

Office of the Mayor

Records related to the Office of the Mayor and its respective service responsibilities, including the provision of assistance and support to the Mayor, the head of Council and the chief officer of the City of Winnipeg. Includes records related to strategic planning, corporate communications and other activities as determined by the Mayor and carried out by the office's professional staff.

54. Mayor's Office Files

54. Mayor's Office Files		Function	Description	Retention and Disposition
54(1) / (76.01)	Mayor's Office Files	To maintain a record of the general administration of the Office of the Mayor.	Mayor's correspondence including departmental and external communications, inquiries and complaints, invitations, reports, subject files and other records related to the day-to-day administration of the Mayor's Office.	Archival.