

**Records Disposal Schedule
Indigenous Housing
Records**

**Department of Local Government
Housing and Sport**

Disposal Schedule No. 2006/9

October 2006

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the Indigenous Housing function of the Department of Local Government, Housing and Sport.

Scope

Application of this Disposal Schedule is mandatory for Indigenous Housing records of the Department of Local Government, Housing and Sport.

This Disposal Schedule applies to Indigenous Housing records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Information Act
- ▶ Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Local Government, Housing and Sport
- ▶ current authorised disposal schedules for Department of Local Government, Housing and Sport
- ▶ * Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

The Chief Executive of the Department of Local Government, Housing and Sport is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of Local Government, Housing and Sport October 2006 and is effective immediately.

Explanation

This schedule has been developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” Disposal Schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records Disposal Schedules specific to an NT Government public sector organisation or function.

There are presently five Disposal Schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

Sentence records with this records disposal schedule using the following five steps:

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg compliment slips)
- ▶ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

Provide formal notification of destruction of all records to the NT Archives Service.

Acknowledgment

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia were used in the development of this schedule.

The schedule was drafted principally by the Department of Local Government, Housing and Sport in consultation with the NT Archives Service.

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COMPLIANCE

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

1. INDIGENOUS HOUSING

The function of improving the quality of Indigenous housing, reducing housing need, consulting and involving Indigenous people in the planning, decision-making and delivery of housing services. Includes assisting Indigenous community housing organisations through the administration of grants and improving effective housing management practices through the establishment and review of programs. Also includes participating in national forums and committees with reference to Indigenous housing and housing policy; undertaking corporate policy development and evaluation; collecting data for contribution to national data and information networks; conducting and evaluating research that improves indigenous housing; and the delivery and implementation of Indigenous housing related Government initiatives.

1.1 AGREEMENTS

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the development, negotiation, establishment, maintenance, review and/or evaluation of agreements between the Northern Territory and Australian Government relating to indigenous housing in the Northern Territory.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. INDIGENOUS HOUSING

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1.2 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting committees formed to consider matters and/or review decisions relating to indigenous housing issues where the agency chairs or provides administrative support to the committee, for example the Northern Territory Indigenous Housing Advisory Board. Includes:</p> <ul style="list-style-type: none"> • agenda • documents establishing the committee • final versions of minutes • advice, proposals, reports, determinations, resolutions and actions and/or recommendations • supporting papers such as briefing papers and discussion papers. <p>Use COMMUNITY RELATIONS – MEETINGS for forums and meetings convened by non-government organisations, groups and individuals that do not meet on a regular basis of have not been established as a formal group.</p> <p>Use GOVERNMENT RELATIONS – COMMITTEES for the activities associated with the formation of committees to consider matters where the agency does not chair or provide administrative support and for routine administrative arrangements.</p> <p>Use GOVERNMENT RELATIONS – COMITTEES for high level inter-governmental committees (national and international where the organisation is the NT Government's main representative.</p> <p>Use GOVERNMENT RELATIONS – MEETINGS for forums and meetings convened by other government agencies that do not meet on a regular basis of have not been established as a formal group</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>

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1. INDIGENOUS HOUSING

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1.3 GRANT ALLOCATION

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the distribution of Australian and/or NT Government grants to Indigenous Community Housing Organisations in relation to indigenous housing programs within the Northern Territory. Includes Specific Purpose financial reports submitted by Indigenous Community Housing Organisations to the Northern Territory Government. Includes applications, grant application notification letter, payment approvals, progress reports, financial statements, acquittal information and specific purpose financial reports. Also includes funding agreements.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.2	Records documenting applications by groups or organisations seeking access to financial assistance in relation to the indigenous housing function where the application is unsuccessful, cancelled or withdrawn. Includes grant application notification letter. Use GRANT FUNDING – for the activities associated with the departments application for and receipt of grants.	TEMPORARY Destroy 2 years after application not approved, cancelled or withdrawn

1. INDIGENOUS HOUSING

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1.4 PLANNING

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Final versions of plans as specified in agreements between the NT Government and the Australian Government in relation to the indigenous housing function, for example Strategic and Operational Plans. Includes draft plans and comments received from advisory bodies. Also includes approvals from Australian Government Ministers.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. INDIGENOUS HOUSING

The function of improving the quality of Indigenous housing, reducing housing need, consulting and involving Indigenous people in the planning, decision-making and delivery of housing services. Includes assisting Indigenous community housing organisations through the administration of grants and improving effective housing management practices through the establishment and review of programs. Also includes participating in national forums and committees with reference to Indigenous housing and housing policy; undertaking corporate policy development and evaluation; collecting data for contribution to national data and information networks; conducting and evaluating research that improves indigenous housing; and the delivery and implementation of Indigenous housing related Government initiatives.

1.5 POLICY

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the development, establishment, evaluation and review of indigenous housing policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents 	PERMANENT Transfer to the NT Archives Service 4 years after policy is superseded
1.5.2	Working papers documenting the development of indigenous housing policies.	TEMPORARY Destroy 3 years after the promulgation of the new policy
1.5.3	Copies of indigenous housing policy documents and supporting documents Use GOVERNMENT RELATIONS – POLICY for the activities associated with commenting on or assisting with the development, establishment, evaluation or review of indigenous housing policies where responsibility for the development, establishment, evaluation or review of the policy sits with another agency.	TEMPORARY Destroy when reference ceases

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. INDIGENOUS HOUSING

The function of improving the quality of Indigenous housing, reducing housing need, consulting and involving Indigenous people in the planning, decision-making and delivery of housing services. Includes assisting Indigenous community housing organisations through the administration of grants and improving effective housing management practices through the establishment and review of programs. Also includes participating in national forums and committees with reference to Indigenous housing and housing policy; undertaking corporate policy development and evaluation; collecting data for contribution to national data and information networks; conducting and evaluating research that improves indigenous housing; and the delivery and implementation of Indigenous housing related Government initiatives.

1.6 REPORTING

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Final versions of reports as specified in agreements between the NT Government and the Australian Government in relation to the indigenous housing function for example annual and half yearly performance and financial reports.</p> <p>Use GOVERNMENT RELATIONS - ADVICE where the organisation is responding to the Government's request for advice or comments eg ministerials, current issue briefs.</p> <p>Use GOVERNMENT RELATIONS - REPORTING where the organisation is responding to the Government's request for advice or comments eg reporting to cabinet.</p> <p>Use STRATEGIC MANAGEMENT - REPORTING for activities associated with public sector organisations reporting against business plans, strategic plans, corporate plans and other long term organisational strategies (includes monthly reports). Also includes reporting to the Information Commissioner in relation to requests and complaints received and/or processed by the organisation in relation to access to and correction of information and protection of privacy.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. INDIGENOUS HOUSING

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1.7 RESEARCH

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting research in relation to the indigenous housing function, for example housing surveys conducted by Indigenous Community Housing Organisations.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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**Records Disposal Schedule
Indigenous Housing**

Disposal Schedule No. 2006/9.

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule ¹
A		
ACCESS TO:		
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- PREMISES	PROPERTY MANAGEMENT - SECURITY	Admin
- SYSTEMS	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	Admin Admin
ACCIDENTS	COMPENSATION - ACCIDENTS OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS FLEET MANAGEMENT – ACCIDENTS	HR HR Admin
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¹ Number – refers to activities listed earlier in this document within Section 1

IM – refers to the Disposal Schedule for the Information Management Records of the NT Government

Admin – refers to the Disposal Schedule for Administrative Records of the NT Government

HR – refers to the Disposal Schedule for the Human Resource Management Records of the NT Government

FM – refers to the Disposal Schedule for the Financial Management Records of the NT Government

