

**Disposal Schedule  
Local Government & Community  
Development**

**Disposal Schedule No. 2006/5**

**August 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 local government and community development functions and activities of the Department of Local Government Housing and Sport.

### **Scope**

Application of this disposal schedule is mandatory for records created by the Department of Local Government Housing and Sport relating to the local government and community development function.

This disposal schedule applies to all local government and community development 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 2002
- ▶ 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
- ▶ Departmental policies and procedures
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

- ▶ 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 the Information Management Records of the Northern Territory Government – Disposal Schedule No. 2003/2
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Guidelines on Normal Administrative Practice for Records Disposal

### **Responsibility**

In accordance with Part 9 of the Information Act 2002, the NT Archives Service is responsible for the content of this disposal schedule including the provision of advice and training, and for monitoring NT public sector organisation compliance.

Implementation of this disposal schedule is the responsibility of the Chief Executive Officer.

## Authority

This disposal schedule was approved by the Director of the Northern Territory Archives Service and the Chief Executive of the Department of Local Government Housing and Sport August 2006.

## Explanation

This schedule has been developed using the methodologies of the Australian Standard AS 4390–1996, *Records Management*. The functional structure is 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 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 Information Management Records, the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records and the General Disposal for Administrative 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 not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is 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 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.

## 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 or 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 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 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. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

The function of supporting the establishment of self governing authorities with legitimate representation and effective governance systems; reviewing and improving policies and the legislative framework underpinning the development and future of local government; providing targeted assistance to improve performance and reduce risk and deliver programs that continually support the development of viable and sustainable local governing authorities to effectively and efficiently deliver services. Includes:

- conducting compliance reviews and investigations of local governing bodies;
- providing funding to local governing authorities on a needs-based formula,
- monitoring local government financial performance and compliance with accounting standards; developing and implementing governance training for elected members and senior staff in local government;
- facilitating community planning;
- developing community capacity to work with government to improve social and economic outcomes; supporting community based capacity building projects; and
- providing advice and related actions to ensure effective implementation of legislation.

### 1.1 ADVICE

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting strategic advice given or received in relation to the local government and community development function.	RETAIN PERMANENTLY  Transfer to NT Archives Service 4 years after action completed
1.1.2	Records documenting routine advice or opinions given or received in relation to the local government and community development function.  Use GOVERNMENT RELATIONS – JOINT VENTURES for the activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	TEMPORARY  Destroy 5 years after action completed

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### 1.2 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
1.2.1	Agreements made between the Minister and an individual or individuals in relation to compensation on the adjustment of property rights.	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed

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### 1.3 AUTHORISATION

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting requests for the establishment of a local governing body such as community councils and community organisations. Includes submissions, consultations, constitution and copies of gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.2	Records documenting approvals by the Minister to appoint officers and members to advisory committees, development authorities or board of trustees formed to manage, action and/or consider issues related to the local government and community development function, for example the Animal Welfare Advisory Committee, the Jabiru Town Development Authority or the Nhulunbuy Cemetery Board of Trustees. Includes termination of appointments and written notices to the Minister advising resignation of memberships. Also includes gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.3	Records relating to requests for approval to suspend the application of regulations (other than the Local Government Act) within the council area and model provisions for by-laws. Includes the formal authorisation, gazettal notices, terms of suspension.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed

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1.3.4	Records documenting requests to the Minister to authorise the appointment of and/or termination of Inspectors of Local Government. Includes approved instruments of Termination of Appointments and/or Appointment of Inspectors of Local Government. Also includes gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.5	Records documenting approval of the establishment and closures of Cemeteries within the Northern Territory. Includes gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.6	Records documenting requests for burials in a closed cemetery, multiple burials or burials other than a cemetery for example burials at sea. Includes requests to exhume and/or remove remains. Also includes gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.7	Records documenting Ministerial appointment or revocation of a person to be the Swimming Pool Safety Authority or the Swimming Pool Safety Authority for a specified area or a council nominated person to be the Swimming Pool Safety Authority for a specified council area. Includes Ministerial delegation in relation to legislative powers or functions. Also includes gazettal notices.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.8	Records documenting requests to the Minister from local governing bodies for approval for members to take part in the consideration of a matter where the members have declared an interest or possible interest in the matter to be dealt with by the council. Includes correspondence to the council approving that the members take part in the consideration of the matter and permits conditional or unconditional	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed

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	approval in relation to the members vote on the matter.	
1.3.9	Records documenting requests to the Minister from local governing bodies for approval to enter into agreements with other organisations or individuals. Includes agreements enabling local governing bodies to pursue funding or land leases.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.3.10	Records documenting requests from local governing bodies to the Minister seeking necessary actions to rectify an error or irregularity in the declaration of rates and charges. Includes gazettal notices.	TEMPORARY  Destroy 6 years after action completed
1.3.11	Records documenting requests from local governing bodies to the Minister in relation to borrowing's and overdrafts. Includes applications by the local governing body to use loan money for a purpose other than for the purpose for which the money was borrowed.	TEMPORARY  Destroy 6 years after request approved
1.3.12	Records documenting consent by the Minister for a local governing body to dispense with the calling of tenders. Includes a copy of the Certificate of Inexpediency.	TEMPORARY  Destroy 6 years after action completed
1.3.13	Records documenting the appointment of and cessation or termination of appointment of Pool Safety Advisors, animal welfare inspectors and animal Welfare Officers. Includes the issuing and return of identity cards.	TEMPORARY  Destroy 5 years after return of identity card
1.3.14	Records documenting the consideration, granting, issue, renewal, variation, suspension, cancellation and/or refusal of licences or permits relating to local government and community development function for example licences or permits relating to teaching or research involving animals or licences for the holding of public entertainments.	TEMPORARY  Destroy 3 years after licence expires, is surrendered, revoked or cancelled

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### 1.4 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
1.4.1	<p>Records documenting committees formed to consider matters and/or review decisions relating to the local government and community development function where the agency chairs or provides administrative support to the committee, for example the Top End Triangle Steering Group. Includes:</p> <ul style="list-style-type: none"> <li>• agenda</li> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• proposals, reports, determinations and/or recommendations</li> <li>• supporting papers such as briefing papers and discussion papers.</li> </ul> <p>Use GOVERNMENT RELATIONS – COMMITTEES for the activities associated with committees formed to consider matters where the agency does not chair or provide administrative support and for routine administrative arrangements.</p>	<p>RETAIN PERMANENTLY</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>

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### 1.5 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting local governing bodies compliance with statutory requirements in relation to the local government development function, for example periodic reviews of electoral representation by council or replacement or amendment of constitutions.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.5.2	Records documenting suspension and reinstatement or dismissal of a local governing body's member or members by the Minister where a council has failed to: <ul style="list-style-type: none"> <li>• provide for the good government of its council area;</li> <li>• perform a function that the council is required to perform;</li> <li>• satisfactorily perform a function that is prescribed as a core function of the council;</li> <li>• exercise a power that the council should exercise; or</li> <li>• comply with a law in force in the Territory including, in the case of a community government council, its constitution.</li> </ul> <p style="text-align: center;">Includes the appointment of a person to be the manager of the council who is responsible for</p>	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed

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rectifying any disruption of council services and investigating the business affairs and financial circumstances of the council. Also includes investigation reports and/or findings and submissions by suspended council members.

1.5.3	Records documenting local governing bodies to annual compliance review questions in relation to provision and delivery of services to their communities.	RETAIN PERMANENTLY  Transfer to the NT Archives Service 4 years after action completed
1.5.4	Records documenting compliance with swimming pool safety statutory requirements and standards. Includes acknowledgement notices, interim compliance certificates, provisional compliance certificates, and compliance certificates.	TEMPORARY  Destroy 50 years after certificate issued
1.5.5	Records documenting scheduled correspondence to local governing bodies to ensure compliance with statutory requirements relating to the local government and community development function, for example circular letters regarding annual declaration of rate and charges.	TEMPORARY  Destroy 5 years after action completed
1.5.6	Records documenting compliance where authorised persons under Animal Welfare legislation may be required to enter premises; inspect the premises and anything in or on the premises; examine any animal in or on the premises; seize animals or things believed to be connected with an offence; and/or alleviate the suffering of an animal. Includes copy of inspection report. Also includes the serving or withdrawal of infringement notices.	TEMPORARY  Destroy 5 years after inspection report provided to occupier

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### 1.6 CONFERENCES

The activities The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the proceedings of conferences organised by the agency in relation to the local government development function for example Building Effective Indigenous Governance Conference.  Use GOVERNMENT RELATIONS – CONFERENCES for conference proceedings and for agency attendance of a conference where the agency has not organised the conference.	RETAIN PERMANENTLY  Transfer to NT Archives Service 4 years after action completed

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### 1.7 CONTROL

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Rate Book for Unincorporated Land. Details include particulars of every parcel of ratable land within the prescribed area, the names of the owner and of the occupier of each parcel, the unimproved capital value, rates payable and amounts owing.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.7.2	Register of Places of Public Entertainment. Includes details of applications made and licences issued and renewed.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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### 1.8 GRANT ALLOCATION

