . Contract management
 - . . . Requisition
- . Market information
 - . . . Product evaluation
 - . . . Product information
- . Tendering
 - . . . Tenders
 - . . . Tendering policies

Registration and coroners

- . Inquiries into deaths
 - . . . Coroners inquests
 - . . . Investigations
 - . . . Registration
- . Marriage services
 - . . . Conducting a marriage service
 - . . . Registration
- . Registration of births, marriages and deaths
 - . . . Advice and support
 - . . . Certification
 - . . . Notification
 - . . . Registration
- . Treasure trove
 - . . . Inquests

Risk management and insurance

- . Claims
 - . . . Claims processing
- . Insuring against loss
 - . . . Insurance
- . Risk management
 - . . . Business continuity planning

- . . . Education
- . . . Risk assessment
- Transport and infrastructure**
- . Design and construction
- . . Roads and highways
- . . Traffic management schemes
- . Harbours and waterways
- . . Boat moorings
- . . Port facilities
- . . Registration
- . Highway development control
- . . Highway adoption
- . . Highway extent queries
- . . Highway extinguishment
- . . Notification
- . . Planning control
- . . Road classification
- . Highway enforcement
- . . Advertising hoarding
- . . Highways
- . . Parking
- . . Parking fines
- . . Road reinstatement
- . . Scaffolding
- . . Speeding fines
- . . Weight limits
- . Infrastructure management
- . . Cycle routes
- . . Geotechnical services
- . . Maintenance
- . . Markings and signage
- . . Public conveniences
- . . Service providers
- . . Street furniture
- . . Street naming and numbering
- . . Surveys
- . . Taxi ranks
- . Public transport
- . . Community transport
- . . Concessions
- . . Public transport plan
- . . Timetable
- . Rights of way
- . . Enquiries
- . . Locations
- . . Orders
- . . Planning applications
- . . Ploughing and cropping
- . . Searches
- . Road maintenance
- . . Bridge inspections
- . . Drains and gullies
- . . Emergency maintenance
- . . Hazard removal
- . . Inspections
- . . Kerbs
- . . Planned maintenance
- . . Scheduled maintenance
- . . Verge maintenance
- . Road safety

- . . . Accident investigations
- . . . MOT testing
- . . . Road safety awareness
- . . . Safety audits
- . . . School crossing patrols
- . . . Speed cameras
- . School transport
- . . . School transport services
- . Traffic management
- . . . Abnormal loads
- . . . Gritting and snow clearance
- . . . Monitoring
- . . . Parking
- . . . Parking sites
- . . . School routes
- . . . Street lighting
- . . . Traffic calming
- . . . Traffic reduction
- . . . Traffic orders
- . . . Weather forecasting
- . Transport planning
- . . . Development control
- . . . Strategy and planning
- . . . Transport modelling
- . . . Travel plans

Waste management

- . Fly tipping
- . . . Fly tipping
- . Street cleaning
- . . . Pest control
- . . . Road cleansing
- . Waste collection
- . . . Abandoned vehicles
- . . . Bulk
- . . . Controlled
- . . . Domestic
- . . . Trade
- . Waste disposal
- . . . Waste sites
- . . . Waste sites development
- . Waste reduction
- . . . Composting
- . . . Recycling

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