

Township of South Glengarry

General Classes of Records

ADMINISTRATION	Includes records regarding routine administration and office services functions.
COUNCIL, BOARDS, AND BY-LAWS	Includes records regarding the establishment of policy and by-laws, and the operations of Council and Boards for which Council is responsible.
DEVELOPMENT AND PLANNING	Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.
ENVIRONMENTAL SERVICES	Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management, and environmental monitoring.
FINANCE AND ACCOUNTING	Includes records regarding the management of funds.
HUMAN RESOURCES	Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
JUSTICE	Includes records regarding POA and Court activities.
LEGAL AFFAIRS	Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
MEDIA AND PUBLIC RELATIONS	Includes records regarding the municipality's relationship with the media and the general public.
PROTECTION AND ENFORCEMENT SERVICES	Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention, and within the community.
RECREATION AND CULTURE	Includes records regarding the provision of recreational and cultural services to the community.
SOCIAL AND HEALTH CARE SERVICES	Includes records regarding social services and health care programs.
TRANSPORTATION SERVICES	Includes records regarding the development and improvement of transportation systems (roads and public transit).
VEHICLES AND EQUIPMENT	Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.