
Directory of Records – General

Office - Name of the office responsible for the records

Description of the Mandate and Function:
A brief description of the office's mandate and function. The description included was taken from the Staff Handbook or brochure(s).
General Classes or Types of Information:
A brief description of the types of information and records maintained by the office.
PIB Titles:
A list of the Personal Information Banks maintained by the office. Listed by the title of the PIB.
Copies of Records Located:
A list or description of the records copied and distributed to other offices, external organizations, staff members, etc.
Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:
<p>A list of all manuals, guidelines, handbooks, etc. that your office has and staff use to follow direction, make decisions, and guide them.</p> <p>The FOIP Act requires the University to provide facilities where the public may inspect any manual, handbook or other guidelines used in decision making processes that affect the public by employees of the University in administering or carrying out programs or activities of the University.</p>
Remarks:
Any notes or comments about any of the above information.