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule ¹
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AGENDA (see COMMITTEES; MEETINGS)		
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule ¹
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule ¹
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule ¹
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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CLIENT SERVICE	INFOMRATION MANAGEMENT – CLIENT SERVICE COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE STRATEGIC MANAGEMENT – CLIENT SERVICE TECHNOLOGY & TELECOMMUNICATIONS – CLIENT SERVICE	IM Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CODE OF PRACTICE	INFORMATION MANAGEMEMNT – COMPLIANCE INFORMATION MANAGEMEMNT – POLICY COMPENSATION – COMPLIANCE COMPENSATION – POLICY OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMPLIANCE OCCUPATIONAL HEALTH & SAFETY (OH&S) – POLICY FLEET MANAGEMENT – COMPLAINCE FLEET MANAGEMENT - POLICY	IM IM HR HR HR HR Admin Admin
COMMITTEES (SEE ALSO MEETINGS)	INDIGENOUS HOUSING - COMMITTEES INFORMATION MANAGEMENT – COMMITTEES PERSONNEL - COMMITTEES FINANCIAL MANAGEMENT - COMMITTEES COMMUNITY RELATIONS – COMMITTEES EQUIPMENT & STORES – COMMITTEES FLEET MANAGEMENT – COMMITTEES GOVERNMENT RELATIONS – COMMITTEES INDUSTRIAL RELATIONS – COMMITTEES LEGAL SERVICES – COMMITTEES PROPERTY MANAGEMENT – COMMITTEES PUBLISHING – COMMITTEES STRATEGIC MANAGEMENT – COMMITTEES TECHNOLOGY & TELECOMMUNICATIONS - COMMITTEES	1.2 IM HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
COMPENSATION	See Human Resource Management Disposal Schedule for full list of linked activities	HR
COMPLAINTS (SEE ALSO DISPUTES)	INFORMATION MANAGEMENT – CLIENT SERVICE OCCUPATIONAL HEALTH & SAFETY (OH&S) - INVESTIGATIONS PERSONNEL – INVESTIGATIONS COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE INDUSTRIAL RELATIONS – GRIEVANCES STRATEGIC MANAGEMENT – CLIENT SERVICE TECHNOLOGY & TELECOMMUNICATIONS – CLIENT SERVICE	IM HR HR Admin Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
COMPLIANCE	INFORMATION MANAGEMENT – COMPLIANCE COMPENSATION - COMPLIANCE OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE PERSONNEL – COMPLIANCE STAFF DEVELOPMENT - COMPLIANCE FINANCIAL MANAGEMENT - COMPLIANCE EQUIPMENT & STORES – COMPLIANCE FLEET MANAGEMENT – COMPLIANCE GOVERNMENT RELATIONS – COMPLIANCE INDUSTRIAL RELATIONS – COMPLIANCE LEGAL SERVICES – COMPLIANCE PROPERTY MANAGEMENT – COMPLIANCE PUBLISHING – COMPLIANCE STRATEGIC MANAGEMENT – COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE	IM HR HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin
COMPLIANCE NOTICE	INFORMATION MANAGEMENT – COMPLIANCE	IM
COMPULSORY ACQUISITION	PROPERTY MANAGEMENT – PLANNING	Admin
COMPUTERS (SEE TECHNOLOGY & TELECOMMUNICATIONS)		
CONFERENCES	INFORMATION MANAGEMENT - CONFERENCES STAFF DEVELOPMENT - CONFERENCES COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS – CONFERENCES	IM HR Admin Admin
CONFIDENTIALITY	INFORMATION MANAGEMENT - AGREEMENTS INFORMATION MANAGEMENT – PRIVACY LEGAL SERVICES – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	IM IM Admin Admin
CONSERVATION	INFORMATION MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – CONSERVATION	IM Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CONSIGNMENT LISTS	INFORMATION MANAGEMENT - CONTROL	IM
CONSIGNMENT NOTES	INFORMATION MANAGEMENT – CONTROL EQUIPMENT & STORES – DISTRIBUTION	IM Admin
CONSTRUCTION	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
CONSULTANTS (SEE CONTRACTING-OUT)		
CONSULTANCY SERVICES	PERSONNEL – CONSULTANCY SERVICES FINANCIAL MANAGEMENT – CONSULTANCY SERVICES	HR FM
CONTRACTING OUT	INFORMATION MANAGEMENT – CONTRACTING OUT OCCUPATIONAL HEALTH & SAFETY (OH&S) – CONTRACTING OUT PERSONNEL – CONTRACTING OUT STAFF DEVELOPMENT – CONTRACTING OUT FINANCIAL MANAGEMENT – CONTRACTING OUT COMMUNITY RELATIONS – CONTRACTING OUT EQUIPMENT & STORES – CONTRACTING OUT FLEET MANAGEMENT – CONTRACTING OUT LEGAL SERVICES – CONTRACTING OUT PROPERTY MANAGEMENT – CONTRACTING OUT PUBLISHING – CONTRACTING OUT PROPERTY MANAGEMENT – CONTRACTING OUT TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING OUT	Admin HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin
CONTRACT MANAGEMENT	FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT	FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CONTRACTS	INFORMATION MANAGEMENT-TENDERING OCCUPATIONAL HEALTH & SAFETY (OH&S) – CONTRACTING OUT PERSONNEL – CONTRACTING OUT STAFF DEVELOPMENT – CONTRACTING OUT FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT FINANCIAL MANAGEMENT – CONTRACTING OUT EQUIPMENT & STORES – CONTRACTING-OUT EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING LEGAL SERVICES – AGREEMENTS LEGAL SERVICES – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING	Admin HR HR HR FM FM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
CONTROL	INFORMATION MANAGEMENT – CONTROL TECHNOLOGY & TELECOMMUNICATIONS - CONTROL	IM Admin
CONTROL RECORDS	INFORMATION MANAGEMENT – CONTROL	IM
CONVENTIONS (SEE CONFERENCES)		
COPYRIGHT	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY LEGAL SERVICES – INFRINGEMENTS LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY	IM Admin Admin Admin
CORPORATE PLAN	STRATEGIC MANAGEMENT – PLANNING	Admin
CORPORATE STYLE	PUBLISHING – CORPORATE STYLE	Admin
CORRESPONDENCE REGISTER	INFORMATION MANAGEMENT – CONTROL	Admin
COUNSELLING	PERSONNEL – COUNSELLING	HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
COURIER	INFORMATION MANAGEMENT – AUTHORISATION INFORMATION MANAGEMENT – CONTRACTING-OUT	IM IM
COURSES	STAFF DEVELOPMENT - TRAINING COMMUNITY RELATIONS - TRAINING	HR Admin
CRIMINAL HISTORY CHECKS	PERSONNEL – EMPLOYMENT HISTORY PERSONNEL - SECURITY	HR HR
CUSTOMER (SEE CLIENT SERVICE)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
D		
DAMAGE - ACCIDENTS	EQUIPMENT & STORES - MAINTENANCE EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – MAINTENANCE PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS – SECURITY COMPENSATION - ACCIDENTS OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS FLEET MANAGEMENT – ACCIDENTS	Admin Admin Admin Admin Admin Admin HR HR Admin
DAMAGES - CLAIMS	COMPENSATION – PAYMENTS FINANCIAL MANAGEMENT – PAYMENTS LEGAL SERVICES – CLAIMS LEGAL SERVICES - LITIGATION	HR FM Admin Admin
DATA: - MIGRATION - PROTECTION - RAW DATA	INFORMATION MANAGEMENT – DATA ADMINISTRATION TECHNOLOGY & TELECOMMUNICATIONS – SECURITY COMMUNITY RELATIONS – CLIENT SERVICE COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS – RESEARCH INFORMATION MANAGEMENT – RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	IM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
DATA ADMINISTRATION	INFORMATION MANAGEMENT – DATA ADMINISTRATION	IM
DATABASE MANAGEMENT	TECHNOLOGY & TELECOMMUNICATIONS – DATABASE MANAGEMENT	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
DEEDS	LEGAL SERVICES – AGREEMENTS PROPERTY MANAGEMENT - ACQUISITION	Admin Admin
DELIVERY	EQUIPMENT & STORES – DISTRIBUTION	Admin
DEMOLITION	PROPERTY MANAGEMENT – DISPOSAL	Admin
DESIGN BRIEFS	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
DIGNITARIES	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - VISITS GOVERNMENT RELATIONS - EVENTS GOVERNMENT RELATIONS - VISITS	Admin Admin Admin Admin
DISASTERS	INFORMATION MANAGEMENT - CONSERVATION INFORMATION MANAGEMENT – RISK MANAGEMENT PROPERTY MANAGEMENT - CONSERVATION PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	IM IM Admin Admin Admin Admin
DISCIPLINE	PERSONNEL – DISCIPLINE	HR
DISCOVERY ORDERS	LEGAL SERVICES - LITIGATION	Admin
DISMISSAL	PERSONNEL – SEPARATIONS	HR
DISPOSAL	INFORMATION MANAGEMENT – DISPOSAL EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	IM Admin Admin Admin Admin
DISPOSAL CLASS AUTHORISATION REPORT	INFORMATION MANAGEMENT - AUTHORISATION	IM
DISPOSAL SCHEDULE	INFORMATION MANAGEMENT - AUTHORISATION	IM
DISPOSITION (SEE DISPOSAL)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
DISPUTES (SEE ALSO COMPLAINTS)	INDUSTRIAL RELATIONS – DISPUTES	Admin
DISTRIBUTION	INFORMATION MANAGEMENT – DISTRIBUTION COMMUNITY RELATIONS – MARKETING & PROMOTION EQUIPMENT & STORES – DISTRIBUTION PUBLISHING – DISTRIBUTION PUBLISHING – MARKETING & PROMOTION	IM Admin Admin Admin Admin
DONATIONS	INFORMATION MANAGEMENT – DONATIONS COMMUNITY RELATIONS – DONATIONS	IM Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
E		
E-MAIL	INFORMATION MANAGEMENT - POLICY	IM
	TECHNOLOGY & TELECOMMUNICATIONS – POLICY	Admin
EMERGENCIES (SEE DISASTERS)		
EMPLOYMENT CONDITIONS	PERSONNEL – EMPLOYMENT CONDITIONS	HR
EMPLOYMENT HISTORY	PERSONNEL – EMPLOYMENT HISTORY	HR
ENERGY POLICY	PROPERTY MANAGEMENT – POLICY	Admin
ENQUIRIES	INFORMATION MANAGEMENT – ENQUIRIES COMMUNITY RELATIONS – ENQUIRIES PROPERTY MANAGEMENT - ENQUIRIES PUBLISHING - ENQUIRIES	IM Admin Admin Admin
ENTERPRISE AGREEMENTS	INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING	Admin
ENTERPRISE BARGAINING	INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING	Admin
ENTERTAINMENT	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS	Admin Admin
EQUIPMENT REGISTER	EQUIPMENT & STORES - INVENTORY	Admin
EVACUATION	PROPERTY MANAGEMENT - SECURITY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
EVALUATION (SEE ALSO TENDERING)	INFORMATION MANAGEMENT – EVALUATION ESTABLISHMENT – EVALUATION PERSONNEL – EVALUATION STAFF DEVELOPMENT - EVALUATION EQUIPMENT & STORES – EVALUATION STRATEGIC MANAGEMENT – EVALUATION STRATEGIC MANAGEMENT – PERFORMANCE MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION	IM HR HR HR Admin Admin Admin Admin
EVENTS	PERSONNEL - EVENTS COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – LIAISON GOVERNMENT RELATIONS - EVENTS	HR Admin Admin Admin
EXEMPTION	INFORMATION MANAGEMENT – AUTHORISATION FINANCIAL MANAGEMENT - AUTHORISATION	IM FM
EXHIBITIONS	COMMUNITY RELATIONS - EVENTS COMMUNITY RELATIONS – EXTENSION SERVICES GOVERNMENT RELATIONS - EVENTS	Admin Admin Admin
EXPENDITURE	FINANCIAL MANAGEMENT – ACCOUNTING FINANCIAL MANAGEMENT – BUDGETING FINANCIAL MANAGEMENT – EVALUATION FINANCIAL MANAGEMENT - REPORTING	FM FM FM FM
EXPRESSIONS OF INTEREST (SEE RECRUITMENT & TENDERING)		
EXTENSION SERVICES	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
F		
FACILITIES (SEE PROPERTY MANAGEMENT)		
FAULT REPORTS	TECHNOLOGY & TELECOMMUNICATIONS	Admin
FEASIBILITY STUDIES	PROPERTY MANAGEMENT – CONSTRUCTION TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin Admin
FEEDBACK (SEE APPRECIATION; COMPLAINTS, PERFORMANCE MANAGEMENT)		
FESTIVITIES	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS	Admin Admin
FILE MOVEMENT RECORDS/CARDS	INFORMATION MANAGEMENT - CONTROL	IM
FILMS	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin
FINANCIAL STATEMENTS	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS	FM
FINANCE RECORDS	See Financial Management Disposal Schedule for full list of linked activities	FM
FIRE DRILL	PROPERTY MANAGEMENT - SECURITY	Admin
FIRE EQUIPMENT	PROPERTY MANAGEMENT - INSTALLATION	Admin
FIRES	INFORMATION MANAGEMENT – RISK MANAGEMENT PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	IM Admin Admin Admin
FIRE WARDENS	PERSONNEL - REPRESENTATIVES	HR
FIRST AID	OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION	HR
FIRE AID OFFICER	PERSONNEL – REPRESENTATIVES	HR

