
The classification plan is a document management tool that allows the classification, filing and retrieval of documents. It represents the different functions and activities of the OACIQ hierarchically and logically. It helps set up a structured and consistent organization method of documents and records of the Organization.

The classification plan helps the Organization ensure:

- Compliance with the *Act respecting access to documents held by public bodies and the protection of personal information*, which indicates under section 16 that a public body “must classify its documents in such a manner as to allow their retrieval. It must set up and keep up to date a list setting forth the order of classification of the documents”;
- An optimum collaboration between the departments;
- A quick decision-making;
- A reduction in the time allocated to the filing and retrieval of documents and operational effectiveness;
- Easy integration of new employees and administrative continuity, despite staff movement or structural changes.

0100 ADMINISTRATION AND MANAGEMENT

- 0110 History
- 0120 Organizational structure
- 0130 Administrative structure
- 0140 Administrative planning
- 0150 Administrative control
- 0160 Supervision and inspection of the Organization

0200 LEGAL AFFAIRS AND LEGISLATION

- 0210 Legal advice and research
- 0220 Litigation and legal proceedings
- 0230 Contracts and agreements
- 0240 Intellectual property
- 0250 Legal deposit
- 0260 Legislative and regulatory framework
- 0270 Legislation monitoring

0300 FINANCIAL RESOURCES

- 0310 Budget
- 0320 Income and cash inflow
- 0330 Expenses and disbursements
- 0340 Payroll management
- 0350 Indemnity Fund
- 0360 Accounting
- 0370 Duties and taxes

0400 HUMAN RESOURCES

- 0410 Human resources planning
- 0420 Staffing and staff movement
- 0430 Staff management
- 0440 Working conditions and employee benefits

0500 LIBRARY RESOURCES

- 0510 Acquisition and creation
- 0520 Organization and processing
- 0530 Access and protection
- 0540 Records life cycle management
- 0550 Showcasing
- 0560 Information monitoring

0600 TECHNOLOGICAL RESOURCES

- 0610 IT planning and organization
- 0620 Acquisition and development of systems and software
- 0630 Operation and maintenance of systems and software
- 0640 IT security
- 0650 IT support and assistance
- 0660 Telecommunications

0700 REAL PROPERTY AND MATERIAL RESOURCES

- 0710 Real property resources
- 0720 Material Resources

0800 COMMUNICATIONS AND PUBLIC RELATIONS

- 0810 Communications planning
- 0820 Internal communications
- 0830 External communications and visibility tools
- 0840 Organization and attendance of events
- 0850 Publications of the Organization
- 0860 External relations
- 0870 External requests
- 0880 Position-taking consultations

1000 ACCESS TO REAL ESTATE BROKERAGE PRACTICE

- 1010 Recognition of basic training programs
- 1020 Certification and qualification examinations
- 1030 Licence issue and maintenance
- 1040 Updating of information

1100 OVERSIGHT OF REAL ESTATE BROKERAGE PRACTICE

- 1110 Continuing Education
- 1120 Inspection and supervision of real estate brokerage activities
- 1130 Real estate brokerage forms design
- 1140 Assistance Department
- 1150 Ethical investigations and monitoring of illegal practice
- 1160 Disciplinary measures
- 1170 Claims to the Real Estate Indemnity Fund

1200 SERVICES TO LICENCE HOLDERS OR THE PUBLIC

- 1210 Information service
- 1220 Electronic document management system accreditation
- 1230 Electronic or digital signature system accreditation
- 1240 Recognition of building inspectors' associations
- 1250 Document filing service