

## DIRECTORY OF RECORDS

Record Series Classification Code	Record Title	TYPE PIB=Personal Information Bank GCR=General Class of Records GCR/PIB=Mix of Both
<b>COLLECTION 1</b>	<b>MUNICIPAL GOVERNANCE</b>	
1-01-01-01	By-laws of the City of Windsor	GCR
1-02-01-01	Mayor's Projects	GCR
1-02-01-02	Requests for Service	PIB
1-02-01-03	Invitations and Scheduling	GCR
1-02-01-04	Birthday and Anniversary Letters	PIB
1-02-02-01	Appointments to Committees, Commissions, Boards and Task Forces	GCR/PIB
1-02-02-02	Council / Standing Committee Agendas and Reports	GCR
1-02-02-03	Council / Standing Committee Minutes	GCR
1-02-02-04	Council Meeting Audio and Video Recordings	GCR
1-02-02-05	Council Questions	GCR
1-02-03-01	Statutory Committees of Council Agendas, Minutes and Reports	GCR
1-02-04-01	Advisory Committees, Commissions and Boards Agendas, Minutes and Reports	GCR
1-02-05-01	Task Forces Agendas, Minutes, and Reports	GCR
1-02-06-01	Chief Administrative Officer (CAO) Projects	GCR
1-02-06-02	Employee Suggestions	GCR
1-02-06-03	Corporate Performance Measurements (OMBI)	GCR
1-02-07-01	Internal Staff Committees of the City of Windsor)	GCR
1-02-07-02	External Staff Committees	GCR
1-02-08-08 -	External Organizations	GCR
1-02-09-01 -	Agreements (Contracts Under Seal)	GCR
1-02-09-03 -	Deeds	GCR
1-02-09-04 -	Orders	GCR
1-02-09-05 -	Land Matters	GCR

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1-02-09-06 -	Property Management Files	GCR
1-02-09-07 -	Property Annexation	GCR
1-02-09-08 -	Insurance Policies	GCR
1-02-09-09 -	Certificates of Insurance	PIB
1-02-06-10 -	Litigation	GCR
1-02-09-11	Legal Opinions	GCR
1-03-01-01 -	Community Strategic Plan Development	GCR
1-03-01-02 -	Community Strategic Plans	GCR
1-03-02-01 -	Corporate Strategic Plan Development	GCR
1-03-02-02 -	Corporate Strategic Plans	GCR
1-03-03-01 -	Department Strategic Plan Development	GCR
1-03-03-02 -	Department Strategic Plans	GCR
1-04-01-01 -	Policies, Standards, Procedures and Manuals Development	GCR
1-04-01-02 -	Policies, Standards, Procedures and Manuals	GCR
<b>COLLECTION 2-</b>	<b>MUNICIPAL MANAGEMENT</b>	
2-01-01-01 -	Public Relations and Marketing Subjects / Topics	GCR
2-01-01-02 -	Marketing Plans	GCR
2-01-01-03 -	Speeches and Presentations	GCR
2-01-01-04 -	Media Relations	GCR
2-01-01-05 -	Newspaper / Media Tracking	GCR
2-01-01-06 -	Newspaper / Media Advertisements	GCR
2-01-01-07 -	Telephone Book and Directory Listings	GCR
2-01-01-08 -	Awards	GCR
2-01-01-09 -	Promotional Items	GCR

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2-01-01-10 -	Brochures and Pamphlets	GCR
2-01-01-11 -	City of Windsor History	GCR
2-01-01-12 -	Loaned and / or Donated Art Works	GCR
2-01-01-13 -	Visual Identity and Insignia	GCR
2-01-01-14 -	Newsletters	GCR
2-01-01-15 -	Communication Plans	GCR
2-01-01-16 -	Issues Management	GCR
2-01-02-01 -	Surveys	GCR
2-01-02-02 -	Customer Service Projects	GCR
2-01-02-03 -	Complaints	PIB
2-01-02-04 -	Taxicab Compliments	GCR
2-01-03-01 -	City of Windsor Emergency	GCR
2-01-03-02 -	Emergency Social Services Response Plan and Reception / Evacuation Centre Plan	GCR
2-01-03-03 -	Emergency Public Works After Hour Calls	PIB
2-01-03-04 -	Pandemic Plans	GCR
2-01-04-01 -	Mail Services	GCR
2-01-04-02 -	Courier Services	GCR
2-01-04-03 -	Fax Services	GCR
2-01-04-04 -	Phone Services	GCR
2-01-05-01 -	Contact and Mailing Lists	GCR/PIB
2-01-05-02 -	General Correspondence	GCR
2-01-05-03 -	Second Copies of General Correspondence	GCR
2-01-06-01 -	Travel and Accommodation Arrangements	GCR/PIB
2-01-06-02 -	Catering Arrangements	GCR

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Record Series Classification Code	Record Title	TYPE PIB=Personal Information Bank GCR=General Class of Records GCR/PIB=Mix of Both
2-01-06-03 -	Tourism Development	GCR
2-02-01-01 -	Facility Studies	GCR
2-02-01-02 -	Construction and Renovation Projects	GCR
2-02-01-03 -	Floor Layouts and Office Designs	GCR
2-02-02-01 -	Facilities Operations and Maintenance	GCR
2-02-02-02 -	Multi-Use Arena Statistical Reports	GCR
2-02-02-03 -	Facility Signs and Signage	GCR
2-02-02-04 -	Monument and Sculpture Maintenance	GCR
2-02-02-05 -	Marinas, Harbours and Beaches Maintenance	GCR
2-02-02-06 -	Energy Management	GCR
2-02-02-07 -	Conference Rooms and Council Chambers Bookings	GCR
2-02-03-01 -	Park Design and Development Projects	GCR
2-02-03-02 -	Park Construction Projects	GCR
2-02-03-03 -	Landscaping Projects	GCR
2-02-03-04 -	Parks and Trails Maintenance	GCR
2-02-03-05 -	Trees	GCR
2-02-03-06 -	Weed Cutting	GCR
2-02-03-07 -	Vegetation Control	GCR
2-02-03-08 -	Grounds Maintenance at City Facilities	GCR
2-02-04-01 -	Facility Security Projects	GCR
2-02-04-02 -	Security Reports	GCR
2-02-04-03 -	Video Surveillance	PIB
2-02-04-04 -	Security Access Cards	GCR
2-03-01-01 -	Financial Management Subjects / Topics	GCR

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2-03-01-02 -	Financial Management Projects	GCR
2-03-01-03 -	Financial Reporting Structure	GCR
2-03-02-01 -	Operating Budget Process	GCR
2-03-02-02 -	Operating Budget Development	GCR
2-03-02-03 -	Operating Budget Review	GCR
2-03-02-04 -	Operating Budgets (Recommended)	GCR
2-03-02-05 -	Operating Budgets (Approved)	GCR
2-03-02-06 -	Operating Budget Variance Reports	GCR
2-03-02-07 -	Operating Budget Adjustments	GCR
2-03-03-01 -	Capital Budget Process	GCR
2-03-03-02 -	Capital Budget Development	GCR
2-03-03-03 -	Capital Budgets (Recommended)	GCR
2-03-03-04 -	Capital Budgets (Approved)	GCR
2-03-03-05 -	Capital Budget Projects	GCR
2-03-03-06 -	Capital Budget Variance Reports	GCR
2-03-03-07 -	External Year End Audit	GCR
2-03-03-08 -	Capital Budget and Reserve Fund Reports	GCR
2-03-04-01 -	General Ledger Year End	GCR
2-03-04-02 -	Windsor Tunnel Commission (WTC) Journal Entries	GCR
2-03-04-03 -	Payroll to Peoplesoft Balancing	GCR
2-03-05-01 -	Accounts Receivable Invoices	GCR
2-03-05-02 -	Accounts Receivable Adjustments	GCR
2-03-05-03 -	Accounts Receivable Reports	GCR
2-03-06-01 -	Assessment Rolls	GCR

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Record Series Classification Code	Record Title	TYPE PIB=Personal Information Bank GCR=General Class of Records GCR/PIB=Mix of Both
2-03-06-02 -	Property Tax Pre-Authorized Payments	PIB
2-03-06-03 -	Property Ownership Changes	GCR
2-03-06-04 -	Collector's Rolls	GCR
2-03-06-05 -	Property Tax Transaction Register	GCR
2-03-06-06 -	Property Tax Payment Slips	GCR
2-03-06-07 -	Property Assessment Adjustments	GCR
2-03-06-08 -	Property Tax Adjustments	GCR
2-03-06-09 -	Property Tax Payment Adjustments	GCR
2-03-06-10 -	<i>Property Tax Exemptions (Payments in Lieu)</i>	GCR
2-03-06-11 -	Property Tax Arrears Listing	GCR
2-03-06-12 -	Property Tax Registrations and Sales	GCR
2-03-06-13 -	Property Tax Reconciliation	GCR
2-03-06-14 -	Property Tax Certificates	GCR
2-03-06-15 -	Property Tax Accounts	GCR
2-03-06-16 -	Mortgage Company Files	GCR
2-03-07-01 -	Revenues Received from Services	GCR
2-03-07-02 -	Revenues Received from Performing Arts	GCR
2-03-07-03 -	Revenues Received from Sale of Goods	GCR
2-03-07-04 -	Donations and Gifts	GCR
2-03-07-05 -	Other Revenues Received Reports	GCR
2-03-08-01 -	Vendor List	GCR
2-03-08-02 -	Purchase Orders	GCR
2-03-08-03 -	Accounts Payable Invoices (Paid Vouchers)	GCR/PIB
2-03-08-04 -	Government Tax Filings	GCR

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2-03-08-05 -	Worksheet Balance Sub-ledger	GCR
2-03-08-06 -	Cheque Cancellations	GCR
2-03-08-07 -	Voucher Cancellations	GCR
2-03-08-08 -	Changing Payable Due Date	GCR
2-03-08-09 -	Monthly Accounts Payable	GCR/PIB
2-03-08-10 -	MFP Financial Services Files	GCR
2-03-08-11 -	Second Copy of Cheques Issued	GCR
2-03-09-01 -	Salary Schedules	GCR
2-03-09-02 -	Attendance and Vacation Reporting	PIB
2-03-09-03 -	Employee Scheduling / Timesheets / Crew Cards	PIB
2-03-09-04 -	Overtime Hours	PIB
2-03-09-05 -	Council Remuneration	GCR
2-03-09-06 -	Payroll Summary Cards	GCR
2-03-09-07 -	Payroll Summary Reports	GCR
2-03-09-08 -	Payroll Year-to-Date	GCR
2-03-09-09 -	Payroll Register Reports	GCR
2-03-09-10 -	Payroll Supporting Documentation	GCR
2-03-09-11 -	TD1s and TD1ONs	GCR
2-03-09-12 -	Direct Deposit Authorizations	PIB
2-03-09--	Benefits Deductions Changes	GCR/PIB
2-03-09-14 -	Registered Retirement Savings Plan (RRSP) Authorizations and Changes	GCR/PIB
2-03-09-15 -	Canada Savings Bonds Authorizations and Changes	PIB
2-03-09-16 -	OMERS Reports	GCR/PIB
2-03-09-17 -	Leaves of Absence	PIB

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2-03-09-18 -	Employment Insurance Rebates	GCR/PIB
2-03-09-19 -	T4 Slips and Summaries	PIB
2-03-09-20 -	Payroll Source Deduction Remittances	PIB
2-03-09-21 -	Employer Health Tax	GCR
2-03-09-22 -	Workplace Safety Insurance Board (WSIB) Remittances	PIB
2-03-09-23 -	Benefit Program Remittances	PIB
2-03-09-24	Debentures Authorizations and Changes	PIB
2-03-10-01 -	Short Term Liabilities	PIB
2-03-11-01 -	Investment Records	GCR
2-03-12-01 -	Petty Cash	GCR
2-03-12-02 -	Cashier Rolls	GCR
2-03-12-03 -	Internal Registers / Listings	GCR
2-03-12-04 -	External Registers / Listings	GCR
2-03-12-05 -	Transaction Receipt Books	GCR
2-03-12-06 -	Cashbook Correction Sheets	GCR
2-03-12-07 -	Bank Statements	GCR
2-03-12-08 -	Bank Deposit Books	GCR
2-03-12-09 -	Bank Account Analysis Worksheets	GCR
2-03-12-10 -	Bank Reconciliation Reports	GCR
2-03-12-11 -	Amanda Reports	GCR
2-03-12-12 -	Cashflow	GCR
2-03-13-01 -	Internal Audit Projects	GCR
2-03-13-02 -	Internal Audit Reports	GCR
2-03-13-03 -	Internal Audit Legal Proceedings	GCR



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2-03-13-04 -	Pay As You Go	GCR
2-03-13-05 -	Debt and Debenture Audits	GCR
2-03-14-01 -	Windsor Tunnel Commission (WTC) Working Papers	GCR
2-03-14-02 -	City of Windsor Balance Sheet Year-End Working Papers	GCR
2-03-14-03 -	City of Windsor Consolidated Statements Assembly	GCR
2-03-14-04 -	Performance Measurements	GCR
2-03-14-05 -	Pay-As-You-Go Models	GCR
2-03-15-01 -	City of Windsor Annual Financial Statements	GCR
2-03-15-02 -	City of Windsor Financial Information Returns (FIR)	GCR
2-03-15-03 -	Year End Planning	GCR
2-03-15-04 -	Roseland Golf and Country Club Financial Statements	GCR
2-03-15-05 -	Cleary Financial Statements	GCR
2-03-16-01 -	Trade Receivable Collections	GCR
2-03-16-02 -	Equifax Reports	GCR/PIB
2-03-16-03 -	Trade Receivable Aging Analysis	GCR
2-03-17-01 -	Grants Subjects / Topics	GCR
2-03-17-02 -	Grants and Subsidies	GCR
2-03-17-03 -	Grants for Non-Profit Organizations	GCR
2-03-17-04 -	Provincial Subsidy Claims	GCR
2-03-17-05 -	Other Municipal Recoveries	GCR
2-03-17-06 -	Ontario Municipal Partnership Funding (OMPF)	GCR
2-04-01-01 -	Fleet Management Subjects / Topics	GCR
2-04-01-02 -	Fleet Management Projects	GCR
2-04-01-03 -	Rental Fleet System Reports	GCR