FIT-OUTS - PREMISES	PROPERTY MANAGEMENT – FIT-OUTS	Admin
- VEHICLES	FLEET MANAGEMENT – FIT-OUTS	Admin
FLOODS	INFORMATION MANAGEMENT – CONSERVATION INFORMATION MANAGEMENT – RISK MANAGEMENT PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT	IM IM Admin Admin
FOREIGN DIGNITARIES (SEE DIGNITARIES)		
FREEDOM OF INFORMATION REQUESTS (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)		
FUEL CARD	FLEET MANAGEMENT – AUTHORISATION	Admin
FUMIGATION	PROPERTY MANAGEMENT – MAINTENANCE	Admin
FUNCTIONS (EVENTS/SOCIAL)	COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS - EVENTS	Admin Admin Admin
FURNITURE REMOVALS	PROPERTY MANAGEMENT - RELOCATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
G		
GARAGING	FLEET MANAGEMENT – AUTHORISATION	Admin
GARDENING	PROPERTY MANAGEMENT – MAINTENANCE	Admin
GOVERNMENT BODIES (APPOINTMENTS TO)	GOVERNMENT RELATIONS - REPRESENTATIVES	Admin
GRANT ALLOCATION	INDIGENOUS HOUSING – GRANT ALLOCATION	1.3
GRANT FUNDING	FINANCIAL MANAGEMENT – GRANT FUNDING	FM
	COMMUNITY RELATIONS – GRANT FUNDING	Admin
	STRATEGIC MANAGEMENT – GRANT FUNDING	Admin
GRIEVANCES	PERSONNEL - GRIEVANCES	HR
	INDUSTRIAL RELATIONS – GRIEVANCES	Admin
GUARDING (PREMISES)	PROPERTY MANAGEMENT – SECURITY	Admin
GUESTS	COMMUNITY RELATIONS – EVENTS	Admin
	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
	GOVERNMENT RELATIONS – EVENTS	Admin
GUIDELINES (SEE PROCEDURES)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
H		
HAZARDOUS MATERIAL	OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLINACE OCCUPATIONAL HEALTH & SAFETY (OH&S) – RISK MANAGEMENT PROPERTY MANAGEMENT – MAINTENANCE	HR HR Admin
HEADS OF STATE	GOVERNMENT RELATIONS – VISITS	Admin
HEALTH & SAFETY (SEE OCCUPATIONAL HEALTH & SAFETY)	See Human Resource Management Disposal Schedule for full list of linked activities	HR
HELP DESK	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	Admin
HERITAGE	PROPERTY MANAGEMENT – ACQUISITION PROPERTY MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT - PLANNING	Admin Admin Admin Admin
HIRING (SEE LEASING; LEASING-OUT, RECRUITMENT)		
HONOURS (SEE AWARDS)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
I		
IMPLEMENTATION	INFORMATION MANAGEMENT – IMPLEMENTATION OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION FINANCIAL MANAGEMENT - IMPLEMENTATION COMMUNITY RELATIONS – IMPLEMENTATION GOVERNMENT RELATIONS – IMPLEMENTATION STRATEGIC MANAGEMENT – IMPLEMENTATION TECHNOLOGY & TELECOMMUNICATIONS - IMPLEMENTATION	IM HR FM Admin Admin Admin Admin
INABILITY	PERSONNEL – INABILITY	HR
INCAPACITY	OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS	HR
INDEX	INFORMATION MANAGEMENT - CONTROL	IM
INDUSTRIAL ACTION	INDUSTRIAL RELATIONS – CLAIMS INDUSTRIAL RELATIONS - DISPUTES	Admin Admin
INFORMATION ACCESS REQUESTS	INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT – INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT -POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING	IM IM IM IM IM IM IM
INFORMATION ACT (SEE ACTS)		
INFORMATION CORRECTION REQUESTS	INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT - INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT -POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING	IM IM IM IM IM IM IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
INFORMATION PRIVACY	INFORMATION MANAGEMENT – PRIVACY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	Admin
INFORMATION SECURITY	INFORMATION MANAGEMENT – SECURITY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - SECURITY	Admin
INFORMATION TECHNOLOGY (SEE TECHNOLOGY & TELECOMMUNICATIONS)		
INFRINGEMENTS (SEE ALSO BREACHES)	PERSONNEL – INFRINGEMENTS	HR
	LEGAL SERVICES – INFRINGEMENTS	Admin
	PROPERTY MANAGEMENT - INFRINGEMENTS	Admin
INJURIES	COMPENSATION – ACCIDENTS	HR
	COMPENSATION - CLAIMS	HR
INQUIRIES	INFORMATION MANAGEMENT – INQUIRIES	IM
	GOVERNMENT RELATIONS – INQUIRIES	Admin
	LEGAL SERVICES – INQUIRIES	Admin
INSPECTIONS: - RECORDS - EQUIPMENT - PROPERTY - TECHNOLOGY - WORKPLACE	INFORMATION MANAGEMENT – INSPECTIONS	IM
	EQUIPMENT & STORES – INSPECTIONS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE	Admin
	PROPERTY MANAGEMENT – INSPECTIONS	Admin
	PROPERTY MANAGEMENT – MAINTENANCE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INSPECTIONS	Admin
OCCUPATIONAL HEALTH & SAFETY (OH&S) – INSPECTIONS	HR	
INDUSTRIAL RELATIONS – REPORTING	Admin	

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
INSTALLATION (SEE ALSO FIT-OUTS)	EQUIPMENT & STORES - INSTALLATION PROPERTY MANAGEMENT - INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin Admin Admin
INSURANCE	COMPENSATION – INSURANCE PERSONNEL – INSURANCE FLEET MANAGEMENT – INSURANCE INDUSTRIAL RELATIONS – CLAIMS PROPERTY MANAGEMENT - INSURANCE	HR HR Admin Admin Admin
INTELLECTUAL PROPERTY	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	IM Admin Admin Admin
INTER-LIBRARY LOANS	INFORMATION MANAGEMENT – CONTROL	IM
INTERNET	INFORMATION MANAGEMENT - POLICY PUBLISHING – COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – POLICY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	IM Admin Admin Admin
INVENTORY	INFORMATION MANAGEMENT - INVENTORY FINANCIAL MANAGEMENT - INVENTORY EQUIPMENT & STORES - INVENTORY	IM FM Admin
INVESTIGATIONS	INFORMATION MANAGEMENT – INVESTIGATIONS OCCUPATIONAL HEALTH & SAFETY (OH&S) – INVESTIGATIONS PERSONNEL – INVESTIGATIONS	IM HR HR
INVITATIONS	COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS - EVENTS	Admin Admin Admin
IT (SEE TECHNOLOGY & TELECOMMUNICATIONS)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
ITINERARIES	PERSONNEL - ARRANGEMENTS COMMUNITY RELATIONS – VISITS FLEET MANAGEMENT – ARRANGEMENTS GOVERNMENT RELATIONS - VISITS	HR Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
J		
JOB ANALYSIS QUESTIONNAIRES (JAQ)	ESTABLISHMENT - EVALUATION ESTABLISHMENT – POSITION HISTORY	HR HR
JOB DESCRIPTION	ESTABLISHMENT – POSITION HISTORY	HR
JOB EVALUATION SCHEME	ESTABLISHMENT – EVALUATION	HR
JOINT VENTURES	COMMUNITY RELATIONS – JOINT VENTURES GOVERNMENT RELATIONS – JOINT VENTURES PUBLISHING – JOINT VENTURES	Admin Admin Admin
JOURNALS	INFORMATION MANAGEMENT – ACQUISITION FINICIAL MANAGEMENT - ACCOUNTING	IM FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
K		
KEY REGISTER	PROPERTY MANAGEMENT – SECURITY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
L		
LAND (SEE PROPERTY MANAGEMENT)		
LEAFLETS	PUBLISHING – PRODUCTION	Admin
LEASING	EQUIPMENT & STORES – LEASING FLEET MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING TECHNOLOGY & TELECOMMUNICATIONS - LEASING	Admin Admin Admin Admin
LEASING-OUT	EQUIPMENT & STORES – LEASING-OUT PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS – LEASING-OUT	Admin Admin Admin
LEAVE	PERSONNEL - LEAVE	HR
LEGAL DEPOSIT	PUBLISHING – COMPLIANCE	Admin
LEGAL OPINIONS	LEGAL SERVICES - ADVICE	Admin
LEGAL SERVICE PROVIDERS	LEGAL SERVICES - ADVICE	Admin
LEGISLATION	GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION	Admin Admin
LEGISLATIVE ASSEMBLY BRIEFINGS	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS - REPORTING	Admin Admin
LETTERHEAD	PUBLISHING – CORPORATE STYLE	Admin
LIAISON	INFORMATION MANAGEMENT – LIAISON COMPENSATION – LIAISON ESTABLISHMENT - LIAISON OCCUPATIONAL HEALTH & SAFETY (OH&S) - LIAISON PERSONNEL - LIAISON SAFF DEVELOPMENT - LIAISON	Admin HR HR HR HR HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	FINANCIAL MANAGEMENT - LIAISON COMMUNITY RELATIONS – LIAISON EQUIPMENT & STORES – LIAISON FLEET MANAGEMENT – LIAISON GOVERNMENT RELATIONS – LIAISON INDUSTRIAL RELATIONS – LIAISON LEGAL SERVICES – LIAISON PROPERTY MANAGEMENT – LIAISON PUBLISHING – LIAISON STRATEGIC MANAGEMENT – LIAISON	FM Admin Admin Admin Admin Admin Admin Admin Admin
LIBRARY MATERIAL	INFORMATION MANAGEMENT – ACQUISITION INFORMATION MANAGEMENT – CONSERVATION INFORMATION MANAGEMENT - CONTROL INFORMATION MANAGEMENT – DISPOSAL INFORMATION MANAGEMENT – DONATIONS INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT – EVALUATION INFORMATION MANAGEMENT – INVENTORY INFORMATION MANAGEMENT – RISK MANAGEMENT	IM IM IM IM IM IM IM IM IM
LICENCES	FLEET MANAGEMENT – ARRANGEMENTS PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS - AUTHORISATION	Admin Admin Admin Admin
LITIGATION	LEGAL SERVICES – CONTRACTING-OUT LEGAL SERVICES – LITIGATION	Admin Admin
LOGOS	PUBLISHING – CORPORATE STYLE	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
M		
MAIL	INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT - DISTRIBUTION	IM IM
MAINTENANCE	EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT – MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	IM IM IM IM IM
MAINTENANCE CONTRACTS (SEE SERVICE AGREEMENTS)		
MANUALS (SEE PROCEDURES)		
MARKETING & PROMOTION	COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION	Admin Admin
MEDIA RELATIONS	COMMUNITY RELATIONS – MEDIA RELATIONS	Admin
MEDIATION	PERSONNEL – MEDIATION	HR
MEDICAL INCAPACITY	PERSONNEL – MEDICAL INCAPACITY	HR
MEETINGS (SEE ALSO COMMITTEES)	INFORMATION MANAGEMENT – MEETINGS COMPENSATION – MEETINGS OCCUPATIONAL HEALTH & SAFETY (OH&S) – MEETINGS PERSONNEL - MEETINGS FINANCIAL MANAGEMENT - MEETINGS COMMUNITY RELATIONS – MEETINGS EQUIPMENT & STORES – MEETINGS FLEET MANAGEMENT – MEETINGS GOVERNMENT RELATIONS – MEETINGS INDUSTRIAL RELATIONS – MEETINGS LEGAL SERVICES – MEETINGS PROPERTY MANAGEMENT – MEETINGS PUBLISHING – MEETINGS	IM HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	STRATEGIC MANAGEMENT – MEETINGS TECHNOLOGY & TELECOMMUNICATIONS - MEETINGS	Admin Admin
MEMBERS OF PARLIAMENT	COMMUNITY RELATIONS - REPRESENTATIONS GOVERNMENT RELATIONS - VISITS	Admin Admin
MEMORANDA OF UNDERSTANDING	STRATEGIC MANAGEMENT – AGREEMENTS	Admin
METADATA	INFORMATION MANAGEMENT - CONTROL	Admin
MICROFILMING	INFORMATION MANAGEMENT – DATA ADMINISTRATION	Admin
MIGRATION (DATA)	INFORMATION MANAGEMENT – DATA ADMINISTRATION	Admin
MINISTERIAL BRIEFINGS	COMMUNITY RELATIONS - EVENTS GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – EVENTS GOVERNMENT RELATIONS - REPORTING	Admin Admin Admin Admin
MINISTERIALS	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – REPRESENTATIONS	Admin Admin
MINUTES (SEE COMMITTEES; MEETINGS)		
MODELLING	TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin
MONTHLY REPORTS	STRATEGIC MANAGEMENT - REPORTING	Admin
MOTOR VEHICLES (SEE FLEET MANAGEMENT)		
MOVEMENT CARDS	INFORMATION MANAGEMENT – CONTROL	IM
MOVING	PROPERTY MANAGEMENT – RELOCATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
N		
NATIONAL TRUST	PROPERTY MANAGEMENT – ACQUISITION PROPERTY MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT - PLANNING	Admin Admin Admin Admin
NETWORK: - LIBRARIES (LINNET) - ACCESS - SECURITY	INFORMATION MANAGEMENT - COMMITTEES TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	IM Admin Admin
NEWSCUTTINGS	COMMUNITY RELATIONS – MEDIA RELATIONS	Admin
NEWSLETTERS	PUBLISHING – CORPORATE STYLE PUBLISHING – PRODUCTION	Admin Admin
NEW WORKS	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
NOTIFICATIONS OF DESTRUCTIONS	INFORMATION MANAGEMENT - CONTROL	IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
O		
OCCUPATIONAL HEALTH & SAFETY	See Human Resource Management Disposal Schedule for full list of linked activities	HR
OFFENCES (SEE BREACHES; BREAK-INS)		
OFFICIAL REPRESENTATION	COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	Admin Admin
ONLINE SERVICES	INFORMATION MANAGEMENT – ACQUISITION	Admin
OPENINGS	COMMUNITY RELATIONS – EVENTS	Admin
OPERATING MANUALS (SEE PROCEDURES)		
ORGANISATIONAL CHARTS	ESTABLISHMENT – RESTRUCTURING	HR
OUTSIDE EMPLOYMENT	PERSONNEL – AUTHORISATION	HR
OUT-SOURCING (SEE CONTRACTING OUT)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
P		
PAINTING	PROPERTY MANAGEMENT – MAINTENANCE	Admin
PARKING	FLEET MANAGEMENT - AUTHORISATION	Admin
	PROPERTY MANAGEMENT – INFRINGEMENTS	Admin
PARLIAMENTARY:		
- ACTS	GOVERNMENT RELATIONS – LEGISLATION	Admin
	STRATEGIC MANAGEMENT – LEGISLATION	Admin
- INQUIRIES	GOVERNMENT RELATIONS – INQUIRIES	Admin
- QUESTIONS	GOVERNMENT RELATIONS – ADVICE	Admin
	GOVERNMENT RELATIONS - REPORTING	Admin
- SPEECHES	GOVERNMENT RELATIONS - PRESENTATIONS	Admin
PASSENGERS	FLEET MANAGEMENT – AUTHORISATION	Admin
PASSWORDS	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin
PATENTS	LEGAL SERVICES – INFRINGEMENTS	Admin
	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
PAYMENTS	COMPENSATION – PAYMENTS	HR
	FINANCIAL MANAGEMENT – PAYMENTS	FM
PERFORMANCE MANAGEMENT	PERSONNEL – PERFORMANCE MANAGEMENT	HR
	STRATEGIC MANAGEMENT – PERFORMANCE MANAGEMENT	Admin
PERIOD CONTRACTS	FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT	FM
	EQUIPMENT & STORES – ADVICE	Admin
	PROPERTY MANAGEMENT - ADVICE	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PERSONAL INFORMATION (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)		
PERSONAL PERFORMANCE PROGRAM	PERSONNEL – PERFORMANCE MANAGEMENT	HR
PERSONNEL	See Human Resource Management Disposal Schedule for full list of linked activities	HR
PEST CONTROL	PROPERTY MANAGEMENT – MAINTENANCE	Admin
PETTY CASH	FINANCIAL MANAGEMENT – PETTY CASH	FM
PHOTOGRAPHS	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS	Admin Admin
PLANNING	INDIGENOUS HOUSING - PLANNING INFORMATION MANAGEMENT – PLANNING COMPENSATION – PLANNING ESTABLISHMENT - PLANNING OCCUPATIONAL HEALTH & SAFETY (OH&S) - PLANNING PERSONNEL – PLANNING STAFF DEVELOPMENT - PLANNING FINANCIAL MANAGEMENT - PLANNING COMMUNITY RELATIONS – PLANNING EQUIPMENT & STORES – PLANNING FLEET MANAGEMENT – PLANNING GOVERNMENT RELATIONS – PLANNING INDUSTRIAL RELATIONS – PLANNING LEGAL SERVICES – PLANNING PROPERTY MANAGEMENT – PLANNING PUBLISHING – PLANNING STRATEGIC MANAGEMENT – PLANNING TECHNOLOGY & TELECOMMUNICATIONS - PLANNING	1.4 IM HR HR HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
POLICY (SEE ALSO INSURANCE)	INDIGENOUS HOUSING - POLICY	1.5
	INFORMATION MANAGEMENT – POLICY	IM
	COMPENSATION – POLICY	HR
	ESTABLISHMENT - POLICY	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - POLICY	HR
	PERSONNEL – POLICY	HR
	STAFF DEVELOPMENT - POLICY	HR
	FINANCIAL MANAGEMENT - POLICY	FM
	COMMUNITY RELATIONS – POLICY	Admin
	EQUIPMENT & STORES – POLICY	Admin
	FLEET MANAGEMENT – POLICY	Admin
	GOVERNMENT RELATIONS – POLICY	Admin
	INDUSTRIAL RELATIONS – POLICY	Admin
	LEGAL SERVICES – POLICY	Admin
	PROPERTY MANAGEMENT – POLICY	Admin
PUBLISHING – POLICY	Admin	
STRATEGIC MANAGEMENT – POLICY	Admin	
TECHNOLOGY & TELECOMMUNICATIONS - POLICY	Admin	
POSTAL SERVICE (SEE MAIL)		
POSITION HISTORY	ESTABLISHMENT – POSITION HISTORY	HR
PRECEDENTS	LEGAL SERVICES – LITIGATION STRATEGIC MANAGEMENT – POLICY	Admin Admin
PRESENTATIONS	INFORMATION MANAGEMENT - PRESENTATIONS	IM
	COMPENSATION – PRESENTATIONS	HR
	ESTABLISHMENT – PRESENTATIONS	HR
	OCCUAPTIONAL HEALTH & SAFETY (OH&S) - PRESENTATIONS	HR
	PERSONNEL – PRESENTATIONS	HR
	STAFF DEVELOPMENT - PRESENTATIONS	HR
	COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS - PRESENTATIONS	Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PRESERVATION: - RECORDS	INFORMATION MANAGEMENT – CONSERVATION	IM
- BUILDINGS	PROPERTY MANAGEMENT - CONSERVATION	Admin
PRESS (SEE MEDIA)		
PRIME MINISTER	GOVERNMENT RELATIONS – VISITS	Admin
PRINTING	PUBLISHING - PRODUCTION	Admin
PRIVACY	INFORMATION MANAGEMENT – PRIVACY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	Admin
PRIVACY COMPLAINTS (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PROCEDURES	INFORMATION MANAGEMENT – PROCEDURES COMPENSATION – PROCEDURES ESTABLISHMENT – PROCEDURES OCCUPATIONAL HEALTH & SAFETY (OH&S) – PROCEDURES PERSONNEL – PROCEDURES STAFF DEVELOPMENT PROCEDURES FINANCIAL MANAGEMENT - PROCEDURES COMMUNITY RELATIONS – PROCEDURES EQUIPMENT & STORES – PROCEDURES FLEET MANAGEMENT – PROCEDURES GOVERNMENT RELATIONS – PROCEDURES INDUSTRIAL RELATIONS – PROCEDURES LEGAL SERVICES – PROCEDURES PROPERTY MANAGEMENT – PROCEDURES PUBLISHING - PROCEDURES STRATEGIC MANAGEMENT - PROCEDURES TECHNOLOGY & TELECOMMUNICATIONS - PROCEDURES	IM HR HR HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
- SECURITY	PROPERTY MANAGEMENT - SECURITY	Admin
PROCEEDINGS (CONFERENCE)	INFORMATION MANAGEMENT – CONFERENCES STAFF DEVELOPMENT - CONFRENCES	IM HR
	COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS - CONFERENCES	Admin Admin
PROCUREMENT REVIEW BOARD	INFORMATION MANAGEMENT - TENDERING FINANCIAL MANAGEMENT – TENDERING EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING	IM FM Admin Admin Admin Admin Admin
PRODUCTION	PUBLISHING – PRODUCTION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PROJECT DEVELOPMENT	INFORMATION MANAGEMENT – PROJECT DEVELOPMENT COMMUNITY RELATIONS – PROJECT DEVELOPMENT GOVERNMENT RELATIONS – PROJECT DEVELOPMENT STRATEGIC MANAGEMENT – PROJECT DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – PROJECT DEVELOPMENT	IM Admin Admin Admin Admin
PROJECT MANAGEMENT	INFORMATION MANAGEMENT – PROJECT MANAGEMENT COMMUNITY RELATIONS – PROJECT MANAGEMENT GOVERNMENT RELATIONS – PROJECT MANAGEMENT STRATEGIC MANAGEMENT – PROJECT MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – PROJECT MANAGEMENT	IM Admin Admin Admin Admin
PROMOTION	ESTABLISHMENT - POSITION HISTORY OCCUPATIONAL HEALTH & SAFETY (OH&S) – MARKETING & PROMOTION PERSONNEL – EMPLOYMENT HISTORY PERSONNEL – MARKETING & PROMOTION PERSONNEL - RECRUITMENT STAFF DEVELOPMENT – MARKETING & PROMOTION COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION	HR HR HR HR HR HR Admin Admin
PROOF-READING	PUBLISHING – PRODUCTION	Admin
PROPERTY ACCESS	PROPERTY MANAGEMENT – SECURITY	Admin
PROTECTION: -PRIVACY -SECURITY	INFORMATION MANAGEMENT – PRIVACY INFORMATION MANAGEMENT - SECURITY	IM IM
PROTECTION OF PRIVACY	INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT - INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT - POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING	IM IM IM IM IM IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PUBLICATIONS	INFORMATION MANAGEMENT – DISPOSAL PUBLISHING – ADVICE PUBLISHING – COMPLIANCE PUBLISHING – ENQUIRIES PUBLISHING – PRODUCTION PUBLISHING - REPORTING	IM Admin Admin Admin Admin Admin
PUBLIC ENQUIRIES	INFORMATION MANAGEMENT – ENQUIRIES COMMUNITY RELATIONS – ENQUIRIES PUBLISHING - ENQUIRIES	IM Admin Admin
PUBLICITY	COMMUNITY RELATIONS – CONFERENCES COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – EXTENSION SERVICES COMMUNITY RELATIONS – TRAINING GOVERNMENT RELATIONS – CONFERENCES GOVERNMENT RELATIONS – EVENTS	Admin Admin Admin Admin Admin Admin
PUBLIC VISITORS	COMMUNITY RELATIONS - VISITS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
Q		
QUALITY (SEE COMPLIANCE; STANDARDS)		
