



Function	Record Series	Subject/Record Type
ADM	Associations/Organizations	Block Parents
ADM	Associations/Organizations	Community Organizations
ADM	Associations/Organizations	CPCO
ADM	Associations/Organizations	OASBO
ADM	Associations/Organizations	OCSTA
ADM	Associations/Organizations	Ontario School Counsellors' Association
ADM	Associations/Organizations	School Advisory Councils
ADM	Audio-Visual Services	Audio-Visual Bookings
ADM	Audio-Visual Services	Audio-Visual Requests
ADM	Audio-Visual Services	CanCopy
ADM	Audio-Visual Services	Distribution and Use of AV materials
ADM	Audio-Visual Services	Film Catalogue
ADM	Forms Inventory	Blank Forms
ADM	Library Management	Collection Titles
ADM	Library Management	Delivery Listings
ADM	Library Management	Library Holdings
ADM	Library Management	Library Operations
ADM	Library Management	Overdue Item Listings
ADM	Meeting Documentation: Internal	District Head Meetings
ADM	Meeting Documentation: Internal	Managers' Meetings
ADM	Meeting Documentation: Internal	Principals' Council
ADM	Meeting Documentation: Internal	Secretaries' Meetings
ADM	Meeting Documentation: Internal	Subject Head Meetings
ADM	Meeting Documentation: External	Accessibility Committee
ADM	Meeting Documentation: External	CODE
ADM	Meeting Documentation: External	MISA
ADM	Meeting Documentation: External	OASBO
ADM	Meeting Documentation: External	Ontario Public School Board Association
ADM	Meeting Documentation: External	PIMT
ADM	Meeting Documentation: External	Transportation Consortium



Function	Record Series	Subject/Record Type
ADM	Meeting Documentation: Internal	Department Meetings
ADM	Meeting Documentation: Internal	Liaison Committee Meetings
ADM	Meeting Documentation: Internal	Project Team Meetings
ADM	Records Destruction Notices	Destruction Authorization Notice
ADM	Records Destruction Notices	Lists of Destroyed Records
ADM	Records Management Listings and Reports	File Lists
ADM	Records Management Listings and Reports	Lists of Records in Storage
ADM	Records Management Listings and Reports	Records Management Program Outlines
ADM	Records Management Listings and Reports	Retention Schedules
ADM	Requests for Information	Access to Student Records
ADM	Requests for Information	Freedom of Information
ADM	Requests for Information	MFIPPA
ADM	Requests for Information	Requests for Information
ADM	Service Requisitions and Reports: Internal Services	Courier Services
ADM	Service Requisitions and Reports: Internal Services	Duplicating Services
ADM	Service Requisitions and Reports: Internal Services	Mail Services
ADM	Service Requisitions and Reports: Internal Services	Printing Services
ADM	Service Requisitions and Reports: Internal Services	Requests for Service - Duplicating
ADM	Service Requisitions and Reports: Internal Services	Requests for Service - Mail
ADM	Vendors/Suppliers/Contractors	Price Lists
ADM	Vendors/Suppliers/Contractors	Vendor Catalogues
ADM	Vendors/Suppliers/Contractors	Vendors and Suppliers Lists
COM	Advertisements	Advertisements
COM	Advertisements	JK/K Advertisements
COM	Advertisements	Recruitment Advertisements
COM	Advertisements	Tender Advertisements
COM	Appreciation and Commendations	Appreciation Letters
COM	Appreciation and Commendations	Certificates of Appreciation
COM	Appreciation and Commendations	Commendations
COM	Communiqués	Brochures (Program)



Function	Record Series	Subject/Record Type
COM	Communiqués	Outlines (Program)
COM	Communiqués	Program Brochures
COM	Communiqués	Program Outlines
COM	Complaints	School Activities
COM	Complaints	School Board/Authority Activities
COM	Contacts and Mailing Lists	Emergency Contact Lists
COM	Contacts and Mailing Lists	Mailing Lists
COM	Contacts and Mailing Lists	Parental Emergency Contact Lists
COM	Contacts and Mailing Lists	Student Lists
COM	Events, Ceremonies and Celebrations	Bake and Craft Sales
COM	Events, Ceremonies and Celebrations	Book Fairs
COM	Events, Ceremonies and Celebrations	Career Information Days
COM	Events, Ceremonies and Celebrations	Christmas Concerts
COM	Events, Ceremonies and Celebrations	Education Week
COM	Events, Ceremonies and Celebrations	Graduations/ Commencements
COM	Events, Ceremonies and Celebrations	Hot Dog Day
COM	Events, Ceremonies and Celebrations	New School Openings
COM	Events, Ceremonies and Celebrations	Parent's Night
COM	Events, Ceremonies and Celebrations	Recruitment Events
COM	Events, Ceremonies and Celebrations	Remembrance Day
COM	Events, Ceremonies and Celebrations	Retirements Receptions
COM	Media Kits, Communications and News Releases	Information Releases
COM	Media Kits, Communications and News Releases	Media Communications
COM	Media Kits, Communications and News Releases	Media Kits
COM	Media Kits, Communications and News Releases	News Releases
COM	Media Kits, Communications and News Releases	Press Releases
COM	Memorabilia	Board Memorabilia
COM	Memorabilia	Crests
COM	Memorabilia	School Histories
COM	Memorabilia	School Logos



Function	Record Series	Subject/Record Type
COM	Memorabilia	Songs
COM	Memorabilia	Uniforms
COM	Multimedia Materials	Audio Tapes
COM	Multimedia Materials	Class Photographs
COM	Multimedia Materials	Officials' Photographs
COM	Multimedia Materials	Photographs
COM	Multimedia Materials	Recordings
COM	Multimedia Materials	Slides
COM	Multimedia Materials	Trustee Photographs
COM	Multimedia Materials	Videotapes
COM	Multimedia Materials	Yearbook Photographs
COM	News Reports	News Clippings
COM	Publications: Internal	Annual Reports
COM	Publications: Internal	Artwork
COM	Publications: Internal	Curriculum Handbooks
COM	Publications: Internal	High School Booklets
COM	Publications: Internal	Newsletters
COM	Publications: Internal	Program Brochures
COM	Publications: Internal	Promotional Material
COM	Publications: Internal	School Calendars
COM	Publications: Internal	School Handbooks
COM	Publications: Internal	Yearbooks
COM	Speeches and Presentations	Presentations
COM	Speeches and Presentations	Speeches
COM	Website Content	Website Content
COM	Website Content	Website Snapshots
COM	Website Content	Websites
Dam	Audio Visual Services	Equipment Repair
FAC	Building and Site Approvals	Building Permits
FAC	Building and Site Approvals	Building Plan Approvals



Function	Record Series	Subject/Record Type
FAC	Building and Site Approvals	Municipal Reports
FAC	Building and Site Approvals	Site Plan Approvals
FAC	Confined Spaces	Confined Space Plan
FAC	Confined Spaces	Hazard Controls
FAC	Confined Spaces	Protective Equipment Use
FAC	Designated Substance and Hazardous Material Monitoring: Hazardous Biological, Chemical or Physical Agents	Air Quality Monitoring
FAC	Designated Substance and Hazardous Material Monitoring: Hazardous Biological, Chemical or Physical Agents	Air Quality Testing
FAC	Designated Substance and Hazardous Materials: Waste Monitoring and Management	Chemicals
FAC	Designated Substance and Hazardous Materials: Waste Monitoring and Management	Disposal of Chemicals
FAC	Designated Substance and Hazardous Materials: Waste Monitoring and Management	Disposal of Hazardous Waste
FAC	Designated Substance and Hazardous Materials: Waste Monitoring and Management	Hazardous Waste
FAC	Designated Substance and Hazardous Materials: Waste Monitoring and Management	Hazardous Waste Inventories
FAC	Drawings and Specifications	Addition Plans
FAC	Drawings and Specifications	Aerial Plans
FAC	Drawings and Specifications	Alteration Plans
FAC	Drawings and Specifications	Architects' Instructions
FAC	Drawings and Specifications	Building Code Requirements
FAC	Drawings and Specifications	Fire Code Requirements
FAC	Drawings and Specifications	Floor Plans
FAC	Drawings and Specifications	Maps
FAC	Drawings and Specifications	Mechanical, Electrical and Structural Specifications
FAC	Drawings and Specifications	Site Plans



Function	Record Series	Subject/Record Type
FAC	Drawings and Specifications	Technical Specifications
FAC	Emergency Plans	Business Continuity Plans
FAC	Emergency Plans	Emergency Preparedness
FAC	Emergency Plans	Fire Drill Guidelines and Plans
FAC	Emergency Plans	Strike Plans
FAC	Facilities Construction Projects	Capital Program Requests
FAC	Facilities Construction Projects	Ceiling Cost Formulas
FAC	Facilities Construction Projects	Certificates of Clearance
FAC	Facilities Construction Projects	Drawings and Plans
FAC	Facilities Construction Projects	Impact Statements
FAC	Facilities Construction Projects	Progress Reports
FAC	Facilities Construction Projects	School Building Projects
FAC	Facilities Improvement Projects	Building Additions
FAC	Facilities Improvement Projects	Building Alterations
FAC	Facilities Improvement Projects	Building Improvement Projects
FAC	Facilities Improvement Projects	Building Renovations
FAC	Facilities Planning	Allocation of Classrooms
FAC	Facilities Planning	Allocation of Student and Teacher Workspace
FAC	Facilities Planning	Physical Space Layouts
FAC	Facilities Planning	Portable Reports
FAC	Facilities Planning	Projected Use of Facilities
FAC	Facilities Planning	School Floor Plans
FAC	Facilities Planning	Space Planning
FAC	Facilities Planning	Space Utilization
FAC	Food Services/Cafeteria	Food Services/Cafeteria
FAC	Health and Safety Committee	Health and Safety Inspection Reports
FAC	Health and Safety Committee	Infestations
FAC	Health and Safety Committee	Joint Health and Safety Committee Agendas and Minutes
FAC	Incident Reports: Health and Safety and Student Safety	Infection Reports



Function	Record Series	Subject/Record Type
FAC	Incident Reports: Health and Safety and Student Safety	Quarantine Reports
FAC	Incident Reports: Health and Safety and Student Safety	Work Refusals
FAC	Inspection and Testing Logs and Reports: General	Elevator Contacts
FAC	Inspection and Testing Logs and Reports: General	Elevator Log Books
FAC	Inspection and Testing Logs and Reports: General	Elevator Requests for Service
FAC	Inspection and Testing Logs and Reports: General	Elevator Service Documentation
FAC	Inspection and Testing Logs and Reports: General	Playground Safety Reports
FAC	Inspection and Testing Logs and Reports: General	Spills, Leaks or Soil Contamination
FAC	Inspection and Testing Logs and Reports: General	Underground Tank Inspections
FAC	Inspection and Testing Logs and Reports: General	Water Management
FAC	Inspection and Testing Logs and Reports: General	Water Testing Reports
FAC	Inspection and Testing Logs and Reports: General	Well Reports
FAC	Inspection and Testing Logs and Reports: General	Workplace Inspections
FAC	Inspection Logs and Reports: Fire Protection Equipment and Emergency Power Systems	Emergency Power Inspection Reports
FAC	Inspection Logs and Reports: Fire Protection Equipment and Emergency Power Systems	Inspection Reports Fire Extinguishers
FAC	Inspection Logs and Reports: Fire Protection Equipment and Emergency Power Systems	Inspection Reports and Tag Portable Fire Extinguishers
FAC	Land Surveys	Construction Layouts
FAC	Land Surveys	Control Surveys
FAC	Land Surveys	Field Notes
FAC	Land Surveys	Property Surveys
FAC	Land Surveys	Soil Boring Reports
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Air Conditioning
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Classroom Equipment
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Cleaning
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Equipment Manuals



Function	Record Series	Subject/Record Type
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Heating
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Lawnmovers/Snowblowers
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Office Equipment
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Operational Equipment
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Pool Operations
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Requests for Equipment Maintenance
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	School Equipment
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Shop Equipment
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Steam Cleaners and Vacuums
FAC	Maintenance and Operations: Buildings/Physical Plant and Equipment	Ventilation
FAC	Maintenance and Operations: Grounds	Grounds Keeping
FAC	Maintenance and Operations: Grounds	Parking Management
FAC	Maintenance and Operations: Grounds	Pest Control
FAC	Maintenance and Operations: Grounds	Recycling
FAC	Maintenance and Operations: Grounds	Snow Clearance
FAC	Material Safety Data Sheets	Material Safety Data Sheets
FAC	Security	Emergency Telephone Numbers
FAC	Security	Key Control
FAC	Security	Police Station Locations
FAC	Security	Surveillance Reports
FAC	Security	Trespassing
FAC	Vehicles/Fleet Management	Vehicle History Files





Function	Record Series	Subject/Record Type
FAC	Vehicles/Fleet Management	Vehicle Maintenance Files
FAC	Vehicles/Fleet Management	Vehicle Registration
FIN	Accounts Payable	Cheque Requisitions
FIN	Accounts Payable	Employee Expenses
FIN	Accounts Payable	Gas Bills
FIN	Accounts Payable	Hydro Bills
FIN	Accounts Payable	Invoices
FIN	Accounts Payable	Legal Fees
FIN	Accounts Payable	Payment Vouchers
FIN	Accounts Payable	Permit Receipts
FIN	Accounts Payable	Petty Cash Disbursements
FIN	Accounts Payable	Phone Bills
FIN	Accounts Payable	Trustees Expenses
FIN	Accounts Payable	Vendor Transaction Listings
FIN	Accounts Receivable	Non-resident Fees
FIN	Accounts Receivable	Permit Revenue
FIN	Accounts Receivable	Records of Income from Fundraising events
FIN	Accounts Receivable	Reimbursements from Other Boards
FIN	Accounts Receivable	Student Tuition
FIN	Accounts Receivable	Transportation Fees
FIN	Audits: Financial	Financial Audits
FIN	Banking and Cash Management	Bank Reconciliations
FIN	Banking and Cash Management	Bank Statements
FIN	Banking and Cash Management	Cancelled Cheques
FIN	Banking and Cash Management	Cheque Stubs
FIN	Banking and Cash Management	Deposit Records
FIN	Banking and Cash Management	Money Order Rates
FIN	Banking and Cash Management	Signing Authorities
FIN	Budgets	Budget Formula Calculations
FIN	Budgets	Budgeted vs. Actual Reports



Function	Record Series	Subject/Record Type
FIN	Budgets	Capital Budgets
FIN	Budgets	Current Estimate Highlights
FIN	Budgets	Estimates and Revised Estimates
FIN	Budgets	Grant Calculations
FIN	Budgets	Operating Budgets
FIN	Budgets	Preliminary Formula Budgets
FIN	Capital Projects Financing	Budget Approvals
FIN	Capital Projects Financing	Building Monthly Costs
FIN	Capital Projects Financing	Capital Expenditure Forecasts
FIN	Capital Projects Financing	Capital Payment Vouchers
FIN	Capital Projects Financing	Costing
FIN	Capital Projects Financing	Quarterly Reports
FIN	Capital Projects Financing	Working Papers
FIN	Capital Revenue	Rental Income from Leased Premises
FIN	Capital Revenue	Sale of Property
FIN	Cost Allocations	Allocation of Costs to Other Schools
FIN	Cost Allocations	Allocation of Tuition to Other Schools
FIN	Financial Forecasts and Reports	Forecasts and Financial Reports
FIN	Financial Forecasts and Reports	GL Reports
FIN	Financial Forecasts and Reports	Variance Reports
FIN	Financial Forecasts and Reports	Yearly Schedules
FIN	Financial Statements	Application of Funds
FIN	Financial Statements	Audited Financial Statements
FIN	Financial Statements	Balance Sheets
FIN	Financial Statements	Income Statements
FIN	Financial Statements	Statement of Source
FIN	Financial Work Papers	Development of Financial Statements
FIN	Financial Work Papers	Grant Calculations
FIN	Funding Assessments	Analysis of Assessments and Mill Rates
FIN	Funding Assessments	International Visa Students



Function	Record Series	Subject/Record Type
FIN	Funding Assessments	Levies and Assessments
FIN	Funding Assessments	Non-resident Students
FIN	Funding: External Sources	Administration of Bequests
FIN	Funding: External Sources	Background Information
FIN	Funding: External Sources	Community Support Fund
FIN	Funding: External Sources	Copies of Wills
FIN	Funding: External Sources	Data Sheets
FIN	Funding: External Sources	Donations to the Board
FIN	Funding: External Sources	Fund Histories
FIN	Funding: External Sources	ISA Claims
FIN	Funding: External Sources	Provincial Grant Programs
FIN	Funding: External Sources	Scholarship Funds
FIN	Funding: External Sources	Transportation Subsidies
FIN	Funding: Student Council	Accounts Receivable and Payable
FIN	Funding: Student Council	Invoices
FIN	Funding: Student Council	Vouchers
FIN	Fundraising: Charitable Organizations	Charitable Organizations
FIN	Fundraising: Charitable Organizations	Easter Seals
FIN	Fundraising: Charitable Organizations	Fundraising
FIN	Fundraising: Charitable Organizations	Kidney Foundation
FIN	Fundraising: Charitable Organizations	United Way
FIN	Income Tax Returns	Annual Income Tax Return
FIN	Inventory Control: Fixed Assets	Fixed Assets
FIN	Inventory Control: Non-fixed Assets	Inventories of Board-owned Equipment
FIN	Investments	Board Investments
FIN	Investments	Bonds Issued
FIN	Investments	Debentures
FIN	Investments	Investments - Fuel for Later Sale
FIN	Investments	Payments to Investors
FIN	Investments	Promissory Notes



