

Appendix I

Combination Numeric and Subject Filing System

1.0 Administration

- 1.1 Government Grants
- 1.2 Incorporation
- 1.3 Community Administrative Officer (CAO) Program
 - 1.3.1 CAO Training
 - 1.3.2 CAO Monthly Reports
- 1.4 Workers Compensation
- 1.5 Council
 - 1.5.1 Community Officials
 - 1.5.2 Community Signing Authority
 - 1.5.3 Council Training
- 1.6 Municipal Employees Benefits Program
- 1.7 Asset Management
 - 1.7.1 Office
 - 1.7.2 Hall
 - 1.7.3 Garage
 - 1.7.4 Fire Hall
- 1.8 Census
- 1.9 Northern Association of Community Councils

2.0 Accounting

- 2.1 Budget
 - 2.1.1 Capital Planning
- 2.2 Monthly Financial Statements
- 2.3 Bank
 - 2.3.1 Bank Reconciliations
 - 2.3.2 Bank Statements
 - 2.3.3 Cancelled Cheques
- 2.4 Revenue
 - 2.4.1 Water and Wastewater
 - 2.4.2 Solid Waste
 - 2.4.3 Hall/Equipment Rental
- 2.5 Taxation and Assessment

3.0 Approvals

- 3.1 Sale of Assets
- 3.2 Deficit Recovery Plan

4.0 Permanent Section

- 4.1 Minutes
- 4.2 Resolutions
- 4.3 Bylaws
- 4.4 Audited Year-end Financial Statements and Auditor's Report
- 4.5 Inventory

5.0 Public Works

- 5.1 Public Works Training
- 5.2 Maintenance Management System
- 5.3 Workplace Safety and Health
- 5.4 Infrastructure Maintenance Audit Reports

6.0 Protective Services

- 6.1 Public Safety Program
- 6.2 Fire Protection Program
- 6.3 Emergency Plan
- 6.4 Fire Training
- 6.5 Public Safety Training
- 6.6 Emergency Coordinator Training
- 6.7 Emergency Management Program
- 6.8 Fire Inspection Reports

7.0 Environmental Services

- 7.1 Water and Wastewater Program
- 7.2 Water and Wastewater Readings

8.0 Recreation and Wellness Program

- 8.1 Recreation Director Program
- 8.2 Recreation Director Training

9.0 Annual Agreements

- 9.1 Career Start

10.0 Agencies

- 10.1 Frontier School Division
- 10.2 Housing
- 10.3 ABC Development Corporation