
Directory of Records – General

Office - Centre for World Indigenous Knowledge and Research (CWIKR)

Description of the Mandate and Function:

Responsible for the administration of all Centre for World Indigenous Knowledge and Research operations and functions. Some responsibilities include: strategic development, institutional studies, special projects, policy development, monitoring, records and information management, archives and FOIPP.

General Classes or Types of Information:

Affiliations, day files, travel, visits, AU events, general, AU departments, program drafts, (finance, committees, policies), forms, Governing Council, program files.

PIB Titles:

Indigenous Education – Staff
Indigenous Education – Various
Marketing/Recruitment
Miscellaneous
Programs/Courses
Aboriginal Student Services
Administration
Collaborations
Course Development
Cree Classes
Faxes
HR
Indigenous D.E.
Public Events
Recruiting – Staff
Release Forms
Research

Copies of Records Located:

Administrative Assistant's office, tutor office

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

N/A

Remarks:

N/A