Function	Record Series	Subject/Record Type
FIN	Investments	Term Deposits
FIN	Journal Vouchers and Journal Entries	Journal Input Forms
FIN	Journal Vouchers and Journal Entries	Journal Vouchers
FIN	Journal Vouchers and Journal Entries	JV Background Documentation
FIN	Ledgers: General	Books of Original Entry
FIN	Ledgers: General	General Ledgers
FIN	Ledgers: Subsidiary and Journals	Payment and Receipt Journals
FIN	Ledgers: Subsidiary and Journals	Payroll Registers
FIN	Ledgers: Subsidiary and Journals	Purchase Order Registers
FIN	Ledgers: Subsidiary and Journals	Subsidiary Ledgers
FIN	Ledgers: Subsidiary and Journals	Subsidiary Registers
FIN	Ledgers: Subsidiary and Journals	Year-end Adjustment Registers
FIN	OnSIS Reporting	Enrolment Projections
FIN	OnSIS Reporting	March Reports
FIN	OnSIS Reporting	Ministry Reporting
FIN	OnSIS Reporting	October Reports
FIN	OnSIS Reporting	Statistical Reports For Ministry
FIN	Payroll Management	Billing Reports: Payroll
FIN	Payroll Management	Direct Deposit Requests
FIN	Payroll Management	Holdbacks
FIN	Payroll Management	Payroll
FIN	Payroll Management	Payroll Deduction Reports
FIN	Payroll Management	Payroll Master Cards
FIN	Payroll Management	Payroll Update Logs
FIN	Payroll Management	Salary Payments
FIN	Payroll Management	Timesheets
FIN	Payroll Management	Wage Deductions
FIN	Pension Contributions and Support	Contribution Cards
FIN	Pension Contributions and Support	OMERS Reports
FIN	Pension Contributions and Support	Superannuation Plans



Function	Record Series	Subject/Record Type
FIN	Pension Contributions/Support	Annuity Plans
FIN	Purchasing Documentation	Bid and Performance Bonds
FIN	Purchasing Documentation	Invitations to Tender
FIN	Purchasing Documentation	Product Selection Documentation
FIN	Purchasing Documentation	Proposals
FIN	Purchasing Documentation	Purchase Orders
FIN	Purchasing Documentation	Purchase Requisitions
FIN	Purchasing Documentation	Quotations and Tenders
FIN	Purchasing Documentation	Requests for Proposal
FIN	Purchasing Documentation	Requests for Quotation
FIN	Purchasing Documentation	Tender Submissions
FIN	Sales and Property Tax Returns and Reports	Federal Sales Tax
FIN	Sales and Property Tax Returns and Reports	Gas Surtax Reports
FIN	Sales and Property Tax Returns and Reports	Goods and Services Tax Returns
FIN	Sales and Property Tax Returns and Reports	Requests for Tax Rebates
FIN	Sales and Property Tax Returns and Reports	Tax Assessments
FIN	Transportation Reports and Costing	Bus Capacity Loading
FIN	Transportation Reports and Costing	Bus Cost Reports
FIN	Transportation Reports and Costing	Bus Route Costing
FIN	Transportation Reports and Costing	Fuel Rates
GOV	Appointments: Board and Committee	Auditor
GOV	Appointments: Board and Committee	Banking Authority
GOV	Appointments: Board and Committee	Board and Committee Appointments
GOV	Appointments: Board and Committee	Board Solicitor
GOV	Appointments: Board and Committee	Library Boards
GOV	Articles of Incorporation, By-laws and Constitution	Articles of Incorporation
GOV	Articles of Incorporation, By-laws and Constitution	By-laws
GOV	Articles of Incorporation, By-laws and Constitution	Constitution
GOV	Audits: Program	Curriculum Plan Audits
GOV	Audits: Program	Ministry Audits



Function	Record Series	Subject/Record Type
GOV	Audits: Program	Program Audits
GOV	Guidelines, Policies and Directives: External	EIC Guidelines
GOV	Guidelines, Policies and Directives: External	Ministry Directives
GOV	Guidelines, Policies and Directives: External	Ministry Guidelines and Directives
GOV	Guidelines, Policies and Directives: External	Ministry Memoranda
GOV	Guidelines, Policies and Directives: External	Ministry Policies
GOV	Guidelines, Policies and Directives: External	OSR Guideline
GOV	Guidelines, Policies and Directives: Internal	Accounting Procedures
GOV	Guidelines, Policies and Directives: Internal	Directives
GOV	Guidelines, Policies and Directives: Internal	Emergency Procedures
GOV	Guidelines, Policies and Directives: Internal	Evaluation Handbooks
GOV	Guidelines, Policies and Directives: Internal	Evaluation Procedures
GOV	Guidelines, Policies and Directives: Internal	Guidelines
GOV	Guidelines, Policies and Directives: Internal	Personnel and Attendance Reporting Procedures
GOV	Guidelines, Policies and Directives: Internal	Policies
GOV	Guidelines, Policies and Directives: Internal	Procedures
GOV	Intergovernmental Reporting and Communication	College of Teachers
GOV	Intergovernmental Reporting and Communication	Intergovernmental Correspondence
GOV	Intergovernmental Reporting and Communication	Intergovernmental Reports
GOV	Intergovernmental Reporting and Communication	Members of Parliament
GOV	Intergovernmental Reporting and Communication	OISE (Ontario Institute for Studies in Education)
GOV	Intergovernmental Reporting and Communication	Provincial Ministries
GOV	Intergovernmental Reporting and Communication	Universities and Colleges
GOV	Meetings: Board of Directors	Agendas
GOV	Meetings: Board of Directors	Briefs
GOV	Meetings: Board of Directors	Minutes
GOV	Meetings: Board of Directors	Reports
GOV	Meetings: Board of Directors	Resolutions
GOV	Meetings: Governance Committees and Councils	Ad Hoc Committees
GOV	Meetings: Governance Committees and Councils	Administrative Council