QUESTIONNAIRES	INFORMATION MANAGEMENT – RESEARCH COMMUNITY RELATIONS – CLIENT SERVICE COMMUNITY RELATIONS – ENQUIRIES COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS – RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	IM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
QUESTIONS: - PARLIAMENTARY - PUBLIC	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – REPORTING INFORMATION MANAGEMENT - ENQUIRIES COMMUNITY RELATIONS - ENQUIRIES	Admin Admin IM Admin
QUOTES (SEE ACQUISITION)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
R		
RECEIPTS: - classified material - equipment - MAIL	FINANCIAL MANAGEMENT - ACCOUNTING INFORMATION MANAGEMENT - SECURITY EQUIPMENT & STORES – DISTRIBUTION INFORMATION MANAGEMENT – CONTROL	FM IM Admin IM
RECORDS MANAGEMENT	INFORMATION MANAGEMENT – COMPLIANCE INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT - DISPOSAL INFORMATION MANAGEMENT – EVALUATION INFORMATION MANAGEMENT - IMPLEMENTATION INFORMATION MANAGEMENT – POLICY INFORMATION MANAGEMENT – PROCEDURES INFORMATION MANAGEMENT - SECURITY	IM IM IM IM IM IM IM IM
RECRUITMENT	PERSONNEL – RECRUITMENT	HR
REDEPLOYMENT	PERSONNEL – EMPLOYMENT CONDITIONS	HR
REDUNDANCY	PERSONNEL – SEPARATIONS	HR
REFURBISHMENT	PROPERTY MANAGEMENT – FIT-OUTS	Admin
REGISTERED MAIL	INFORMATION MANAGEMENT – CONTROL	Admin
REGISTERS	INFORMATION MANAGEMENT - CONTROL	Admin
REGISTRATION CARDS	INFORMATION MANAGEMENT – CONTROL	Admin
REGULATIONS	GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION	Admin Admin
RELOCATION	PROPERTY MANAGEMENT – RELOCATION	Admin
REMOVALS	PROPERTY MANAGEMENT – RELOCATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
RENTAL (SEE LEASING; LEASING-OUT)		
REPAIRS	EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT - MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	Admin Admin Admin Admin
REPORTING	INDIGENOUS HOUSING - REPORTING INFORMATION MANAGEMENT – REPORTING COMPENSATION - REPORTING ESTABLISHMENT - REPORTING OCCUPATIONAL HEALTH & SAFETY (OH&S) – REPORTING PERSONNEL – REPORTING STAFF DEVELOPMENT – REPORTING FINANCIAL MANAGEMENT - REPORTING COMMUNITY RELATIONS – REPORTING EQUIPMENT & STORES – REPORTING FLEET MANAGEMENT – REPORTING GOVERNMENT RELATIONS – REPORTING INDUSTRIAL RELATIONS – REPORTING LEGAL SERVICES – REPORTING PROPERTY MANAGEMENT – REPORTING PUBLISHING – REPORTING STRATEGIC MANAGEMENT – REPORTING TECHNOLOGY & TELECOMMUNICATIONS - REPORTING	1.6 IM HR HR HR HR HR FM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
REPRESENTATIONS	COMMUNITY RELATIONS – REPRESENTATIONS GOVERNMENT RELATIONS - REPRESENTATIONS	Admin Admin
REPRESENTATIVES	PERSONNEL - REPRESENTATIVES COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	HR Admin Admin
REQUESTS: - ACCESS TO INFORMATION	INFORMATION MANAGEMENT - ENQUIRIES	IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
- CORRECTION OF INFORMATION	INFORMATION MANAGEMENT - ENQUIRIES	IM
- PROTECTION OF PRIVACY	INFORMATION MANAGEMENT - ENQUIRIES	IM
- FOR INFORMATION	COMMUNITY RELATIONS – ENQUIRIES COMMUNITY RELATIONS – RESEARCH INFORMATION MANAGEMENT - RESEARCH PUBLISHING – ENQUIRIES STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin Admin Admin Admin Admin Admin
- FOR TENDER (SEE TENDERING)		
REQUISITIONS	EQUIPMENT & STORES – DISTRIBUTION	Admin
RESEARCH	INDIGENOUS HOUSING - RESEARCH INFORMATION MANAGEMENT – RESEARCH OCCUPATIONAL HEALTH & SAFETY (OH&S) - RESEARCH COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS – RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH	1.7 IM HR Admin Admin Admin Admin Admin Admin Admin
RESIGNATIONS	PERSONNEL – SEPARATIONS PERSONNEL – EMPLOYMENT HISTORY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
RESPONSE	INFORMATION MANAGEMENT – ENQUIRIES PERSONNEL – ADVICE FINANCIAL MANAGEMENT – REPORTING COMMUNITY RELATIONS – REPRESENTATIONS GOVERNMENT RELATIONS – LEGISLATION LEGAL SERVICES – INQUIRIES STRATEGIC MANAGEMENT – LEGISLATION STRATEGIC MANAGEMENT – SUBMISSIONS	IM HR FM Admin Admin Admin Admin Admin
RESTORATION	INFORMATION MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – CONSERVATION	IM Admin
RESTRICTED AREAS	PROPERTY MANAGEMENT – SECURITY	Admin
RESTRUCTURING	ESTABLISHMENT – RESTRUCTURING	HR
RETIREMENT	PERSONNEL – EMPLOYMENT HISTORY PERSONNEL – SEPARATIONS	HR HR
RESUBMIT REGISTER	INFORMATION MANAGEMENT – CONTROL	IM
RETENTION SCHEDULE (SEE DISPOSAL SCHEDULE)		
RETURN TO WORK PLAN	COMPENSATION – AGREEMENTS	HR
REVIEWING	INFORMATION MANAGEMENT – REVIEWING COMPENSATION - REVIEWING ESTABLISHMENT – REVIEWING OCCUPATIONAL HEALTH & SAFETY (OH&S) – REVIEWING COMMUNITY RELATIONS – REVIEWING EQUIPMENT & STORES – REVIEWING GOVERNMENT RELATIONS – REVIEWING LEGAL SERVICES – REVIEWING STRATEGIC MANAGEMENT – REVIEWING TECHNOLOGY & TELECOMMUNICATIONS – REVIEWING	IM HR HR HR Admin Admin Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
RISK MANAGEMENT	INFORMATION MANAGEMENT – RISK MANAGEMENT	IM
	OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT	HR
	FINANCIAL MANAGEMENT – RISK MANAGEMENT	FM
	PROPERTY MANAGEMENT – RISK MANAGEMENT	Admin
	STRATEGIC MANAGEMENT – RISK MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	Admin
ROYAL COMMISSION	LEGAL SERVICES – INQUIRIES	Admin
	STRATEGIC MANAGEMENT - AGREEMENTS	Admin
ROYALTIES	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
ROYALTY	GOVERNMENT RELATIONS – VISITS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
S		
SAFES	INFORMATION MANAGEMENT - SECURITY	IM
SALARIES	PERSONNEL - SALARIES	HR
SALE	EQUIPMENT & STORES – DISPOSAL	Admin
	FLEET MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT – DISPOSAL	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	Admin
SCANNING	INFORMATION MANAGEMENT - ADVICE	IM
	INFORMATION MANAGEMENT – DATA ADMINISTRATION	IM
	STRATEGIC MANAGEMENT - POLICY	Admin
SECURITY	INFORMATION MANAGEMENT – SECURITY	IM
	EQUIPMENT & STORES – SECURITY	Admin
	PROPERTY MANAGEMENT – SECURITY	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - SECURITY	Admin
SECURITY PASSES	PROPERTY MANAGEMENT – SECURITY	Admin
SEMINARS	INFORMATION MANAGEMENT - PRESENTATIONS	IM
	COMPENSATION - PRESENTATIONS	HR
	ESTABLISHMENT - PRESENTATIONS	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - PRESENTATIONS	HR
	FINANCIAL MANAGEMENT - PRESENTATIONS	FM
	COMMUNITY RELATIONS – PRESENTATIONS	Admin
	GOVERNMENT RELATIONS - PRESENTATIONS	Admin
SEPARATIONS	PERSONNEL – SEPARATIONS	HR
SERVICE AGREEMENTS	INFORMATION MANAGEMENT – CONTRACTING-OUT	IM
	COMPENSATION – AGREEMENTS	HR
	PERSONNEL - AGREEMENTS	HR
	FINANCIAL MANAGEMENT - AGREEMENTS	FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	COMMUNITY RELATIONS – CONTRACTING-OUT EQUIPMENT & STORES – CONTRACTING-OUT FLEET MANAGEMENT – CONTRACTING-OUT LEGAL SERVICES – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT PUBLISHING – CONTRACTING-OUT STRATEGIC MANAGEMENT – CONTRACTING-OUT TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING-OUT	Admin Admin Admin Admin Admin Admin Admin Admin
SERVICE LEVEL AGREEMENTS	INFORMATION MANAGEMENT - AGREEMENTS GOVERNMENT RELATIONS – AGREEMENTS TECHNOLOGY & TELECOMMUNICATION - AGREEMENTS	IM Admin Admin
SHOWS	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin
SOCIAL FUNCTIONS	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
SOFTWARE	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	Admin Admin Admin