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2-04-01-04 -	Vehicle Maintenance	GCR
2-04-01-05 -	Vehicle Circle Checks	GCR
2-04-01-06 -	Vehicle Mileage Reports	GCR
2-04-01-07 -	Vehicle Depreciation	GCR
2-04-01-08	Hours of Service Regulations	GCR
2-04-02-01	Adjuvant Equipment Tracking	GCR
2-04-02-02 -	Adjuvant Equipment Preventative Maintenance and Repair	GCR
2-04-02-03 -	Equipment Guarantees and Warranties	GCR
2-04-02-04 -	Equipment Manuals and Operating Instructions	GCR
2-04-02-05 -	Equipment Utilization Sheets	GCR
2-04-02-06 -	Parks Inventory Equipment	GCR
2-04-02-07 -	Fitness Centre (Weight Rooms) Equipment Maintenance	GCR
2-04-02-08 -	Equipment Maintenance Logs	GCR
2-04-02-09 -	Parking Meter Maintenance	GCR
2-05-01-01 -	Human Resources Subjects / Topics	GCR
2-05-02-01 -	Recruitment Subjects / Topics	GCR
2-05-02-02 -	Organization Charts	GCR
2-05-02-03 -	History of Position (HOP) / Job Descriptions / Summaries	GCR
2-05-02-04 -	Job Evaluations / Pay Equity	PIB
2-05-02-05 -	Job Postings and Applications	GCR/PIB
2-05-02-06 -	Unsolicited and Pool Applications	PIB
2-05-02-07 -	Recruitment Activation Reports	GCR
2-05-02-08 -	Compensation Structure	GCR
2-05-02-09 -	Staff Establishments	GCR

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2-05-02-10 -	Employee Schedules	GCR
2-05-02-11 -	Employee Immunization Records	PIB
2-05-02-12 -	Employee Vaccination Clinic	PIB
2-05-02-13 -	Attendance Management	PIB
2-05-02-14 -	Respectful Workplace Subjects / Topics	GCR
2-05-02-15 -	Human Rights Complaints and Investigations	PIB
2-05-02-16 -	Workplace Violence and Harassment Complaints	PIB
2-05-02-17 -	Arena Board of Management (Staffing)	PIB
2-05-03-01 -	Employee Files	PIB
2-05-03-02 -	Retiree Files	PIB
2-05-04-01 -	Training Programs	GCR
2-05-04-02 -	Educational Assistance Program	GCR/PIB
2-05-04-03 -	Career and Development	GCR
2-05-04-04 -	Performance Management	GCR
2-05-04-05 -	Fire Equipment Driver List	GCR
2-05-05-01 -	Occupational Health and Safety Subjects / Topics	GCR
2-05-05-02 -	Material Safety Data Sheets (MSDS)	GCR
2-05-05-03 -	Physical Demand Analyses	GCR
2-05-05-04 -	Accident / Incident Claims and Investigations Reporting	GCR/PIB
2-05-05-05 -	Workplace Inspection Reports	GCR
2-05-05-06 -	Ministry of Labour Health and Safety Orders	GCR
2-05-05-07 -	Workplace Ergonomics	GCR
2-05-05-08 -	Continuous Safety Service (CSS) Reports	GCR
2-05-05-09 -	Non-Occupational Accommodations	PIB

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2-05-06-01 -	Workplace Safety Insurance Board (WSIB) Claims	PIB
2-05-06-02 -	Workplace Safety Insurance Board (WSIB) Correspondence	GCR
2-05-07-01 -	Collective Bargaining Negotiations	GCR
2-05-07-02 -	Memorandums of Agreement	GCR
2-05-07-03 -	Grievances	PIB
2-05-07-04 -	Arbitrations	PIB
2-05-07-05 -	Labour Relations	GCR
2-05-07-06 -	Seniority List	GCR
2-05-08-01 -	Volunteer Files	PIB
2-05-08-02 -	Unsuccessful Volunteer Applications	PIB
2-05-08-03 -	Volunteer Log	PIB
2-05-08-04 -	Student / Adult Programs Administration	PIB
2-05-09-01 -	Benefit Administration	PIB
2-05-09-02 -	Employee Family Assistance Programs	GCR/PIB
2-05-09-03 -	Employee Wellness Programs	GCR
2-06-01-01 -	Records Management Subjects / Topics	GCR
2-06-01-02 -	Records Management Projects	GCR
2-06-01-03 -	Records Classification Scheme	GCR
2-06-01-04 -	Records Retention Schedule	GCR
2-06-01-05 -	Records Off-Site Storage / Transfer Lists	GCR
2-06-01-06 -	Records Destruction Notices	GCR
2-07-01-01 -	Legal Projects	GCR
2-07-02-01 -	Risk and Insurance Management Subjects / Topics	GCR
2-07-02-02 -	Risk Management Projects	GCR

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2-07-02-03 -	Insurance Claims Reports	GCR
2-07-02-04 -	Insurance Claims Against or by the City of Windsor	GCR/PIB
2-07-02-05 -	Incident Reports	GCR/PIB
2-07-02-06 -	Risk Inspections	GCR
2-07-02-07 -	Vehicle Accident Reports	GCR/PIB
2-08-01-01	Purchasing Subjects / Topics	GCR
2-08-01-02 -	Authorized Vendor List	GCR
2-08-01-03 -	Tenders / Proposals / Quotations	GCR
2-08-01-04 -	Food Order Requisitions	GCR
2-08-01-05 -	Gas / Electricity Procurement	GCR
2-08-02-01 -	Inventory Management Subjects / Topics	GCR
2-08-02-02 -	Management of Capital Assets (Inventory Control)	GCR
2-08-02-03 -	Management of Non-Capital Assets and Supplies (Inventory Control)	GCR
2-08-02-04 -	Fuel / Oil Consumption Reports and Tank Inventory	GCR
2-08-02-05 -	Chemical Inventory	GCR
2-09-01-01 -	Information Technology Administration Subjects / Topics	GCR
2-09-01-02 -	Information Technology Projects	GCR
2-09-02-01 -	Internet Style Guides	GCR
2-09-02-02 -	Internet Content	GCR
2-09-02-03 -	Internet Statistics	GCR
2-09-03-01 -	Intranet Style Guides	GCR
2-09-03-02 -	Intranet Content	GCR
2-09-04-01 -	Technology and Applications Architectures	GCR
2-09-04-02 -	Technology and Applications Software, Upgrades and Maintenance	GCR

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2-09-04-03 -	Technology and Applications Testing	GCR
2-09-04-04 -	Technology and Applications Backup and Recovery	GCR
2-09-04-05 -	Technology and Applications Logs	GCR
2-09-04-06 -	Technology and Applications Security	GCR
2-09-04-07 -	Technology and Applications Support	GCR
<b>COLLECTION 3 -</b>	<b>MUNICIPAL SERVICES &amp; PROGRAMS DELIVERY</b>	
3-01-01-01 -	Standard Specifications Drawings	GCR
3-01-01-02 -	By-law Complaints	PIB
3-01-01-03 -	Orders to Comply	PIB
3-01-01-04 -	Parking Tickets Issued	PIB
3-01-01-05 -	Parking Tickets Cancelled	PIB
3-01-01-06 -	Parking Tickets Paid	PIB
3-01-01-07 -	Parking Ticket Notices	PIB
3-01-01-08 -	Parking Infractions Reports	GCR/PIB
3-01-01-09 -	Parking Enforcement Statistics	GCR
3-01-02-01 -	Business Licences	PIB
3-01-02-02 -	Dog Licences	PIB
3-01-02-03 -	Licence Complaints and Inspections	PIB
3-01-02-04 -	Licencing Examinations	PIB
3-01-02-05 -	Safety Lane Inspections	GCR
3-01-02-06 -	Lottery Licences (Approved) and Reports	PIB
3-01-02-07 -	Lottery Licence Applications (Rejected)	PIB
3-01-02-08 -	Licencing Studies and Consultation Reports	GCR

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3-01-02-09 -	Residential Parking Permits	PIB
3-01-02-10 -	Residential Parking Permits (Cancelled)	PIB
3-01-02-11 -	Municipal Parking Lot Permits	GCR
3-01-02-12 -	Municipal Parking Lot Permits (Cancelled)	GCR
3-01-02-13 -	Municipal Parking Lot Permits (Refunded)	GCR
3-01-02-14 -	Municipal Parking Garage Permits	GCR
3-01-02-15 -	Municipal Parking Garage Permits (Cancelled)	GCR
3-01-02-16 -	Municipal Parking Garage Permits (Refunded)	GCR
3-01-02-17 -	Pre-Authorized Parking Payment Reports	PIB
3-01-02-18 -	On street Accessible Parking Spaces	GCR/PIB
3-01-03-01 -	Freedom of Information (FOI) Requests and Appeals	PIB
3-01-03-02 -	Freedom of Information (FOI) Correspondence	PIB
3-01-04-01 -	Marriage Licence Applications	PIB
3-01-04-02 -	Marriage Licence Register	PIB
3-01-04-03 -	Death Records	PIB
3-01-04-04 -	Birth Records	PIB
3-01-04-05 -	Stillbirth Records	PIB
3-01-05-01 -	Refuse, Recycling and Yard Waste Collection	GCR
3-01-05-02 -	Refuse Haulage and Disposal	GCR
3-01-05-03 -	Containerized Collection	GCR
3-01-05-04 -	Litter	GCR
3-01-05-05 -	Street Sweeping	GCR
3-01-05-06 -	White Goods	GCR
3-01-06-01 -	Public Health Subjects / Topics	GCR

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3-01-06-02 -	Public Health Projects	GCR
3-01-06-03 -	Animal Control	GCR
3-01-07-01 -	Call Centre Projects	GCR
3-01-07-02	Call Centre Statistical Reports	GCR
3-01-07-03 -	Call Centre Digital Recordings	GCR/PIB
3-01-07-04 -	Call Centre Service Requests (CSR)	GCR/PIB
3-02-01-01 -	Ward and Voting Subdivision Boundaries	GCR
3-02-01-02 -	Election Personnel	PIB
3-02-01-03 -	Election Advertising	GCR
3-02-01-04 -	Election Forms (Originals)	GCR
3-02-01-05 -	Voting Places	GCR
3-02-02-01 -	Candidate Registrations and Nominations	GCR/PIB
3-02-02-02 -	Candidate Campaign Expense Reports	GCR/PIB
3-02-03-01 -	Preliminary Voters' List	GCR
3-02-03-02 -	Applications for Voters' List Inclusion, Deletion or Correction	PIB
3-02-03-03 -	Voter Notice Cards	PIB
3-02-04-01 -	Ballots/Votes Cast and Statistics	GCR
3-02-04-02 -	Election Results, and Returns by Election Personnel	GCR
3-02-04-03 -	Election Recounts	GCR
3-02-05-01 -	Council Inauguration	GCR
3-02-05-02 -	Councillors' Oaths of Office	GCR
3-02-05-03 -	Councillors' Orientation	GCR
3-03-01-01 -	Fire & Rescue Subjects / Topics	GCR
3-03-01-02 -	Fire Station Orders	GCR



## DIRECTORY OF RECORDS

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3-03-01-03 -	Fire Station Notices	GCR
3-03-01-04 -	Fire Station Transfers	GCR
3-03-01-05 -	Fire Statistics	GCR
3-03-02-01 -	Fire Prevention Programs	GCR
3-03-02-02 -	Fire Property Files	PIB
3-03-02-03 -	Fire Incident Response Reports	PIB
3-03-02-04 -	Fire Safety Plans	GCR
3-03-03-01 -	Medical Assist Reports	GCR/PIB
3-04-01-01 -	Community Events Subjects / Topics	GCR
3-04-01-02 -	Community Projects	GCR
3-04-01-03 -	Community Special Events	GCR
3-04-01-04 -	Day Camp Registration Packages	GCR
3-04-01-05 -	Activity Guide	GCR
3-04-01-06 -	Facility Rental Bookings	PIB
3-04-01-07 -	Concession Stands (In-House and Contracted-Out)	GCR
3-04-01-08 -	Community Equipment Rental Bookings	PIB
3-04-01-09 -	Community Partnerships	GCR
3-04-01-10 -	Aquatic Training Centres	GCR
3-04-01-11 -	Fitness Centres (Weight Rooms)	GCR
3-04-02-01 -	Convention, Cultural and Performing Arts Subjects / Topics	GCR
3-04-02-02 -	Convention and Conference Events	GCR
3-04-02-03 -	Theatre Events	GCR
3-04-02-04 -	Wedding Events	GCR/PIB
3-04-02-05 -	Civil Ceremonies	GCR/PIB

## DIRECTORY OF RECORDS

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3-04-02-06 -	Corporate Events	GCR
3-04-02-07 -	Other Social Events	GCR/PIB
3-04-03-01 -	Museum Collections	GCR
3-04-03-02 -	Historical Photographs	GCR
3-04-03-03-	Monuments, Memorials and Sculptures	GCR
3-04-03-04 -	Museum History	GCR
3-05-01-01 -	Social Services Subjects / Topics	GCR
3-05-01-02 -	Social Services Projects	GCR
3-05-01-03 -	Transit Windsor Bus Passes	PIB
3-05-01-04 -	Dental Services	PIB
3-05-01-05 -	Other Discretionary Benefits	PIB
3-05-02-01 -	Ontario Works Case Files	PIB
3-05-02-02 -	Social Worker Case Files	PIB
3-05-02-03 -	Family Support Case Files	PIB
3-05-02-04 -	Ontario Works Discretionary Benefits (100% Municipal)	PIB
3-05-02-05 -	Statements of Income	PIB
3-05-03-01 -	Children's Services Program Administration	GCR/PIB
3-05-03-02 -	Child Care Case Files	PIB
3-05-03-03 -	Child Care Fee Subsidies	GCR/PIB
3-05-03-04 -	Child Care Attendance	PIB
3-05-03-05 -	Day Care Licences	GCR
3-05-03-06 -	Ontario Early Years (OEY) Program Administration	GCR/PIB
3-05-03-07 -	Work and Learn Program	GCR/PIB
3-05-04-01 -	Social Housing Administration	GCR/PIB

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Record Series Classification Code	Record Title	TYPE PIB=Personal Information Bank GCR=General Class of Records GCR/PIB=Mix of Both
3-05-04-02 -	Lodging Home Case Files	PIB
3-05-04-03 -	Consolidated Homelessness Prevention Programs	GCR
3-05-04-04 -	Social Housing Providers	GCR
3-05-04-05 -	Social Housing Initiatives	GCR
3-05-04-06 -	Central Housing Registry	GCR
3-05-04-07 -	Rent Bank Files	PIB
3-05-04-08 -	Homemaker Case Files	PIB
3-05-04-09 -	Home Support Case Files	PIB
3-06-01-01 -	Long Term Care Services Subjects / Topics	GCR
3-06-01-02 -	Resident Charts	PIB
3-06-01-03 -	Board of Health Inspections	GCR
3-06-02-01 -	Long Term Care Declined Applications	PIB
3-06-02-02 -	Long Term Care Waiting List	PIB
3-036-02-03 -	Long Term Care Resident Council Minutes	GCR
3-06-02-04 -	Pastoral Care Minutes	GCR
3-06-03-01 -	Drug Order Book	GCR
3-06-03-02 -	Surplus Drug Book	GCR
3-06-03-03 -	Narcotic Cards	GCR/PIB
3-06-03-04 -	Narcotic Counts	GCR
3-06-03-05 -	Resident Lab Schedule	GCR/PIB
3-06-03-06 -	Resident Care Plan Schedule	GCR/PIB
3-06-03-07 -	Resident Census	GCR
3-06-03-08 -	Nursing 24 Hour Report	GCR/PIB
3-06-03-09 -	Infection Control Statistics	GCR

## DIRECTORY OF RECORDS

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3-06-04-01 -	Nutrition and Food Service Memos	GCR/PIB
3-06-04-02 -	Dietician Memos	GCR/PIB
3-06-04-03 -	Menu Production Sheets	GCR
3-06-04-04 -	Quality Assurance Audits	GCR
3-06-04-05 -	Recipes	GCR
3-06-04-06 -	Menus	GCR
3-06-04-07 -	Menu Tracking	GCR
3-06-04-08 -	Resident Meal Seating Plans	GCR/PIB
3-06-04-09 -	Resident Diet Cards	GCR/PIB
3-06-04-10 -	Special Functions	GCR
3-07-01-01 -	Economic Development Subjects / Topics	GCR
3-07-01-02 -	Economic Development Programs and Services	GCR
3-07-01-03 -	Planning Districts and Areas	GCR
3-07-01-04 -	Business Improvement Areas	GCR
3-07-01-05 -	Community Improvement Projects	GCR
3-07-01-06 -	Housing	GCR
3-07-01-07 -	Demographic and Economic Studies and Statistics	GCR
3-07-01-08 -	Urban Design Projects	GCR
3-07-02-01 -	Official Plan of the City of Windsor	GCR
3-07-02-02 -	Official Plan Issues	GCR
3-07-02-03 -	Master Plans	GCR
3-07-02-04 -	Secondary Plans	GCR
3-07-02-05 -	Official Plan Amendments	GCR
3-07-02-06 -	Zoning By-law of the City of Windsor	GCR

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3-07-02-07 -	Zoning By-law Issues	GCR
3-07-02-08 -	Zoning By-law Amendments (Rezoning)	GCR
3-07-02-09 -	Site Plan Control	GCR
3-07-02-10 -	Plans of Subdivision	GCR
3-07-02-11 -	Condominium and Conversions	GCR
3-07-02-12 -	Part Lot Control	GCR
3-07-02-13 -	Sign By-law Amendments	GCR
3-07-02-14 -	Consents	GCR/PIB
3-07-02-15 -	Minor Variances	GCR/PIB
3-07-02-16 -	Other Municipal Official Plans and Amendments	GCR
3-07-03-01 -	Environmental Subjects / Topics	GCR
3-07-03-02 -	Environmental Assessments	GCR
3-07-03-03 -	Environmental Clean-ups	GCR
3-07-03-04 -	Environmental Monitoring Projects	GCR
3-07-03-05 -	Winter Control	GCR
3-07-03-06 -	Engineering Reports	GCR
3-07-03-07 -	Soil Reports	GCR
3-07-03-08 -	Closed Landfill Monitoring	GCR
3-07-04-01 -	Aerial Photo Contact Prints	GCR
3-07-04-02 -	Reference Plans (12Rs)	GCR
3-07-04-03 -	Property Survey Drawings	GCR
3-07-04-04 -	Property Files	GCR
3-07-04-05 -	Property Information Requests	GCR
3-07-04-06 -	Street Opening Permits (Public Right of Way)	GCR

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Record Series Classification Code	Record Title	TYPE PIB=Personal Information Bank GCR=General Class of Records GCR/PIB=Mix of Both
3-07-04-07 -	Public Works Inspection Photos	GCR
3-07-04-08 -	Building Permits	GCR
3-07-04-09 -	Building Plans	GCR
3-07-04-10 -	Municipal Loan Programs	GCR
3-07-05-01 -	Heritage Preservation Files	GCR
3-07-05-02 -	Heritage Fund Applications Tracking	GCR
3-07-05-03 -	Municipal Heritage Register	GCR
3-07-05-04 -	Heritage Conservation District Studies	GCR
3-07-05-05 -	Archaeological Master Plan	GCR
3-07-05-06 -	Natural Heritage Sites	GCR
3-08-01-01 -	Progress Certificates	GCR
3-08-01-02 -	Diaries	GCR
3-08-01-03 -	As-Built Drawings	GCR
3-08-01-04 -	Capital Engineering Projects	GCR
3-08-02-01 -	Sewage Pumping and Treatment Subjects / Topics	GCR
3-08-02-02 -	Sewage Pumping Stations	GCR
3-08-02-03 -	Sewage Treatment Plants	GCR
3-08-02-04 -	Industrial Waste	GCR
3-08-02-05 -	Sludge Management	GCR
3-08-02-06 -	Sewage Treatment Plant Performance	GCR
3-08-03-01 -	Storm Water Drainage Subjects / Topics	GCR
3-08-03-02 -	Storm Water Drainage Projects	GCR
3-08-03-03 -	Storm Water Drainage Maintenance	GCR
3-08-03-04 -	Drainage Area Drawings	GCR

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3-08-04-01 -	Bridges Subjects / Topics	GCR
3-08-04-02 -	Bridges	GCR
3-08-05-01 -	Culverts Subjects / Topics	GCR
3-08-05-02 -	Culverts	GCR
3-08-06-01 -	Tunnels Subjects / Topics	GCR
3-08-06-02 -	Tunnels Projects	GCR
3-08-07-01 -	Roadway, Sewer and Sidewalk Subjects / Topics	GCR
3-08-07-02 -	Road and Sewer Construction Projects	GCR
3-08-07-03 -	Sewer Construction Drawings	GCR
3-08-07-04 -	Pavement Construction Drawings	GCR
3-08-07-05 -	Road and Sewer Maintenance Projects	GCR
3-08-07-06 -	Closed Circuit Camera Inspections (CCTV)	GCR
3-08-07-07 -	Sewer Rehabilitation	GCR
3-08-07-08 -	Road and Sewer Capital Projects	GCR
3-08-07-09 -	Private Development Specifications	GCR
3-08-07-10 -	Street and Alley Closings	GCR
3-08-07-11 -	Local Improvement Petitions	GCR
3-08-07-12 -	Street Naming and Numbering	GCR
3-08-08-01 -	Street and Park Lighting Subjects / Topics	GCR
3-08-08-02 -	Street and Park Lighting Projects	GCR
3-08-08-03 -	Street and Park Lighting Installation and Maintenance	GCR
3-08-09-01 -	Transportation Management Subjects / Topics	GCR
3-08-09-02 -	Transportation Planning and Engineering Projects	GCR
3-08-09-03 -	Signalized Intersections	GCR

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3-08-09-04 -	Signal Maintenance Log	GCR
3-08-09-05 -	Signs and Pavement Markings	GCR
3-08-09-06 -	Traffic Counts	GCR
3-08-09-07 -	Traffic Infrastructure Drawings	GCR
3-08-09-08 -	Traffic and Parking By-law Petitions	GCR
3-08-09-09 -	Traffic Control Plans	GCR
3-08-09-10 -	Traffic Calming Reviews	GCR
3-08-09-11 -	Traffic Impact Studies	GCR
3-08-09-12 -	Oversized Load Applications	GCR
3-08-09-13 -	Collision Database	GCR/PIB
3-08-09-14 -	School Crossing Guard Program	GCR/PIB
3-08-10-01 -	Railway Subjects / Topics	GCR
3-08-10-02 -	Railways	GCR