Function	Record Series	Subject/Record Type
GOV	Meetings: Governance Committees and Councils	Agendas
GOV	Meetings: Governance Committees and Councils	Board Committees
GOV	Meetings: Governance Committees and Councils	Employee Assistance Advisory Committee
GOV	Meetings: Governance Committees and Councils	Minutes
GOV	Meetings: Governance Committees and Councils	Reports
GOV	Meetings: Governance Committees and Councils	School Councils
GOV	Meetings: Governance Committees and Councils	Special Education Advisory Committee
GOV	Meetings: Governance Committees and Councils	Standing Committees
GOV	Meetings: Governance Committees and Councils	Steering Committees
GOV	Meetings: Governance Committees and Councils	Task Forces
GOV	Organization Structure	Board Profiles
GOV	Organization Structure	Organization Analysis
GOV	Organization Structure	Organization Charts
GOV	Organization Structure	School Profiles
GOV	Permits/Facility Bookings	Provincial Elections
GOV	Trustee Management	Clerk's Certificates
GOV	Trustee Management	Municipal Elections
GOV	Trustee Management	News Items re: Trustees
GOV	Trustee Management	Trustee Information
GOV	Trustee Management	Trustees Distribution Information
GOV	Trustee Management	Trustees Orientation Information
GOV	Trustee Management	Trustees Register
HUM	Attendance: Employee	Absence Reports
HUM	Attendance: Employee	Employee Attendance Reports
HUM	Attendance: Employee	Employee Vacations
HUM	Attendance: Employee	Hours of Work Reports
HUM	Attendance: Employee	HRIS System Reports
HUM	Attendance: Employee	Leaves of Absence
HUM	Attendance: Employee	Requests
HUM	Attendance: Employee	Schedules/Planners



Function	Record Series	Subject/Record Type
HUM	Criminal Background Checks	Criminal Code Convictions
HUM	Criminal Offence Declarations	Annual Offence Declarations
HUM	Employee Benefit Plans	Benefit Brochures
HUM	Employee Benefit Plans	Benefit Quotes
HUM	Employee Benefit Plans	Benefit Rate Changes
HUM	Employee Benefit Plans	Benefit Rates
HUM	Employee Benefit Plans	Dental Plans
HUM	Employee Benefit Plans	Employee Assistance Program
HUM	Employee Benefit Plans	Group Insurance
HUM	Employee Benefit Plans	Premium Adjustments
HUM	Employee Claims	Long-Term Disability
HUM	Employee Claims	Short-Term Disability
HUM	Employee Incident/Accident Reports	WSIB
HUM	Employee Records	Applications
HUM	Employee Records	Benefit Enrolment Forms
HUM	Employee Records	Certification of Level Placement
HUM	Employee Records	Change Advices
HUM	Employee Records	Employee Master Record Cards
HUM	Employee Records	Employee Verification Forms
HUM	Employee Records	Key Tasks
HUM	Employee Records	Probationary Contracts
HUM	Employee Records	Records of Employment
HUM	Employee Records	Resumes
HUM	Employee Records	Salary Calculation Forms
HUM	Employee Surveys	Surveys and Research
HUM	Employment Equity Program	Employment Equity Plans
HUM	Human Resource Planning	Allocation of Staff
HUM	Human Resource Planning	Staff Allocation
HUM	Human Resource Planning	Staff Mobility
HUM	Human Resource Planning	Staff Placement





Function	Record Series	Subject/Record Type
HUM	Human Resource Planning	Staff Promotions
HUM	Human Resource Planning	Staff Transfers
HUM	Human Resource Planning	Staff Turnover
HUM	Human Resource Planning	Succession Planning
HUM	Job Descriptions	Job Descriptions
HUM	Job Descriptions	Position Descriptions
HUM	Job Descriptions	Positions of Responsibility
HUM	Labour Relations: Grievances and Arbitration	Evaluation Reports
HUM	Labour Relations: Grievances and Arbitration	Grievances
HUM	Labour Relations: Grievances and Arbitration	Notifications
HUM	Labour Relations: Grievances and Arbitration	Union Correspondence
HUM	Labour Relations: Negotiations and Agreements	Administration of Collective Agreements
HUM	Labour Relations: Negotiations and Agreements	Arbitrations
HUM	Labour Relations: Negotiations and Agreements	Collective Agreements
HUM	Labour Relations: Negotiations and Agreements	Implementation Plans
HUM	Labour Relations: Negotiations and Agreements	Mediations
HUM	Labour Relations: Negotiations and Agreements	Memoranda of Settlement
HUM	Labour Relations: Negotiations and Agreements	Negotiations
HUM	Labour Relations: Negotiations and Agreements	Scatter Grams
HUM	Labour Relations: Negotiations and Agreements	Seniority Lists
HUM	Labour Relations: Union Certification	Labour Union Certification
HUM	Medical Records: Employee	Health Reports and Assessments
HUM	Medical Records: Employee	Doctor's Notes
HUM	Medical Records: Hazardous Materials Exposure	Asbestos Reports
HUM	Medical Records: Hazardous Materials Exposure	Hazardous Material Exposure
HUM	Pay Equity	Consultant Information
HUM	Pay Equity	Interview Documentation
HUM	Pay Equity	Job Evaluation Plans
HUM	Pay Equity	Pay Equity Background Information
HUM	Pay Equity	Pay Equity Plan



Function	Record Series	Subject/Record Type
HUM	Pay Equity	Questionnaires
HUM	Pension/Superannuation Plans	Annual Information Returns
HUM	Pension/Superannuation Plans	Annuity Plans
HUM	Pension/Superannuation Plans	OMERS
HUM	Pension/Superannuation Plans	Superannuation Plans
HUM	Pension/Superannuation Plans	TPP
HUM	Performance Appraisals	Job Performance Appraisals
HUM	Performance Appraisals	Performance Appraisals
HUM	Professional Development Participation	Approvals for Courses
HUM	Professional Development Participation	Course Registrations
HUM	Professional Development Participation	Invitations to Courses
HUM	Professional Development Participation	Seminars and Workshops: External
HUM	Professional Development Participation	Seminars and Workshops: Internal
HUM	Professional Development Programs and Materials	Career Development Programs: Staff
HUM	Professional Development Programs and Materials	Course Materials
HUM	Professional Development Programs and Materials	Professional Development Programs: Staff
HUM	Professional Development Programs and Materials	Session Descriptions
HUM	Recruitment and Hiring	Applicant Evaluations
HUM	Recruitment and Hiring	Competitions
HUM	Recruitment and Hiring	Job Advertisements
HUM	Recruitment and Hiring	Job Postings
HUM	Resumes and Job Applications	Job Applications
HUM	Resumes and Job Applications	Resumes
HUM	Salary Administration	Job Classification Systems
HUM	Salary Administration	Job Evaluations
HUM	Salary Administration	Salary Increments
HUM	Salary Administration	Salary Planning
HUM	Salary Administration	Salary Scheduling
HUM	Salary Administration	Salary Surveys
HUM	Salary Administration	Service Pay



Function	Record Series	Subject/Record Type
HUM	Salary Administration	Substitution Pay
HUM	Staff Awards, Certificates and Bursaries	Staff Awards
HUM	Staff Awards, Certificates and Bursaries	Staff Bursaries
HUM	Staff Awards, Certificates and Bursaries	Staff Certificates
HUM	Staff Listings and Directories	Lists of Supply Teachers
HUM	Staff Listings and Directories	Retirement Lists
HUM	Staff Listings and Directories	Seniority Lists
HUM	Staff Listings and Directories	Staff Directories
HUM	Temporary Resourcing	Keyboarding Tests
HUM	Temporary Resourcing	Lists of Floater Secretaries
HUM	Temporary Resourcing	Practice Teachers
HUM	Temporary Resourcing	Request for Temporary Help
HUM	Temporary Resourcing	Student Teachers
HUM	Temporary Resourcing	Summer Students
HUM	Temporary Resourcing	Supply Teachers
HUM	Training Records	First Aid Training
HUM	Training Records	WHIMS
HUM	Volunteer Development	Criminal Background Check
HUM	Volunteer Development	Offense Declaration
HUM	Volunteer Development	Recruitment Workshops
HUM	Volunteer Development	Volunteer Activities
HUM	Volunteer Development	Volunteer Annual Receptions
HUM	Volunteer Development	Volunteer Guidelines
HUM	Volunteer Development	Volunteer Programs
ICT	Access Control and Password Records	Access Control Matrix
ICT	Access Control and Password Records	Software Control
ICT	Computer System Design and Architecture	Computer Hardware and Software License Agreements
LEG	Accident/Incident Claims and Reports	Administration Offices
LEG	Accident/Incident Claims and Reports	Board Property



Function	Record Series	Subject/Record Type
LEG	Accident/Incident Claims and Reports	School Property
LEG	Accident/Incident Claims and Reports	School Trips
LEG	Accident/Incident Claims and Reports	Student Accidents
LEG	Acts and Legislation	Acts
LEG	Acts and Legislation	Amendments to Regulations
LEG	Acts and Legislation	Bills
LEG	Acts and Legislation	Discussion Papers
LEG	Acts and Legislation	Judgments
LEG	Acts and Legislation	Legislation
LEG	Acts and Legislation	Municipal By-laws
LEG	Acts and Legislation	Official Plans
LEG	Acts and Legislation	Regulations
LEG	Appeals and Hearings	Board Hearings
LEG	Appeals and Hearings	Closing of Schools
LEG	Appeals and Hearings	Final Decisions
LEG	Appeals and Hearings	FOI Appeals
LEG	Appeals and Hearings	Hearing Proceedings
LEG	Appeals and Hearings	Human Rights Appeals
LEG	Appeals and Hearings	IPRC Appeals
LEG	Appeals and Hearings	Ministry of Education Hearings
LEG	Appeals and Hearings	Official Hearings
LEG	Appeals and Hearings	Pay Equity Appeals
LEG	Appeals and Hearings	Student Suspension Appeals
LEG	Claims/Litigation	Discovery Reports
LEG	Claims/Litigation	Human Rights Claims
LEG	Claims/Litigation	Liability Claims
LEG	Claims/Litigation	Litigation Files
LEG	Contracts and Agreements	Bus Operators
LEG	Contracts and Agreements	Computer Hardware and Software License Agreements



Function	Record Series	Subject/Record Type
LEG	Contracts and Agreements	Equipment Rental and Service Contracts
LEG	Contracts and Agreements	Leases
LEG	Contracts and Agreements	Provincial Government
LEG	Contracts and Agreements	Purchase Agreements
LEG	Contracts and Agreements	Use of Grants
LEG	Contracts and Agreements	Vehicle Leases
LEG	Contracts and Agreements	Work Education Agreements for Coop Programs
LEG	Deeds and Titles	Deeds
LEG	Deeds and Titles	Titles
LEG	Incidents: Racial Discrimination And Harassment	Racial Discrimination
LEG	Incidents: Racial Discrimination And Harassment	Sexual Harassment
LEG	Incidents: Racial Discrimination and Harassment	Discrimination Incidents
LEG	Incidents: Racial Discrimination and Harassment	Harassment Incidents
LEG	Incidents: Racial Discrimination and Harassment	Racial Incidents
LEG	Insurance Policies	Adjusters' Premiums
LEG	Insurance Policies	Agents' Premiums
LEG	Insurance Policies	Insurance Appraisals
LEG	Insurance Policies	Insurance Certificates
LEG	Insurance Policies	Insurance Liabilities
LEG	Insurance Policies	Insurance Policies
FAC	Legal Opinions/Precedents	Legal Opinions/Precedents
FAC	Permits/Facility Bookings	Applications for Permits
FAC	Permits/Facility Bookings	Community Events
FAC	Permits/Facility Bookings	Federal Elections
FAC	Permits/Facility Bookings	Interjurisdictional Permits
FAC	Permits/Facility Bookings	Lists of Permit Holders
FAC	Permits/Facility Bookings	Permits for Use of School Property
FAC	Permits/Facility Bookings	Polling Stations
LEG	Policing Arrangements	Community Liaison Officers
LEG	Policing Arrangements	Extra Duty Officers



Function	Record Series	Subject/Record Type
LEG	Policing Arrangements	Police Visits to Schools
LEG	Property Acquisition and Sales	Acquisition of Lands
LEG	Property Acquisition and Sales	Correspondence
LEG	Property Acquisition and Sales	Development Agreements
LEG	Property Acquisition and Sales	Land Purchase Agreements
LEG	Property Acquisition and Sales	Plans
LEG	Property Acquisition and Sales	Property Appraisals
LEG	Property Acquisition and Sales	Reports and Backup Documentation
LEG	Property Acquisition and Sales	Sale of Lands
LEG	Property Acquisition and Sales	Valuations and Quotes
LEG	Property Damage/Trespassing Reports	Copies of Repair Invoices
LEG	Property Damage/Trespassing Reports	Loss Reports
LEG	Property Damage/Trespassing Reports	Monthly and Annual Summaries
LEG	Property Damage/Trespassing Reports	Property Damage Reports
LEG	Property Damage/Trespassing Reports	Theft Reports
LEG	Property Damage/Trespassing Reports	Vandalism Reports
LEG	Transportation Accidents: Bus	Accident Follow-up
LEG	Transportation Accidents: Bus	Accident Reports
LEG	Transportation Accidents: Bus	Bus Accident Communications
PDD	Outlines/Courses of Study	Available Programs
PDD	Outlines/Courses of Study	Courses of Study
PDD	Outlines/Courses of Study	Program Outlines
PDD	Program Development and Design	Blank Examinations
PDD	Program Development and Design	Curriculum Development Materials
PDD	Program Development and Design	Games
PDD	Program Development and Design	Learning Materials
PDD	Program Development and Design	Lesson Plans
PDD	Program Development and Design	Music Sheets
PDD	Program Development and Design	Songs
PDD	Program Development and Design	Teaching Units



Function	Record Series	Subject/Record Type
PDD	Program Development and Design	Testing Ideas
PDD	Program Development and Design	Writing Projects
PDD	Program Planning	EQAO Test Results
PDD	Program Planning	Program Evaluations
PDD	Program Planning	Program Review Reports
PDD	Program Planning	Programs in Other Schools
PDD	Program Planning	Teacher Day Book
PDD	Program/Curriculum Guidelines	Approved Texts
PDD	Program/Curriculum Guidelines	French Immersion Programs
PDD	Program/Curriculum Guidelines	Junior/Senior Kindergarten Programs
PDD	Program/Curriculum Guidelines	Ministry Curriculum Directives
PDD	Program/Curriculum Guidelines	Ministry Curriculum Guidelines
PDD	Program/Curriculum Guidelines	Software Lists
PSC	Programs and Services: Community	Community Use of Schools
PSC	Programs and Services: Community	Day Care Services
PSC	Programs and Services: Community	Mentorships
PSC	Programs and Services: Community	Safety and Awareness Programs
PSC	Programs: Continuing Education	Heritage Awareness
PSC	Programs: Continuing Education	Multicultural
PSC	Programs: Continuing Education	Night School
PSC	Programs: Continuing Education	Second Language
PSC	Programs: Continuing Education	Seniors' Programs
PSC	Programs: Continuing Education	Summer School
PSC	Programs: Driver Education	Driver Education Programs
PSC	Programs: Parks and Recreation	Fitness Programs
PSC	Programs: Parks and Recreation	Municipal Parks and Recreation
PSC	Programs: Parks and Recreation	Swimming Programs
PSC	Programs: Parks and Recreation	YMCA/YWCA
RPL	Planning: School Boundaries	Boundary Descriptions
RPL	Planning: School Boundaries	School Attendance Areas



Function	Record Series	Subject/Record Type
RPL	Planning: School Boundaries	School Maps
RPL	Planning: School Enrolments	Official Plan Amendments
RPL	Planning: School Enrolments	Planning and Development Issues
RPL	Planning: School Enrolments	Population Reports
RPL	Planning: School Enrolments	Subdivision Plans
RPL	Planning: School Enrolments	Traffic Studies
RPL	Reference Materials	Articles
RPL	Reference Materials	Research Reports
RPL	Reference Materials	White Papers
RPL	Research Curriculum/Program Research	Questionnaires
RPL	Research Data and Work Papers	Background Research and Data for Research Reports and Activities
RPL	Research Projects: Curriculum/Program	Curriculum Development Research
RPL	Research Projects: Curriculum/Program	Interest Surveys
RPL	Research Projects: School System	Applications
RPL	Research Projects: School System	External Research Reports
RPL	Research Projects: School System	External Surveys
RPL	Research Projects: School System	School and Career Selection Surveys
RPL	Research Projects: School System	School System Surveys
RPL	Research Projects: School System	Scoring System Surveys
RPL	Research Projects: School System	Student Background Surveys
RPL	Research Projects: School System	Student Evaluation Surveys
RPL	Research Projects: School System	Surveys
RPL	Research Projects: Student Demographics	Aggregate Reports: Student Population
RPL	Research Requests: External	Research Final Reports
RPL	Research Requests: External	Research Requests from Foundations
RPL	Research Requests: External	Research Requests from Graduate Students
RPL	Research Requests: External	Research Requests from Universities
RPL	Strategic Planning	Background Research Information
RPL	Strategic Planning	Strategic Plans





Function	Record Series	Subject/Record Type
STU	Bursaries and Awards	Commencement Awards
STU	Bursaries and Awards	Graduation Awards
STU	Bursaries and Awards	Student Bursaries and Awards
STU	Case Files: Attendance Issues	Attendance Counselling Records
STU	Case Files: Attendance Issues	Counseling Records: Attendance
STU	Case Files: Communications	Counseling Records: Communications
STU	Case Files: Counselling	Confidential Notes
STU	Case Files: Counselling	Interview Notes
STU	Case Files: Counselling	Psychological Testing/Assessment and Reporting
STU	Case Files: Counselling	Social Worker Referral Forms
STU	Case Files: Counselling	Speech and Language Issues
STU	Case Files: Counselling	Statistical Forms
STU	Case Files: Counselling	Social Worker Counselling and Reports
STU	Case Files: Placement Assessments	Assessment Test Results
STU	Case Files: Placement Assessments	Educational History
STU	Case Files: Placement Assessments	Immigration Status
STU	Case Files: Placement Assessments	Language Background Assessments
STU	Case Files: Placement Assessments	Recommendations for Levels of Placements
STU	Case Files: Placement Assessments	Vocational Assessments
STU	Case Files: Placement Assessments	Vocational Counselling Records
STU	Case Files: Placement Assessments	Vocational Interest Tests
STU	Case Files: Placement Assessments	Vocational Interview Notes
STU	Case Files: Referrals	Communication Counselling
STU	Case Files: Referrals	Confidential Reports
STU	Case Files: Referrals	Consents to Disclosure
STU	Case Files: Referrals	Final Summaries
STU	Case Files: Referrals	Home Instructions
STU	Case Files: Referrals	Home Schooling Records
STU	Case Files: Referrals	Referral Forms
STU	Case Files: Student Welfare	Abuse, Neglect, Family Violence



Function	Record Series	Subject/Record Type
STU	Examinations and Testing	Completed Student Examinations
STU	Examinations and Testing	EQAO
STU	Examinations and Testing	Exam Day Attendance
STU	Examinations and Testing	Exam Day Schedules
STU	Examinations and Testing	Student Exams
STU	Extracurricular/Co-curricular Activities	Athletics
STU	Extracurricular/Co-curricular Activities	Choir
STU	Extracurricular/Co-curricular Activities	Clubs
STU	Extracurricular/Co-curricular Activities	School Extracurricular Activities
STU	Extracurricular/Co-curricular Activities	Student Council
STU	Guidance Materials	Career Information
STU	Guidance Materials	College Information
STU	Guidance Materials	External School Programs
STU	Guidance Materials	Post-secondary Education
STU	Guidance Materials	Private Schools
STU	Guidance Materials	Scholarships
STU	Office Index Cards	Index Cards
STU	Office Index Cards	Retirement Information
STU	Office Index Cards	Transfer Information
STU	Ontario Student Records (OSR)	Ontario Student Records (OSR) Current
STU	Ontario Student Records (OSR)	Ontario Student Records (OSR) Retired Pupils
STU	Programs: Cooperative Education	Co-op Programs
STU	Programs: Cooperative Education	Co-op Statistics
STU	Programs: Cooperative Education	Employer Surveys
STU	Programs: Cooperative Education	Monitoring Teacher Reports
STU	Programs: Non-Classroom	Art
STU	Programs: Non-Classroom	Concerts
STU	Programs: Non-Classroom	Essay Contests
STU	Programs: Non-Classroom	Facility Tours
STU	Programs: Non-Classroom	Festivals



Function	Record Series	Subject/Record Type
STU	Programs: Non-Classroom	Science Fairs
STU	Programs: Non-Classroom	Tournaments
STU	Programs: Non-Classroom	Track Meets
STU	Programs: Student Meals	Student Lists
STU	Registers: Student Enrolment and Attendance	Continuing Education Registers
STU	Registers: Student Enrolment and Attendance	Daily Absence Reports
STU	Registers: Student Enrolment and Attendance	Daily Attendance Registers
STU	Registers: Student Enrolment and Attendance	Heritage Language Program Registers
STU	Registers: Student Enrolment and Attendance	Student Attendance Registers
STU	Registers: Student Enrolment and Attendance	Student Enrolment Registers
STU	Registers: Student Marks	Mark Verification Sheets
STU	Registers: Student Marks	Student Marks
STU	Student Assessments: Immigrants	Immigrant Assessments
STU	Student Exchanges	Student Exchange Reports
STU	Student Exchanges	Student Exchange Schedules
STU	Student Health Records	Health Information
STU	Student Health Records	Health Unit Information
STU	Student Health Records	Medical Information
STU	Student Meal Programs	Breakfast Programs
STU	Student Meal Programs	Lunch Programs
STU	Student Meal Programs	Milk Programs
STU	Student Records: External Program Participation	Plans for Student Exchanges
STU	Student Records: Continuing Education	Continuing Education Student Marks
STU	Student Records: Continuing Education	Mature Student Appraisals
STU	Student Records: Co-op Programs	Apprenticeship Programs
STU	Student Records: Co-op Programs	Co-operative Work Assignments
STU	Student Records: Co-op Programs	Copies of Work Education Agreements
STU	Student Records: Co-op Programs	Employer Interview Evaluation Forms
STU	Student Records: Co-op Programs	Program Applications
STU	Student Records: Co-op Programs	Student Evaluation Forms



Function	Record Series	Subject/Record Type
STU	Student Records: Co-op Programs	Training Plans
STU	Student Records: External Program Participation	Field Trips
STU	Student Records: External Program Participation	School Field Trips
STU	Student Records: External Program Participation	Student Exchange Programs
STU	Student Records: External Program Participation	Student exchanges
STU	Student Records: Special Needs	Special Equipment For Students
STU	Student Records: Special Program	Applications for Admission
STU	Student Records: Special Program	Assessments
STU	Student Records: Special Program	IEP Raw Data
STU	Student Records: Special Program	Tests
STU	Student Registrations/Applications	Application Forms
STU	Student Registrations/Applications	Continuing Education Applications
STU	Student Registrations/Applications	French Immersion Applications
STU	Student Registrations/Applications	Registration Forms
STU	Student Registrations/Applications	Special Program Applications
STU	Student Registrations/Applications	Student Registrations/Applications
STU	Student Registrations/Applications	Summer School Applications
STU	Student Reporting	Class List Reports
STU	Student Reporting	First Language Reports
STU	Student Reporting	Homeroom Lists
STU	Student Reporting	Non-resident Student Reports
STU	Student Reporting	Ontario Scholar Lists
STU	Student Reporting	Promotion Listings
STU	Student Reporting	Student Information System Reports
STU	Student Reporting	Student Online Transaction Listing
STU	Suspensions/Expulsions	Expulsion Notice
STU	Suspensions/Expulsions	Suspension Notice
STU	Timetables/Schedules	Course Timetables
STU	Timetables/Schedules	School Bell Schedule
STU	Timetables/Schedules	School Year Calendar



Function	Record Series	Subject/Record Type
STU	Timetables/Schedules	Teacher's Day Book
STU	Timetables/Schedules	Teacher's Timetables
STU	Timetables/Schedules	Yard Duty
STU	Transfers/Exits/Admittances/Retirements	Admittances
STU	Transfers/Exits/Admittances/Retirements	Exits
STU	Transfers/Exits/Admittances/Retirements	Retirements
STU	Transfers/Exits/Admittances/Retirements	Transfers
STU	Transportation: Student Bus Services	Boundaries
STU	Transportation: Student Bus Services	Bus Routes
STU	Transportation: Student Bus Services	Bus Schedules
STU	Transportation: Student Bus Services	Requests for Transportation
STU	Transportation: Student Bus Services	Student Lists

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Function	Record Series	Subject/Record Type
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