SPEECHES	COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS – LEGISLATION GOVERNMENT RELATIONS – PRESENTATIONS STRATEGIC MANAGEMENT - LEGISLATION	Admin Admin Admin Admin
STAFF (SEE PERSONNEL)		
STANDARDS (SEE ALSO COMPLIANCE,	INFORMATION MANAGEMENT – COMPLIANCE INFORMATION MANAGEMENT – INSPECTIONS INFORMATION MANAGEMENT – RESEARCH INFORMATION MANAGEMENT – STANDARDS OCCUPATIONAL HEALTH & SAFETY (OH&S) - STANDARDS FINANCIAL MANAGEMENT – STANDARDS COMMUNITY RELATIONS - RESEARCH EQUIPMENT & STORES – COMPLIANCE	IM IM IM IM HR FM Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	GOVERNMENT RELATIONS – COMPLIANCE	Admin
	GOVERNMENT RELATIONS – RESEARCH	Admin
	INDUSTRIAL RELATIONS – COMPLIANCE	Admin
	INDUSTRIAL RELATIONS – RESEARCH	Admin
	LEGAL SERVICES – COMPLIANCE	Admin
	LEGAL SERVICES – INFRINGEMENTS	Admin
	LEGAL SERVICES – RESEARCH	Admin
	PROPERTY MANAGEMENT – COMPLIANCE	Admin
	PUBLISHING – COMPLIANCE	Admin
	PUBLISHING – RESEARCH	Admin
	STRATEGIC MANAGEMENT – COMPLIANCE	Admin
	STRATEGIC MANAGEMENT – IMPLEMENTATION	Admin
	STRATEGIC MANAGEMENT – RESEARCH	Admin
	STRATEGIC MANAGEMENT – STANDARDS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - STANDARDS	Admin
STATIONERY:		
- ACQUISITION	EQUIPMENT & STORES - ACQUISITION	Admin
- DESIGN	PUBLISHING – CORPORATE STYLE	Admin
STATISTICS	INFORMATION MANAGEMENT – REPORTING	IM
	INFORMATION MANAGEMENT – RESEARCH	IM
	COMPENSATION - REPORTING	HR
	ESTABLISHMENT - REPORTING	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – REPORTING	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - RESEARCH	HR
	PERSONNEL – REPORTING	HR
	STAFF DEVELOPMENT – REPORTING	HR
	FINANCIAL MANAGEMENT - REPORTING	FM
	COMMUNITY RELATIONS - RESEARCH	Admin
	COMMUNITY RELATIONS – SUBMISSIONS	Admin
	EQUIPMENT & STORES – REPORTING	Admin
	FLEET MANAGEMENT – REPORTING	Admin
	GOVERNMENT RELATIONS – RESEARCH	Admin
	INDUSTRIAL RELATIONS – RESEARCH	Admin
	LEGAL SERVICES – REPORTING	Admin
	LEGAL SERVICES – RESEARCH	Admin
	PROPERTY MANAGEMENT – REPORTING	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS – REPORTING TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin Admin Admin Admin
STATUTES (SEE LEGISLATION)		
STOCKTAKE	INFORMATION MANAGEMENT – STOCKTAKE EQUIPMENT & STORES – STOCKTAKE	IM Admin
STORAGE	INFORMATION MANAGEMENT – CONTRACTING OUT INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT – DISPOSAL INFORMATION MANAGEMENT – SECURITY EQUIPMENT & STORES - DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT - DISPOSAL PROPERTY MANAGEMENT - SECURITY	IM IM IM IM Admin Admin Admin Admin
STRATEGIC PLAN	STRATEGIC MANAGEMENT - PLANNING	Admin
STRIKES	INDUSTRIAL RELATIONS – DISPUTES	Admin
STUDY ASSISTANCE	PERSONNEL – AUTHORISATION PERSONNEL – ALLOWANCES	HR HR
STYLE	PUBLISHING – CORPORATE STYLE	Admin
SUBMISSIONS	INFORMATION MANAGEMENT – SUBMISSIONS FINANCIAL MANAGEMENT - SUBMISSIONS COMMUNITY RELATIONS – SUBMISSIONS LEGAL SERVICES – SUBMISSIONS PROPERTY MANAGEMENT – SUBMISSIONS STRATEGIC MANAGEMENT – SUBMISSIONS TECHNOLOGY & TELECOMMUNICATIONS - SUBMISSIONS	IM FM Admin Admin Admin Admin Admin
- CABINET	GOVERNMENT RELATIONS - SUBMISSIONS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
SUBPOENAS	GOVERNMENT RELATIONS – INQUIRIES LEGAL SERVICES – INQUIRIES LEGAL SERVICES - LITIGATION	Admin Admin Admin
SUBSCRIPTIONS	INFORMATION MANAGEMENT – ACQUISITION	Admin
SURVEILLANCE	PROPERTY MANAGEMENT – SECURITY	Admin
SURVEYS	INFORMATION MANAGEMENT – RESEARCH COMMUNITY RELATIONS – CLIENT SERVICE COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS - RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – CLIENT SERVICE STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	IM Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
SYSTEMS	INFORMATION MANAGEMENT – DATA ADMINISTRATION INFORMATION MANAGEMENT – EVALUATION INFORMATION MANAGEMENT – IMPLEMENTATION INFORMATION MANAGEMENT – INSPECTIONS INFORMATION MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – AUDIT TECHNOLOGY & TELECOMMUNICATIONS – COMMITTEES TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – MODELLING TECHNOLOGY & TELECOMMUNICATIONS – SECURITY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	IM IM IM IM IM Admin Admin Admin Admin Admin Admin Admin Admin
SYSTEMS ADMINISTRATION	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
T		
TECHNICAL MANUALS (SEE PROCEDURES)		
TECHNICAL MODELS	TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin
TELEPHONES (SEE TECHNOLOGY & TELECOMMUNICATIONS)		
TENANCY AGREEMENTS	PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT	Admin Admin
TENDERING	INFORMATION MANAGEMENT – TENDERING EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS – TENDERING	IM Admin Admin Admin Admin Admin
TENDERS (SEE TENDERING)		
TESTING	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin Admin
THANKS (LETTERS OF)	COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin Admin Admin
THEFTS	EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT - SECURITY	Admin Admin
THESAURUS	INFORMATION MANAGEMENT – CONTROL	IM
TITLE DEEDS	PROPERTY MANAGEMENT – ACQUISITION	IM
TOURS (SEE VISITS)		
TOXIC WASTE	OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMPLIANCE	HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – RISK MANAGEMENT	HR
	PROPERTY MANAGEMENT – MAINTENANCE	Admin
TRADEMARKS	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
TRADE SECRETS	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
TRAINING		
- AGREEMENTS	STAFF DEVELOPMENT - TRAINING	HR
- EXTERNAL GROUPS	COMMUNITY RELATIONS – TRAINING	Admin
- STAFF	STAFF DEVELOPMENT - TRAINING	Admin
TRANSCRIPTS	GOVERNMENT RELATIONS – INQUIRIES	Admin
	LEGAL SERVICES - INQUIRIES	Admin
TRANSFERS	INFORMATION MANAGEMENT - DISPOSAL	IM
TRANSPORT (SEE FLEET MANAGEMENT)		
TRAVEL	PERSONNEL - ARRANGEMENTS	HR
	FLEET MANAGEMENT – ARRANGEMENTS	Admin
	GOVERNMENT RELATIONS – VISITS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
U		
UNAUTHORISED ACCESS	PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin Admin
UNIFORMS	EQUIPMENT & STORES – ALLOCATION	Admin
UNION REPRESENTATIVES	PERSONNEL – REPRESENTATIVES	HR
URL ADDRESSES	PUBLISHING – COMPLIANCE	Admin
USER MANUALS (SEE PROCEDURES)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
V		
VACANCIES	ESTABLISHMENT – POSITION HISTORY PERSONNEL - RECRUITMENT	HR HR
VALUATIONS	FINANCIAL MANAGEMENT - ACQUISITIONS EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	FM Admin Admin Admin Admin
VANDALISM	EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY	Admin Admin
VEHICLE HIRE (SEE FLEET MANAGEMENT)		
VEHICLE MAINTENANCE LOGS	FLEET MANAGEMENT - MAINTENANCE	Admin
VEHICLE RUNNING SHEETS	FLEET MANAGEMENT – REPORTING	Admin
VENDORS	EQUIPMENT & STORES – ACQUISITION	Admin
VENUE BOOKINGS (SEE COMMITTEES; CONFERENCES; TRAINING)		
VERSION CONTROL	INFORMATION MANAGEMENT - CONTROL INFORMATION MANAGEMENT - PROCEDURES TECHNOLOGY & TELECOMMUNICATIONS – CONTROL	IM IM Admin
VEXATIOUS APPLICANTS	INFORMATION MANAGEMENT - AUTHORISATION	IM
VIDEOS	OCCUPATIONAL HEALTH & SAFETY (OH&S) – MARKETING & PROMOTION STAFF DEVELOPMENT – MARKETING & PROMOTION STAFF DEVELOPMENT - TRAINING COMMUNITY RELATIONS – MARKETING & PROMOTION	HR HR HR Admin

