Athabasca University

Directory of Records – General

Office - Communications and Creative Services, Office of Advancement

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Description of the Mandate and Function:

Advancement aims to build awareness and reputation provincially, nationally and internationally, to develop strong relationships with students, staff members, stakeholders and communities and to secure resources to support the university in its commitment to its students and to excellence in teaching, research and scholarship.

The Communication and Creative Services Unit is committed to…

- Establishing institution-wide communication practices.
- Ensuring the highest quality standards of creative and client service.
- Ensuring that AU's reputation is strengthened through our efforts.

General Classes or Types of Information:

- Correspondence
- Creative Services and Communication Project files
- General information files relating to the mandate of CCS

PIB Titles:

- Communications and Creative Services - Email List - Student & Alumni June and July 2009
- Communications and Creative Services - Master Grad List (year)
- Communications and Creative Services - Open-AU subscribers list
- Communications and Creative Services - Printer Supply List

Copies of Records Located:

- CCS offices as required
- Norm server (CS) – ccs-general (access by permission only – smb://131.232.10.9/ccs-general))
- Norm server (CS) – ccs-nancyb (access by permission only – smb://131.232.10.9/ccs-nancyb
- BaseCamp (https://auccs.basecamphq.com/clients) login/password protected – sign in required by permission only

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

- AU Visual Identity Standards
- AU Boilerplate

Remarks: