

Alumni - A

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Alumni - General	A00
Alumni - Scholarships	A01
Alumni - Award Programs	A02
Alumni - Branches	A03
University of Toronto Alumni Association (UTAA)	A04
Alumni - Constituency Relations	A05
Alumni - Communications	A06
Alumni - Identification Cards	A07
Alumni - Surveys	A08
Alumni - Reports	A09
Alumni - Events	A10
Alumni - Programs General	A11
Alumni - Volunteers General	A12
Alumni - Student Recruitment	A13
Alumni - Installations	A14

The University of Toronto Campaign - C

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Funding Campaign - General (Previous)	C00
The Campaign - General	C01
The Campaign - Campaign Executive Committee	C02
The Campaign - Reports	C03
The Campaign - Prospects: Individuals	C04
The Campaign - Prospects: Corporations	C05
The Campaign - Prospects: Foundations	C06
The Campaign - Faculties, Colleges & Departments	C07
The Campaign - Agreements	C08
The Campaign - Budget	C09
The Campaign - Campaign Committees (General)	C10
The Campaign - Case for Support	C11
The Campaign - Communications	C12
The Campaign - Counting	C13
The Campaign - Donor Recognition	C14
The Campaign - Endowed Chairs	C15
The Campaign - Events	C16
The Campaign - Federated Universities	C17
The Campaign - Funding	C18
The Campaign - Matching Programs *	C19
The Campaign - Meetings	C20
The Campaign - Naming Opportunities	C21
The Campaign - Planning	C22
The Campaign - Projects	C23
The Campaign - Proposals	C24
The Campaign - Research	C25
The Campaign - Stewardship	C26

The Campaign - Thank-You Campaign	C27
The Campaign -Volunteers	C28

The current campaign (A04 - Advancement 2004) will be used on new files created after "The Campaign" which has ended in Jan04.

The name of the campaign used (A04 or The Campaign) will be added to the tertiary listing when sending files to offsite storage.

***Matching Programs Include:**

ATOP (Gov't)
 CFI (Gov't)
 Chairs (U of T)
 General/Summary Information (Gov't & U of T)
 Graduate Student Awards (U of T)
 GRIP - General Information
 OGSST (Gov't)
 ORDCF (Gov't)
 OSOTF I (Gov't)
 OSOTF II
 Campaign Contributions From Faculty And Staff
 Student Levies
 Endowed Graduate Student Support
 Ontario Graduate Scholarship (OGS)
 OGS - Social Sciences and Humanities
 OGS - Sciences
 OGS - Program
 Divisional Matching Programs
 Special Matching Programs
 Chairs Support
 Research Fellowship in the Social Sciences

Development - D

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Development/Fundraising - General	D00
Prospect Profiles/Prospect Files	D01
Donors - Individual	D02
Donors - Corporate	D03
Donors - Foundation	D04
Donors - Associations/Societies	D05
Donor Agreements	D06
International Relations & Hong Kong	D07
Multiculturalism	D08
Development Reports *	D09
Associates of U of T	D10
Award Records Summary Sheet	D11
Development Planning - Secretariat	D12
Development Events - General	D13
Development Officers (ADO & SDO)	D14

***D09 Files (Development Reports)**

These files relate to Chairs, Fundraising Projects, Funds, Centres, Programs, Professorships, Lectureships, Humanities, Libraries, and Institutes. They primarily contain correspondence between the donor, the constituency and DUA. Note that duplicate copies of all donor correspondence have been filed in D02, D03, D04, and D05 donor files.

Marketing and Licensing - F

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Marketing and Licensing General	F15
Budget and Finance	F16
Senior Staff Correspondence	F17
Key Office Correspondence (not project specific)	F18
Affinity Services - General	F00
Affinity Services - Home/Auto Insurance	F01
Affinity Services - Life/Health Insurance	F02
Affinity Services - Telecommunications	F03
Affinity Services - Credit Card	F04
Affinity Services - Insignia Merchandise	F06
Affinity Services - Convocation	F07
Affinity Services - Travel	F08
Affinity Services - Investment Services	F19
Sponsorship - 1. General - Sponsorship binder	F20
Sponsorship - 2. Solicitation Schedule	F21
Sponsorship - 3. Correspondence to Constituents	F22
Sponsorship - 4. Full Sponsorship and Advertising Op	F23
Sponsorship - 5. Research Files	F24
Sponsorship - 6. Sponsorship Files	F25
Licensing - 1. Licensing Program binder general	F26
Licensing - 2. Style Guide	F27
Licensing - 3. Registry of Existing Marks	F28
Licensing - 4. Archive of Past Marks	F29
Licensing - 5. Bookstore File	F30
Licensing - 6. Code and Policy Research	F31
Licensing - 7. Licensees Files	F32
Licensing - 8. Marketing of the Licensing Program	F33

Gift Planning - G

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Gift Planning - General/Inquiries	G00
Gift Planning - Administration	G01
Gift Planning - Potential Bequests	G02
Gift Planning - Securities	G03
Gift Planning - Insurance	G04
Gift Planning - Annuities	G05

Gift Planning - Charitable Remainder Trusts	G06
Gift Planning - Lawyers	G07
Gift Planning - Requests A-Z	G08
Gift Planning - Estate Administration	G09
Gift Planning - Reports	G10
Gift Planning - Gifts-In-Kind (Archives)	G11
Gift Planning - Seminars/Presentations	G12
Gift Planning - Magazines - Dividends, Annuities.....	G13

Annual Fund - N

<i>Secondary Classification Name</i>	<i>Classification Code</i>
Annual Fund - General	N00
Annual Fund- Programs	N01
Annual Fund - Gratitude	N02
Annual Fund - Sponsorship	N03
Annual Fund - Appeals (Special Solicitations)	N04
Annual Fund - Projects	N05
Annual Fund - Workplace Campaigns	N06
Annual Fund - Mailings: General	N07
Annual Fund - Solicitations (General)	N08
Annual Fund - Reports	N09
AF Telemarketing - General	N10
AF Telemarketing - Donor Inquiries/Response	N11
AF Telemarketing - External Telemarketing	N12
AF Telemarketing - Hardware & Telephone	N13
AF Telemarketing - Reports	N14
AF President's Circle - General	N15
AF President's Circle - Solicitations	N16
AF President's Circle - Correspondence: General	N17
AF President's Circle - The National Report	N18
AF President's Circle - Reports	N19

Advancement Services - S

<i>Secondary Classification Code</i>	<i>Classification Name</i>
Advancement Services - General	S00
AMS	S01
DIS	S02
FIS	S03
HRIS	S04
RIS	S05
Giftrap	S06
ATS	S07
Advancement Services - Consultation	S08
Advancement Services - Projects	S09
Advancement Services - Reports	S10
Advancement Records - General	S11
Advancement Records - Projects: Auxiliary Coding	S12
Advancement Records - Projects: Contact Coding	S13

Advancement Records - Projects: Event Coding	S14
Advancement Records - Projects: Conversion	S15
Advancement Records - Projects: Education	S16
Advancement Records - Projects: General	S17
Advancement Records - Record Creation Forms	S18
Advancement Records - Source Documentation	S19
Advancement Records - Reports	S20
Advancement Records - Obituaries A-Z	S21
Donations Management/Fin Reporting - General	S22
DM/FR - Donation Processing (batches)	S23
DM/FR - Returned Cheques	S24
DM/FR - Pledge Processing	S25
DM/FR - Tax Receipts	S26
DM/FR - Year End	S27
DM/FR - Month End	S28
DM/FR - Post Dated Credit Card	S29
DM/FR - Reports	S30
DM/FR - Projects	S31
Information Services - General	S32
Information Services - Reports	S33
Information Services - Training	S34
Information Services - Network Support	S35
Information Services - Software/Hardware - General	S36
Donor Stewardship - General	S37
Donor Recognition	S38
Donor Stewardship - Meetings	S39
Donor Stewardship - Administration	S40
Donor Stewardship - Centres	S41
Donor Stewardship - Chairs	S42

University/Administration - U

<i>Secondary Classification Name</i>	<i>Classification Code</i>
University/Administration - General	U00
Policies/Procedures/Guidelines	U01
Associations/Societies/Memberships	U02
Supplies and Vendors	U03
Convocation/Honorary Degrees	U04
Speeches/Presentations	U05
Government Relations	U06
Contracts & Agreements	U07
Personnel Administration	U08
Minutes of Meetings - General	U09
Professional Development	U10
Financial Administration (budgets)	U11
University Administration Reports	U12
Records Management	U13
U of T Governing Council/Executive	U14
Strategic Planning	U15
Boards & Committees	U16

University of Toronto - Faculties & Colleges	U17
Federated Universities *	U18
Universities - Other	U19
Organizations - Other	U20
Chairs - General	U21
Chairs - Endowed	U22
President	U23
Vice President - DUA	U24
Vice President - RIR	U25
Vice President - HR	U26
Vice President - Provost/Student Relations	U27
Chancellor	U28
Teaching Hospitals/Centres/Institutes/Libraries..	U29
U of T Foundation	U30

***Federated Universities Include:**

- St. Mike's
- Wycliffe
- Knox
- Victoria
- Trinity