VIP's (SEE DIGNITARIES)		
VISITS	COMMUNITY RELATIONS – VISITS GOVERNMENT RELATIONS – VISITS	Admin Admin
VITAL RECORDS	INFORMATION MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	Admin Admin
VOICE-MAIL	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
W		
WASTE REMOVAL	PROPERTY MANAGEMENT - MAINTENANCE	Admin
WEBSITES (SEE INTERNET)		
WHOLE OF GOVERNMENT SOLUTIONS	INFORMATION MANAGEMENT - IMPLEMENTATION INFORMATION MANAGEMENT – POLICY COMPENSATION – POLICY ESTABLISHMENT – POLICY OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION OCCUPATIONAL HEALTH & SAFETY (OH&S)- POLICY PERSONNEL - POLICY STAFF DEVELOPMENT - POLICY FINANCIAL MANAGEMENT - IMPLEMENTATION FINANCIAL MANAGEMENT - POLICY EQUIPMENT & STORES – POLICY INDUSTRIAL RELATIONS – POLICY GOVERNMENT RELATIONS - SUBMISSIONS TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION TECHNOLOGY & TELECOMMUNICATIONS – POLICY	IM IM HR HR HR HR HR HR FM FM Admin Admin Admin Admin Admin Admin Admin
WORKING PAPERS	INFORMATION MANAGEMENT – RESEARCH INFORMATION MANAGEMENT – REVIEWING COMPENSATION - REVIEWING ESTABLISHMENT – REVIEWING OCCUPATIONAL HEALTH & SAFETY (OH&S) – REVIEWING FINANCIAL MANAGEMENT - REVIEWING COMMUNITY RELATIONS – RESEARCH COMMUNITY RELATIONS – REVIEWING COMMUNITY RELATIONS – SUBMISSIONS EQUIPMENT & STORES – REVIEWING GOVERNMENT RELATIONS – LEGISLATION GOVERNMENT RELATIONS – RESEARCH	IM IM HR HR HR FM Admin Admin Admin Admin Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	GOVERNMENT RELATIONS – REVIEWING INDUSTRIAL RELATIONS – RESEARCH LEGAL SERVICES – RESEARCH LEGAL SERVICES – REVIEWING PUBLISHING – RESEARCH PUBLISHING – REVIEWING STRATEGIC MANAGEMENT – LEGISLATION STRATEGIC MANAGEMENT – RESEARCH STRATEGIC MANAGEMENT – REVIEWING TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - REVIEWING	Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
WORKING PARTIES (SEE ALSO COMMITTEES, MEETINGS)	PERSONNEL – REPRESENTATIVES COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	HR Admin Admin
WORKPLACE RELATIONS	INDUSTRIAL RELATIONS – COMMITTEES	Admin
WORKS (BUILDING)	PROPERTY MANAGEMENT - CONSTRUCTION	Admin
WRITE-OFF	FIINANCIAL MANAGEMENT - AUTHORISATION EQUIPMENT & STORES - DISPOSAL FLEET MANAGEMENT – DISPOSAL	FM Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
Y		
YEAR 2000 REMEDIAATION	PROPERTY MANAGEMENT - COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE	Admin Admin



DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES