

# RECORDS MANAGEMENT ~ CLASSIFICATION SCHEDULES

## November, 2003

NO.	Series Title
1000	ADMINISTRATION
1003	ADMINISTRATION – OFFICE PROCEDURES & STAFF MANAGEMENT
1005	ADMINISTRATION – ORGANIZATIONAL CHANGE & REVIEW
1006	ADMINISTRATIVE PLANNING and REPORTING
1010	ADMINISTRATIVE POLICIES and PROCEDURES
1015	ADMINISTRATIVE REVIEWS
1020	AFFILIATIONS, AGREEMENTS and ARRANGEMENTS
1025	ALUMNI AFFAIRS
1026	COMMUNITY RELATIONS
1027	UNIVERSITY ADVANCEMENT SERVICES
1030	APPEALS – FACULTY
1033	APPEALS – STUDENT ACADEMIC & NON-ACADEMIC REVIEWS
1035	APPRECIATION and COMPLAINTS
1038	AWARDS
1040	CAMPAIGNS and CANVASSING
1045	CEREMONIES, CONVOCATIONS and SPECIAL EVENTS
1050	FUND DEVELOPMENT & OPPORTUNITIES
1051	FUND DEVELOPMENT – REPORTS & STATISTICS
1052	INTELLECTUAL PROPERTY
1055	UNIVERSITY OF WINNIPEG FOUNDATION
1058	SENIOR ADMINISTRATIVE PLANNING
1060	GOVERNING AUTHORITIES
1061	GOVERNANCE – MISSION STATEMENT
1063	FIPPA – Freedom of Information & Protection of Privacy Act
1064	INSURANCE

NO.	Series Title
1065	LEGAL MATTERS
1066	LEGAL MATTERS – ACADEMIC & NON-ACADEMIC CASES
1069	GOVERNMENT – LIAISON and SERVICES
1070	GOVERNMENT ACTS, LEGISLATION and REGULATIONS
1071	SOCIAL ISSUES
1072	MARKETING
1075	PUBLIC RELATIONS and PUBLICITY
1077	RISK MANAGEMENT
1080	SECURITY and KEY ISSUANCE MANAGEMENT
1083	SIGNING AUTHORITY
1085	LECTURES and LECTURERS
1090	SPEECHES and PRESENTATIONS
1092	TRAVEL MANAGEMENT
1095	VISITS and TOURS
1100	COMMUNICATION MANAGEMENT
1130	CORRESPONDENCE MANAGEMENT
1135	FACILITIES MANAGEMENT
1140	FORMS MANAGEMENT – GENERAL
1145	FORMS MANAGEMENT – DEPARTMENT
1147	INFORMATION MANAGEMENT
1150	MAIL and POSTAL MANAGEMENT
1160	PLANS and PROPOSALS
1165	PROGRAM and INITIATIVE PLANNING
1170	PROJECTS
1175	PUBLICATIONS MANAGEMENT

NO.	Series Title
1177	CALENDAR PUBLICATION
1180	REPORTS
1185	STANDARDS, DIRECTORIES, GUIDES and MANUALS
1190	STATISTICS, SURVEYS and QUESTIONNAIRES
1200	ASSOCIATIONS, SOCIETIES and COUNCILS
1203	STUDENT ASSOCIATIONS
1205	BOARD OF REGENTS
1215	GENERAL FACULTY COUNCIL
1220	SENATE
1245	LIBRARIES
1300	EDUCATIONAL INSTITUTIONS
1400	COMMITTEES – DEPARTMENTAL
1405	COMMITTEES – EXTERNAL
1410	COMMITTEES – FACULTY
1415	COMMITTEES – UNIVERSITY
1500	CONFERENCES, MEETINGS and SYMPOSIA
1505	SEMINARS and WORKSHOPS
1600	CORPORATIONS, COMPANIES and FOUNDATIONS
1700	LIBRARY SERVICES MANAGEMENT
1705	LIBRARY SERVICES – REPORTS & STATISTICS
1710	ACQUISITIONS
1720	CIRCULATION
1730	COLLECTIONS
1740	EDUCATIONAL MEDIA

NO.	Series Title
1750	INFORMATION LITERACY
1755	INTERLENDING SERVICES
1760	METADATA
1770	REFERENCE
1780	SUBJECT SPECIALISTS
1790	SYSTEMS
1795	UNIVERSITY ARCHIVES & RECORDS CENTRE
1800	SUPPORT SERVICES MANAGEMENT
1803	SUPPORT SERVICES – REPORTS & STATISTICS
1805	ANIMAL CARE & RESOURCES SERVICES
1807	ART CURATOR'S SERVICES
1810	BOOKSTORE SERVICES
1813	CARETAKING SERVICES
1815	FOOD SERVICES
1820	HOUSING SERVICES
1825	INSTITUTIONAL ANALYSIS SERVICES
1827	MAINTENANCE SERVICES
1830	MAIL SERVICES
1833	MEDIA SERVICES
1835	PARKING SERVICES
1840	PRINTING SERVICES
1845	PUBLISHING SERVICES
1850	RECORDS MANAGEMENT SERVICES
1855	RECREATION and ATHLETIC SERVICES

NO.	Series Title
1860	RECYCLING SERVICES
1865	SAFETY SERVICES
1870	SECURITY SERVICES
1875	SHIPPING and RECEIVING SERVICES
1880	SPECIAL EVENTS & CATERING SERVICES
1885	TECHNICAL SOLUTIONS SERVICES
1890	TELECOMMUNICATION SERVICES
1895	UNIVERSITY ARCHIVAL SERVICES
1900	TECHNOLOGY
1905	TECHNOLOGY – HELP DESK MANAGEMENT
1907	TECHNOLOGY – KNOWLEDGE TRANSFER & COMMERCIALIZATION
1910	TECHNOLOGY – NETWORK PLANNING and MANAGEMENT
1915	TECHNOLOGY – SYSTEMS DEVELOPMENT / ACQUISITIONS
1920	TECHNOLOGY – SYSTEMS MANAGEMENT
2000	FINANCIAL MANAGEMENT
2005	FINANCIAL MANAGEMENT – REPORTS & STATISTICS
2010	ACCOUNTS and ACCOUNTING
2020	ACCOUNTS – PAYABLE
2030	ACCOUNTS – RECEIVABLE – RECEIPTS & DEPOSIT VOUCHERS
2035	ACCOUNTS – RECEIVABLE – INVOICES
2040	ACCOUNTS – TRANSFERS and COMMITMENTS
2050	ACQUISITIONS
2055	ALLOWANCES

NO.	Series Title
2060	AUDITS and EVALUATIONS
2065	AUDITS – REPORTS
2070	BANKS and BANKING
2100	BUDGETS and ESTIMATES MANAGEMENT
2105	BUDGETS and ESTIMATES – CAPITAL
2107	BUDGETS and ESTIMATES – OPERATING
2110	BUDGETS – ADMINISTRATIVE UNITS
2115	BUDGETS – FACULTIES, CHAIRS and DEPARTMENTS
2120	BUDGETS – NEW ACADEMIC PROGRAM PROPOSALS
2125	BUDGETS – RESEARCH INSTITUTES, CENTRES and GROUPS
2140	CHEQUES
2145	CLAIMS
2150	PAYROLL PAYMENTS and DEDUCTIONS
2155	PAYROLL PAYMENT CHANGES
2160	PETTY CASH
2165	PROCUREMENT CARD
2170	CONTRACTS
2175	DONOR TAX RECEIPTS
2180	ENDOWMENTS and SCHOLARSHIPS
2190	FINANCE
2192	FINANCIAL & BUDGETING SYSTEMS
2193	FINANCIAL PLANNING
2194	FINANCIAL REPORTING
2195	INVESTMENTS
2200	PROVINCIAL FUNDING

NO.	Series Title
2210	STUDENT FEES
2215	TRUST & SPECIAL FUNDS
2217	TRUST & SPECIAL FUNDS – INTERNATIONAL PROJECTS
2220	FINANCIAL REPORTS, STATISTICS and STATEMENTS
2250	FUNDS – GENERAL & NON-PUBLIC
2255	FUNDS – TRUST ACCOUNTS
2300	GRANTS – INTERNAL
2310	GRANTS – SPECIFIC
2350	PROFESSIONAL DEVELOPMENT MANAGEMENT
2400	TAXES
2410	TAXES – INCOME
2450	TRAVEL ALLOWANCES and EXPENSES
2500	BUILDINGS and PROPERTY MANAGEMENT
2505	BUILDINGS and PROPERTY – ACCOUNTING & INVENTORY OF REAL PROPERTY
2510	BUILDINGS and PROPERTY – AIR QUALITY / ASBESTOS
2515	BUILDINGS and PROPERTY – ALTERATIONS & REPAIRS
2517	BUILDINGS and PROPERTY – OFF-CAMPUS
2520	BUILDINGS and PROPERTY – REPORTS & STATISTICS
2525	CAMPUS ENVIIRONMENT
2530	CAMPUS ENVIIRONMENT – FIRE PREVENTION
2535	CAMPUS ENVIRONMENT – MAINTENANCE
2540	CAMPUS ENVIRONMENT – REPORTS & STATISTICS
2545	CAMPUS ENVIRONMENT – SAFETY
2550	CAMPUS ENVIRONMENT – SECURITY

NO.	Series Title
2555	CAMPUS PLANNING
2560	CAPITAL CONSTRUCTION PROJECTS
2565	RENOVATION PROJECTS
2570	SPACE MANAGEMENT
2575	SPACE MANAGEMENT – ASSESSMENT & ALLOCATION
2580	SPACE MANAGEMENT – OFFICE MOVES and OTHER FUNCTIONAL PROJECTS
2585	SPACE MANAGEMENT – PUBLIC SPACES and ART GALLERIES
2590	SPACE MANAGEMENT – REPORTS & STATISTICS
2595	UTILITIES MANAGEMENT
3000	HUMAN RESOURCES MANAGEMENT
3003	HUMAN RESOURCES MANAGEMENT – REGULATIONS and DIRECTIVES
3004	HUMAN RESOURCES MANAGEMENT – REPORTS & STATISTICS
3005	HUMAN RESOURCES PLANNING
3008	HUMAN RESOURCES PLANNING – PERFORMANCE MANAGEMENT
3015	APPOINTMENTS, PROMOTIONS, REVIEWS and DISMISSALS
3020	EMPLOYEE AWARDS and FINANCIAL AID
3025	ESTABLISHMENT
3027	PERFORMANCE COMPLAINTS
3030	RETIREMENTS and SEPARATIONS
3050	BENEFITS ADMINISTRATION
3055	BENEFITS – DENTAL and EXTENDED HEALTH
3060	BENEFITS – LIFE INSURANCE PLAN
3062	BENEFITS – LONG TERM DISABILITY PLAN
3065	BENEFITS – RETIREMENT PLANS

NO.	Series Title
3070	BENEFITS – VISION CARE
3071	EMPLOYEE ASSISTANCE PROGRAM (EAP)
3075	PENSION PLANS
3080	CLASSIFICATION - POSITION DESCRIPTIONS
3085	CLASSIFICATION - SPECIFICATIONS
3090	EDUCATION and TRAINING DEVELOPMENT
3092	EMPLOYMENT EQUITY
3093	MENTORSHIP PROGRAM
3095	PROFESSIONAL DEVELOPMENT
3099	EMPLOYEE FILES – ACADEMIC and SENIOR ADMINISTRATIVE STAFF
3100	EMPLOYEE FILES – SUPPORT STAFF, MANAGEMENT and PROFESSIONAL STAFF
3105	EMPLOYMENT and STAFFING MANAGEMENT
3110	EMPLOYMENT and STAFFING – APPLICATIONS & COMPETITIONS
3120	EMPLOYMENT and STAFFING – RECRUITMENT
3125	EMPLOYMENT and STAFFING – SELECTION STANDARDS
3145	EXCHANGE, LOAN and SECONDMENT
3150	ABSENCE REPORTS – ILLNESS and VACATION
3155	HOURS OF WORK and OVERTIME
3160	LEAVE MANAGEMENT
3165	LEAVE – ANNUAL VACATION
3170	LEAVE – COMPASSIONATE
3175	LEAVE – EDUCATION and STUDY
3180	LEAVE – ILLNESS (SHORT TERM)
3183	LEAVE – SABBATICAL
3185	LEAVE - STATUTORY HOLIDAYS

NO.	Series Title
3190	LETTERS OF REFERENCE
3200	LAYOFF and RECALL
3230	SALARY and WAGE MANAGEMENT
3240	STAFF RELATIONS and COLLECTIVE BARGAINING
3243	STAFF RELATIONS and COLLECTIVE BARGAINING – ADMINISTRATIVE and PROFESSIONAL STAFF
3245	STAFF RELATIONS and COLLECTIVE BARGAINING – AESES
3247	STAFF RELATIONS and COLLECTIVE BARGAINING – IUOE
3250	STAFF RELATIONS and COLLECTIVE BARGAINING – UWFA
3255	STAFF RELATIONS – DISCIPLINE
3260	STAFF RELATIONS – GRIEVANCES and ARBITRATIONS
3265	STAFF RELATIONS – UNION RELATIONS
3300	MATERIAL MANAGEMENT
3305	ACCOUNTING and INVENTORY MANAGEMENT
3306	BUILDING MATERIALS
3307	CLOTHING
3308	CATALOGUES, MANUALS and PRICE LISTS
3309	CHEMICALS
3310	EQUIPMENT and SUPPLIES
3315	STATIONARY and SUPPLIES
3320	FURNITURE and FURNISHINGS – OFFICE
3325	FURNITURE and FURNISHINGS – OTHER
3330	OFFICE EQUIPMENT
3350	MAINTENANCE and REPAIRS
3355	DISPOSAL and SURPLUS EQUIPMENT

NO.	Series Title
3360	PURCHASING MANAGEMENT
3365	PURCHASE CONTRACTS
3370	PURCHASE ORDERS
3375	PURCHASE REQUISITIONS
3380	TENDER PROCESS
3390	VEHICLES
4000	STUDENT RECORDS
4005	STUDENT RECORDS – REPORTS & STATISTICS
4010	APPLICATIONS FOR ADMISSION
4015	GRADE REPORTING
4020	INQUIRIES
4030	STUDENT ACADEMIC FILES
4035	STUDENT PRACTICUM RECORDS
4050	STUDENT REGISTRATION
4100	STUDENT SERVICES
4105	STUDENT SERVICES – REPORTS & STATISTICS
4120	ABORIGINAL STUDENT SERVICES
4130	COUNSELLING SERVICES
4140	ENROLLMENT SERVICES – RECRUITMENT & ORIENTATION
4150	FEES and RATES
4155	FINANCIAL AID
4160	HEALTH SERVICES
4165	HOUSING and STUDENT LIFE

NO.	Series Title
4170	SPECIAL STUDENT PROGRAMS and SERVICES
4172	STUDENT AFFAIRS
4180	STUDENT AWARDS
4185	STUDENT EMPLOYMENT
4190	STUDENT EVENTS
4200	INTERNATIONAL STUDENT SERVICES
4205	INTERNATIONAL STUDENT SERVICES – PROGRAMS
4210	INTERNATIONAL STUDENT SERVICES – REPORTS & STATISTICS
4215	INTERNATIONAL LINKAGES and PARTNERSHIPS
4220	INTERNATIONAL PROJECTS
4225	INTERNATIONAL PROJECTS – REPORTING and EVALUATION
4230	INTERNATIONAL STRATEGIC PLANNING
4235	INTERNATIONAL STUDENT RECRUITMENT
5200	ACADEMIC PROGRAMS
5205	ACADEMIC PROGRAMS – REPORTS & STATISTICS
5210	ACADEMIC ADVISING
5211	ACADEMIC APPRAISAL
5215	ACADEMIC PUBLICATIONS
5220	ACADEMIC REFERENCES
5225	ACADEMIC STRATEGIC PLANNING
5227	COOPERATIVE PROGRAMS
5230	CURRICULUM COORDINATION and SCHEDULING
5235	CURRICULUM DEVELOPMENT and REVIEW

NO.	Series Title
5237	CURRICULUM DEVELOPMENT, REVIEW and COORDINATION – NON-DEGREE PROGRAMS
5240	DEGREES
5250	EXCHANGES
5255	PROGRAM ACCREDITATION
5260	PROGRAM DEVELOPMENT
5265	PROGRAM REVIEW
5270	STUDY ABROAD PROGRAMS – ADMINISTRATION
5275	STUDY ABROAD PROGRAMS – PLANNING and COORDINATION
5280	TEACHING and EVALUATION
5285	TEACHING DEVELOPMENT
5300	RESEARCH and GRADUATE STUDIES
5305	RESEARCH and GRADUATE STUDIES – REPORTS & STATISTICS
5310	CHAIRS and PROFESSORSHIPS
5315	ETHICS and ETHICAL APPROVAL
5320	INDUSTRY & COMMUNITY PARTNERSHIPS and LIAISON
5325	RESEARCH INSTITUTES, CENTRES and GROUPS
5330	SPONSORED RESEARCH
5335	SPONSORED RESEARCH – CANADIAN FOUNDATION FOR INNOVATION (CFI)
5337	SPONSORED RESEARCH – CENTRES OF EXCELLENCE
5340	SPONSORED RESEARCH – NATURAL SCIENCES & ENGINEERING RESEARCH COUNCIL OF CANADA (NSERC)
5345	SPONSORED RESEARCH – SOCIAL SCIENCES & HUMANITIES RESEARCH COUNCIL OF CANADA (SSHRC)
5600	PROFESSIONAL and APPLIED STUDIES
5650	GRADUATE STUDIES

NO.	Series Title
5900	FACULTY OF HUMANITIES
6000	HUMANITIES PROGRAMS – GENERAL
6020	PROGRAMS – CENTRE FOR ACADEMIC WRITING
6040	PROGRAMS – CLASSICS
6060	PROGRAMS – ENGLISH
6080	PROGRAMS – FRENCH STUDIES
6090	PROGRAMS – GERMAN STUDIES
6100	PROGRAMS – HISTORY
6120	PROGRAMS – HISTORY OF ART
6140	PROGRAMS – MUSIC
6160	PROGRAMS – PHILOSOPHY
6180	PROGRAMS – RELIGIOUS STUDIES
6200	PROGRAMS – THEATRE / DRAMA / DANCE
6250	PROGRAMS – WOMEN'S STUDIES
6300	FACULTY OF EDUCATION
6400	EDUCATION PROGRAMS – GENERAL
6410	PROGRAMS – DEVELOPMENTAL STUDIES
6500	FACULTY OF SOCIAL SCIENCE
6600	SOCIAL SCIENCE PROGRAMS – GENERAL
6620	PROGRAMS – ANTHROPOLOGY
6630	PROGRAMS – ECONOMICS
6800	PROGRAMS – INTERNATIONAL DEVELOPMENT STUDIES

NO.	Series Title
7200	PROGRAMS – JUSTICE and LAW ENFORCEMENT STUDIES
7600	PROGRAMS – KINESIOLOGY and APPLIED HEALTH
7620	PROGRAMS – POLITICS
7800	PROGRAMS – PSYCHOLOGY
8500	PROGRAMS – SOCIOLOGY
8700	FACULTY OF SCIENCE
8800	SCIENCE PROGRAMS – GENERAL
8820	PROGRAMS – ADMINISTRATIVE STUDIES
8840	PROGRAMS – BIOCHEMISTRY
8860	PROGRAMS – BIOLOGY
8870	PROGRAMS – BUSINESS COMPUTING
8880	PROGRAMS – CHEMISTRY
8900	PROGRAMS – ENVIRONMENTAL / URBAN STUDIES
8920	PROGRAMS – GEOGRAPHY
8940	PROGRAMS – MATHEMATICS
8950	PROGRAMS – PHYSICS
8960	PROGRAMS – STATISTICS
9000	FACULTY OF THEOLOGY
9100	OTHER PROGRAMS – GENERAL

NO.	Series Title
9110	OTHER PROGRAMS – CONFLICT RESOLUTION STUDIES
9120	OTHER PROGRAMS – MENNONITE STUDIES
9200	CENTRE FOR INNOVATION IN TEACHING & LEARNING
9300	CENTRE FOR RUPERT'S LAND STUDIES
9400	COLLEGIATE
9500	CONTINUING EDUCATION
9575	CENTRE FOR DISTRIBUTED / DISTANCE LEARNING
9600	INSTITUTE OF URBAN STUDIES
9700	INTERFAITH MARRIAGE and FAMILY INSTITUTE
9800	MENNO SIMONS COLLEGE
9900	UNITED CHURCH ARCHIVES