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting review and assessment of annual grant applications in relation to the local government and community development function. Includes final recommendations forwarded to the Minister for approval.	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.8.2	Records documenting the distribution of Commonwealth or Northern Territory Government funds to local governing bodies where the grant is not fully acquitted.	TEMPORARY Destroy 12 years after action completed
1.8.3	Records documenting the distribution of Commonwealth or Northern Territory Government funds to local governing bodies where the grant is fully acquitted.	TEMPORARY Destroy 7 years after funds acquitted
1.8.4	Records documenting grants paid to assist home owners where there is an existing pool to upgrade the swimming pool barrier to comply with legislative requirements where the grant is approved.	TEMPORARY Destroy 6 years after grant paid
1.8.5	Records documenting grants paid to assist home owners where there is an existing pool to upgrade the swimming pool barrier to comply with legislative requirements where the grant is not approved, cancelled or withdrawn.	TEMPORARY Destroy 2 years after action completed
	Use GRANT FUNDING – for the activities associated with the departments application for and receipt of	

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- developing community capacity to work with government to improve social and economic outcomes; supporting community based capacity building projects; and
- providing advice and related actions to ensure effective implementation of legislation.

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

The function of supporting the establishment of self governing authorities with legitimate representation and effective governance systems; reviewing and improving policies and the legislative framework underpinning the development and future of local government; providing targeted assistance to improve performance and reduce risk and deliver programs that continually support the development of viable and sustainable local governing authorities to effectively and efficiently deliver services. Includes:

- conducting compliance reviews and investigations of local governing bodies;
- providing funding to local governing authorities on a needs-based formula,
- monitoring local government financial performance and compliance with accounting standards; developing and implementing governance training for elected members and senior staff in local government;
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- providing advice and related actions to ensure effective implementation of legislation.

### 1.9 INQUIRIES

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records relating to an inquiry into a local governing body's function, includes final reports, directives, recommendations and progress reports for example a Local Government Tribunal.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

The function of supporting the establishment of self governing authorities with legitimate representation and effective governance systems; reviewing and improving policies and the legislative framework underpinning the development and future of local government; providing targeted assistance to improve performance and reduce risk and deliver programs that continually support the development of viable and sustainable local governing authorities to effectively and efficiently deliver services. Includes:

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- providing advice and related actions to ensure effective implementation of legislation.

### 1.10 INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the investigation of a local governing body in relation to the local government and community development function. Includes investigation plan, evidence, interview transcripts and electronic recordings collected in relation to the investigation. Also includes copy of final investigation report and recommendations.	TEMPORARY Destroy 10 years after investigation completed

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

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- providing advice and related actions to ensure effective implementation of legislation.

### 1.11 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the development of proposals for new legislation and amendments to existing legislation relating to the local government and community development function. Includes:</p> <ul style="list-style-type: none"> <li>• submissions prepared for the agency's executive or corporate management board</li> <li>• preliminary drafting instructions</li> <li>• records documenting consultation with relevant government agencies</li> <li>• preparation of the Explanatory Memorandum Second Reading Speech</li> </ul>	<p>RETAIN PERMANENTLY</p> <p>Transfer to NT Archives Service 4 years after action completed</p>

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

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### 1.12 LOAN MANAGEMENT

The activities associated with the lending of NT Government money to individuals or organisations over an agreed specified amount of time. Includes actions the lender may take to recover defaulted loans and/or the writing off of unrecoverable money.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting loans paid to assist home owners where there is an existing pool to upgrade the swimming pool barrier to comply with legislative requirements where the loan is not paid in full.	TEMPORARY Destroy 12 years after write off or finalised legal action
1.12.2	Records documenting loans paid to assist home owners where there is an existing pool to upgrade the swimming pool barrier to comply with legislative requirements where the loan is paid in full.	TEMPORARY Destroy 6 years after loan is paid in full
1.12.3	Records documenting applications for loans to assist home owners where there is an existing pool to upgrade the swimming pool barrier to comply with legislative requirements where the application is not approved, cancelled or withdrawn.	TEMPORARY Destroy 2 years after cation completed

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

The function of supporting the establishment of self governing authorities with legitimate representation and effective governance systems; reviewing and improving policies and the legislative framework underpinning the development and future of local government; providing targeted assistance to improve performance and reduce risk and deliver programs that continually support the development of viable and sustainable local governing authorities to effectively and efficiently deliver services. Includes:

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### 1.13 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
1.13.1	<p>Records documenting organisational plans on the implementation of Government policy in relation to the local government and community development function for example the establishment of Regional Authorities which is part of the Government's Stronger Regions – Stronger Futures Strategy. Includes working papers documenting the development of the plan, consultation drafts and action plans.</p> <p>Use STRATEGIC MANAGEMENT – PLANNING for the development and final version of the departments corporate or agency-wide business plans.</p> <p>Use STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</p>	<p>RETAIN PERMANENTLY</p> <p>Transfer to NT Archives Service 4 years after action completed</p>

## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

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### 1.14 PROJECT DEVELOPMENT

The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Add the project name as free text.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting the activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning in relation to the local government and community development function for example boundary rationalisation, where the project is approved and proceeded with.	TEMPORARY Destroy 6 years after project completed
1.14.2	Records documenting the activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning in relation to the local government and community development function for example boundary rationalisation, where the project is not approved.	TEMPORARY Destroy 2 years after action completed

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

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### 1.15 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
1.15.1	Records documenting Northern Territory local government bodies annual reporting on the allocation of grants and subsidies received, reports are provided in the form of audited financial statements. Includes a copy of the local governing body's annual report. Also includes requests for extension to submit reports.	RETAIN PERMANENTLY  Transfer to NT Archives Service 4 years after action completed
1.15.2	Final reports of visits by development officers to community leaders and/or individuals within the Northern Territory to discuss community issues and to assist with future planning.	RETAIN PERMANENTLY  Transfer to NT Archives Service 4 years after action completed
	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.	

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## 1. LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT

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### 1.16 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records documenting the adoption, variation or revocation of a code of practice in relation to the local government and community development function, for example the Animal Welfare Codes of Practice. Includes copies of gazettal notices.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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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.

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<sup>1</sup> Number – refers to activities listed earlier in this document within Section 1

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

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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule <sup>1</sup>
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<b>COMPLIANCE</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - 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	1.5  IM  HR HR HR HR  FM  Admin Admin Admin Admin Admin Admin Admin Admin Admin
<b>COMPLIANCE NOTICE</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - COMPLIANCE  INFORMATION MANAGEMENT – COMPLIANCE	1.5  IM
<b>COMPULSORY ACQUISITION</b>	PROPERTY MANAGEMENT – PLANNING	Admin
<b>COMPUTERS (SEE TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>		
<b>CONFERENCES</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - CONFERENCES  INFORMATION MANAGEMENT - CONFERENCES  STAFF DEVELOPMENT - CONFERENCES  COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS – CONFERENCES	1.6  IM  HR  Admin Admin



ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>CONFIDENTIALITY</b>	INFORMATION MANAGEMENT - AGREEMENTS INFORMATION MANAGEMENT – PRIVACY  LEGAL SERVICES – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	IM IM  Admin Admin
<b>CONSERVATION</b>	INFORMATION MANAGEMENT – CONSERVATION  PROPERTY MANAGEMENT – CONSERVATION	IM  Admin
<b>CONSIGNMENT LISTS</b>	INFORMATION MANAGEMENT - CONTROL	IM
<b>CONSIGNMENT NOTES</b>	INFORMATION MANAGEMENT – CONTROL  EQUIPMENT & STORES – DISTRIBUTION	IM  Admin
<b>CONSTRUCTION</b>	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
<b>CONSULTANTS (SEE CONTRACTING-OUT)</b>		
<b>CONSULTANCY SERVICES</b>	PERSONNEL – CONSULTANCY SERVICES  FINANCIAL MANAGEMENT – CONSULTANCY SERVICES	HR  FM
<b>CONTRACTING OUT</b>	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 Admin
<b>CONTRACT MANAGEMENT</b>	FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT	FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>CONTRACTS</b>	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
<b>CONTROL</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – CONTROL  INFORMATION MANAGEMENT – CONTROL  TECHNOLOGY & TELECOMMUNICATIONS - CONTROL	1.7  IM  Admin
<b>CONTROL RECORDS</b>	INFORMATION MANAGEMENT – CONTROL	IM
<b>CONVENTIONS (SEE CONFERENCES)</b>		
<b>COPYRIGHT</b>	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY  LEGAL SERVICES – INFRINGEMENTS LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY	IM  Admin Admin Admin
<b>CORPORATE PLAN</b>	STRATEGIC MANAGEMENT – PLANNING	Admin
<b>CORPORATE STYLE</b>	PUBLISHING – CORPORATE STYLE	Admin
<b>CORRESPONDENCE REGISTER</b>	INFORMATION MANAGEMENT – CONTROL	Admin

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>D</b>		
<b>DAMAGE</b>	EQUIPMENT & STORES - MAINTENANCE EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – MAINTENANCE PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin Admin Admin Admin Admin Admin
<b>- ACCIDENTS</b>	COMPENSATION - ACCIDENTS OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS  FLEET MANAGEMENT – ACCIDENTS	HR HR  Admin
<b>DAMAGES</b>	COMPENSATION – PAYMENTS  FINANCIAL MANAGEMENT – PAYMENTS	HR  FM
<b>- CLAIMS</b>	LEGAL SERVICES – CLAIMS LEGAL SERVICES - LITIGATION	Admin Admin
<b>DATA:</b> <b>- MIGRATION</b>	INFORMATION MANAGEMENT – DATA ADMINISTRATION	IM
<b>- PROTECTION</b>	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin
<b>- RAW DATA</b>	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	Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
<b>DATA ADMINISTRATION</b>	INFORMATION MANAGEMENT – DATA ADMINISTRATION	IM
<b>DATABASE MANAGEMENT</b>	TECHNOLOGY & TELECOMMUNICATIONS – DATABASE MANAGEMENT	Admin

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

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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>EVALUATION</b> (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
<b>EVENTS</b>	PERSONNEL - EVENTS  COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – LIAISON GOVERNMENT RELATIONS - EVENTS	HR  Admin Admin Admin
<b>EXEMPTION</b>	INFORMATION MANAGEMENT – AUTHORISATION  FINANCIAL MANAGEMENT - AUTHORISATION	IM  FM
<b>EXHIBITIONS</b>	COMMUNITY RELATIONS - EVENTS COMMUNITY RELATIONS – EXTENSION SERVICES GOVERNMENT RELATIONS - EVENTS	Admin Admin Admin
<b>EXPENDITURE</b>	FINANCIAL MANAGEMENT – ACCOUNTING FINANCIAL MANAGEMENT – BUDGETING FINANCIAL MANAGEMENT – EVALUATION FINANCIAL MANAGEMENT - REPORTING	FM FM FM FM
<b>EXPRESSIONS OF INTEREST</b> (SEE RECRUITMENT & TENDERING)		
<b>EXTENSION SERVICES</b>	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin



ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>F</b>		
<b>FACILITIES</b> (SEE PROPERTY MANAGEMENT)		
<b>FAULT REPORTS</b>	TECHNOLOGY & TELECOMMUNICATIONS	Admin
<b>FEASIBILITY STUDIES</b>	PROPERTY MANAGEMENT – CONSTRUCTION TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin Admin
<b>FEEDBACK</b> (SEE APPRECIATION; COMPLAINTS, PERFORMANCE MANAGEMENT)		
<b>FESTIVITIES</b>	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS	Admin Admin
<b>FIELD REPORTS</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – REPORTING	1.15
<b>FILE MOVEMENT RECORDS/CARDS</b>	INFORMATION MANAGEMENT - CONTROL	IM
<b>FILMS</b>	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin
<b>FINANCIAL STATEMENTS</b>	FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS	FM
<b>FINANCE RECORDS</b>	See Financial Management Disposal Schedule for full list of linked activities	FM
<b>FIRE DRILL</b>	PROPERTY MANAGEMENT - SECURITY	Admin
<b>FIRE EQUIPMENT</b>	PROPERTY MANAGEMENT - INSTALLATION	Admin
<b>FIRES</b>	INFORMATION MANAGEMENT – RISK MANAGEMENT  PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	IM  Admin Admin Admin
<b>FIRE WARDENS</b>	PERSONNEL - REPRESETNATIVES	HR
<b>FIRST AID</b>	OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION	HR

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>G</b>		
<b>GARAGING</b>	FLEET MANAGEMENT – AUTHORISATION	Admin
<b>GARDENING</b>	PROPERTY MANAGEMENT – MAINTENANCE	Admin
<b>GOVERNMENT BODIES (APPOINTMENTS TO)</b>	GOVERNMENT RELATIONS - REPRESENTATIVES	Admin
<b>GRANT ALLOCATION</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – GRANT ALLOCATION	1.8
<b>GRANT FUNDING</b>	FINANCIAL MANAGEMENT – GRANT FUNDING	FM
	COMMUNITY RELATIONS – GRANT FUNDING	Admin
	STRATEGIC MANAGEMENT – GRANT FUNDING	Admin
<b>GRIEVANCES</b>	PERSONNEL - GRIEVANCES	HR
	INDUSTRIAL RELATIONS – GRIEVANCES	Admin
<b>GUARDING (PREMISES)</b>	PROPERTY MANAGEMENT – SECURITY	Admin
<b>GUESTS</b>	COMMUNITY RELATIONS – EVENTS	Admin
	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
	GOVERNMENT RELATIONS – EVENTS	Admin
<b>GUIDELINES (see PROCEDURES)</b>		

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>I</b>		
<b>IMPLEMENTATION</b>	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
<b>INABILITY</b>	PERSONNEL – INABILITY	HR
<b>INCAPACITY</b>	OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS	HR
<b>INDEX</b>	INFORMATION MANAGEMENT - CONTROL	IM
<b>INDUSTRIAL ACTION</b>	INDUSTRIAL RELATIONS – CLAIMS INDUSTRIAL RELATIONS - DISPUTES	Admin Admin
<b>INFORMATION ACCESS REQUESTS</b>	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
<b>INFORMATION ACT (SEE ACTS)</b>		
<b>INFORMATION CORRECTION REQUESTS</b>	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
<b>INFORMATION PRIVACY</b>	INFORMATION MANAGEMENT – PRIVACY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	Admin
<b>INFORMATION SECURITY</b>	INFORMATION MANAGEMENT – SECURITY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - SECURITY	Admin
<b>INFORMATION TECHNOLOGY (SEE TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>		
<b>INFRINGEMENTS (SEE ALSO BREACHES)</b>	PERSONNEL – INFRINGEMENTS	HR
	LEGAL SERVICES – INFRINGEMENTS	Admin
	PROPERTY MANAGEMENT - INFRINGEMENTS	Admin
<b>INJURIES</b>	COMPENSATION – ACCIDENTS	HR
	COMPENSATION - CLAIMS	HR
<b>INQUIRIES</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - INQUIRIES	1.9
	INFORMATION MANAGEMENT – INQUIRIES	IM
	GOVERNMENT RELATIONS – INQUIRIES	Admin
	LEGAL SERVICES – INQUIRIES	Admin
<b>INSPECTIONS:</b>  <b>- RECORDS</b>  <b>- EQUIPMENT</b>  <b>- PROPERTY</b>  <b>- TECHNOLOGY</b>  <b>- WORKPLACE</b>	INFORMATION MANAGEMENT – INSPECTIONS	IM
	EQUIPMENT & STORES – INSPECTIONS TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE	Admin Admin
	PROPERTY MANAGEMENT – INSPECTIONS PROPERTY MANAGEMENT – MAINTENANCE	Admin Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INSPECTIONS	Admin
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – INSPECTIONS	HR
	INDUSTRIAL RELATIONS – REPORTING	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>INSTALLATION</b> (SEE ALSO FIT-OUTS)	EQUIPMENT & STORES - INSTALLATION PROPERTY MANAGEMENT - INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin Admin Admin
<b>INSURANCE</b>	COMPENSATION – INSURANCE PERSONNEL – INSURANCE  FLEET MANAGEMENT – INSURANCE INDUSTRIAL RELATIONS – CLAIMS PROPERTY MANAGEMENT - INSURANCE	HR HR  Admin Admin Admin
<b>INTELLECTUAL PROPERTY</b>	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY  LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	IM  Admin Admin Admin
<b>INTER-LIBRARY LOANS</b>	INFORMATION MANAGEMENT – CONTROL	IM
<b>INTERNET</b>	INFORMATION MANAGEMENT - POLICY  PUBLISHING – COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – POLICY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	IM  Admin Admin Admin
<b>INVENTORY</b>	INFORMATION MANAGEMENT - INVENTORY  FINANCIAL MANAGEMENT - INVENTORY  EQUIPMENT & STORES - INVENTORY	IM  FM  Admin
<b>INVESTIGATIONS</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - INVESTIGATIONS  INFORMATION MANAGEMENT – INVESTIGATIONS  OCCUPATIONAL HEALTH & SAFETY (OH&S) – INVESTIGATIONS PERSONNEL – INVESTIGATIONS	1.10  IM  HR HR
<b>INVITATIONS</b>	COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS - EVENTS	Admin Admin Admin
<b>IT</b> (SEE TECHNOLOGY & TELECOMMUNICATIONS)		

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



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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>K</b>		
<b>KEY REGISTER</b>	PROPERTY MANAGEMENT – SECURITY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>L</b>		
<b>LAND (SEE PROPERTY MANAGEMENT)</b>		
<b>LEAFLETS</b>	PUBLISHING – PRODUCTION	Admin
<b>LEASING</b>	EQUIPMENT & STORES – LEASING FLEET MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING TECHNOLOGY & TELECOMMUNICATIONS - LEASING	Admin Admin Admin Admin
<b>LEASING-OUT</b>	EQUIPMENT & STORES – LEASING-OUT PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS – LEASING-OUT	Admin Admin Admin
<b>LEAVE</b>	PERSONNEL - LEAVE	HR
<b>LEGAL DEPOSIT</b>	PUBLISHING – COMPLIANCE	Admin
<b>LEGAL OPINIONS</b>	LEGAL SERVICES - ADVICE	Admin
<b>LEGAL SERVICE PROVIDERS</b>	LEGAL SERVICES - ADVICE	Admin
<b>LEGISLATION</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - LEGISLATION  GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION	1.11  Admin Admin
<b>LEGISLATIVE ASSEMBLY BRIEFINGS</b>	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS - REPORTING	Admin Admin
<b>LETTERHEAD</b>	PUBLISHING – CORPORATE STYLE	Admin
<b>LIAISON</b>	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
<b>LIBRARY MATERIAL</b>	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
<b>LICENCES</b>	FLEET MANAGEMENT – ARRANGEMENTS PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS - AUTHORISATION	Admin Admin Admin Admin
<b>LITIGATION</b>	LEGAL SERVICES – CONTRACTING-OUT LEGAL SERVICES – LITIGATION	Admin Admin
<b>LOAN MANAGEMENT</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – LOAN MANAGEMENT	1.12
<b>LOGOS</b>	PUBLISHING – CORPORATE STYLE	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>M</b>		
<b>MAIL</b>	INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT - DISTRIBUTION	IM IM
<b>MAINTENANCE</b>	EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT – MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	IM IM IM IM IM
<b>MAINTENANCE CONTRACTS (SEE SERVICE AGREEMENTS)</b>		
<b>MANUALS (see PROCEDURES)</b>		
<b>MARKETING &amp; PROMOTION</b>	COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION	Admin Admin
<b>MEDIA RELATIONS</b>	COMMUNITY RELATIONS – MEDIA RELATIONS	Admin
<b>MEDIATION</b>	PERSONNEL – MEDIATION	HR
<b>MEDICAL INCAPACITY</b>	PERSONNEL – MEDICAL INCAPACITY	HR
<b>MEETINGS (SEE ALSO COMMITTEES)</b>	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
<b>MEMBERS OF PARLIAMENT</b>	COMMUNITY RELATIONS - REPRESENTATIONS GOVERNMENT RELATIONS - VISITS	Admin Admin
<b>MEMORANDA OF UNDERSTANDING</b>	STRATEGIC MANAGEMENT – AGREEMENTS	Admin
<b>METADATA</b>	INFORMATION MANAGEMENT - CONTROL	Admin
<b>MICROFILMING</b>	INFORMATION MANAGEMENT – DATA ADMINISTRATION	Admin
<b>MIGRATION (DATA)</b>	INFORMATION MANAGEMENT – DATA ADMINISTRATION	Admin
<b>MINISTERIAL BRIEFINGS</b>	COMMUNITY RELATIONS - EVENTS GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – EVENTS GOVERNMENT RELATIONS - REPORTING	Admin Admin Admin Admin
<b>MINISTERIALS</b>	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – REPRESENTATIONS	Admin Admin
<b>MINUTES (SEE COMMITTEES; MEETINGS)</b>		
<b>MODELLING</b>	TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin
<b>MONTHLY REPORTS</b>	STRATEGIC MANAGEMENT - REPORTING	Admin
<b>MOTOR VEHICLES (SEE FLEET MANAGEMENT)</b>		
<b>MOVEMENT CARDS</b>	INFORMATION MANAGEMENT – CONTROL	IM
<b>MOVING</b>	PROPERTY MANAGEMENT – RELOCATION	Admin

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

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



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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>PERSONAL INFORMATION</b> (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)		
<b>PERSONAL PERFORMANCE PROGRAM</b>	PERSONNEL – PERFORMANCE MANAGEMENT	HR
<b>PERSONNEL</b>	See Human Resource Management Disposal Schedule for full list of linked activities	HR
<b>PEST CONTROL</b>	PROPERTY MANAGEMENT – MAINTENANCE	Admin
<b>PETTY CASH</b>	FINANCIAL MANAGEMENT – PETTY CASH	FM
<b>PHOTOGRAPHS</b>	COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS	Admin Admin
<b>PLANNING</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – 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	1.13  IM  HR HR HR HR HR  FM  Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>PRESS (SEE MEDIA)</b>		
<b>PRIME MINISTER</b>	GOVERNMENT RELATIONS – VISITS	Admin
<b>PRINTING</b>	PUBLISHING - PRODUCTION	Admin
<b>PRIVACY</b>	INFORMATION MANAGEMENT – PRIVACY	IM
	TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY	Admin
<b>PRIVACY COMPLAINTS (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)</b>		
<b>PROCEDURES</b>	INFORMATION MANAGEMENT – PROCEDURES	IM
	COMPENSATION – PROCEDURES	HR
	ESTABLISHMENT – PROCEDURES	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – PROCEDURES	HR
	PERSONNEL – PROCEDURES	HR
	STAFF DEVELOPMENT PROCEDURES	HR
	FINANCIAL MANAGEMENT - PROCEDURES	FM
	COMMUNITY RELATIONS – PROCEDURES	Admin
	EQUIPMENT & STORES – PROCEDURES	Admin
	FLEET MANAGEMENT – PROCEDURES	Admin
	GOVERNMENT RELATIONS – PROCEDURES	Admin
	INDUSTRIAL RELATIONS – PROCEDURES	Admin
	LEGAL SERVICES – PROCEDURES	Admin
	PROPERTY MANAGEMENT – PROCEDURES	Admin
	PUBLISHING - PROCEDURES	Admin
STRATEGIC MANAGEMENT - PROCEDURES	Admin	
TECHNOLOGY & TELECOMMUNICATIONS - PROCEDURES	Admin	
<b>- SECURITY</b>	PROPERTY MANAGEMENT - SECURITY	Admin
<b>PROCEEDINGS (CONFERENCE)</b>	INFORMATION MANAGEMENT – CONFERENCES	IM
	STAFF DEVELOPMENT - CONFRENCES	HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS - CONFERENCES	Admin Admin
<b>PROCUREMENT REVIEW BOARD</b>	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
<b>PRODUCTION</b>	PUBLISHING – PRODUCTION	Admin
<b>PROJECT DEVELOPMENT</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT – PROJECT DEVELOPMENT  INFORMATION MANAGEMENT – PROJECT DEVELOPMENT  COMMUNITY RELATIONS – PROJECT DEVELOPMENT GOVERNMENT RELATIONS – PROJECT DEVELOPMENT STRATEGIC MANAGEMENT – PROJECT DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – PROJECT DEVELOPMENT	1.14  IM  Admin Admin Admin Admin
<b>PROJECT MANAGEMENT</b>	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
<b>PROMOTION</b>	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
<b>PROOF-READING</b>	PUBLISHING – PRODUCTION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>PROPERTY ACCESS</b>	PROPERTY MANAGEMENT – SECURITY	Admin
<b>PROTECTION:</b>		
<b>-PRIVACY</b>	INFORMATION MANAGEMENT – PRIVACY	IM
<b>-SECURITY</b>	INFORMATION MANAGEMENT - SECURITY	IM
<b>PROTECTION OF PRIVACY</b>	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
<b>PUBLICATIONS</b>	INFORMATION MANAGEMENT – DISPOSAL  PUBLISHING – ADVICE PUBLISHING – COMPLIANCE PUBLISHING – ENQUIRIES PUBLISHING – PRODUCTION PUBLISHING - REPORTING	IM  Admin Admin Admin Admin Admin
<b>PUBLIC ENQUIRIES</b>	INFORMATION MANAGEMENT – ENQUIRIES  COMMUNITY RELATIONS – ENQUIRIES PUBLISHING - ENQUIRIES	IM  Admin Admin
<b>PUBLICITY</b>	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
<b>PUBLIC VISITORS</b>	COMMUNITY RELATIONS - VISITS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>Q</b>		
<b>QUALITY</b> (SEE COMPLIANCE; STANDARDS)		
<b>QUESTIONNAIRES</b>	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
<b>QUESTIONS:</b>  - <b>PARLIAMENTARY</b>  - <b>PUBLIC</b>	GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – REPORTING  INFORMATION MANAGEMENT - ENQUIRIES  COMMUNITY RELATIONS - ENQUIRIES	Admin Admin  IM  Admin
<b>QUOTES</b> (SEE ACQUISITION)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>R</b>		
<b>RECEIPTS:</b>  - classified material  - equipment  - <b>MAIL</b>	FINANCIAL MANAGEMENT - ACCOUNTING  INFORMATION MANAGEMENT - SECURITY  EQUIPMENT & STORES – DISTRIBUTION  INFORMATION MANAGEMENT – CONTROL	FM  IM  Admin  IM
<b>RECORDS MANAGEMENT</b>	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
<b>RECRUITMENT</b>	PERSONNEL – RECRUITMENT	HR
<b>REDEPLOYMENT</b>	PERSONNEL – EMPLOYMENT CONDITIONS	HR
<b>REDUNDANCY</b>	PERSONNEL – SEPARATIONS	HR
<b>REFURBISHMENT</b>	PROPERTY MANAGEMENT – FIT-OUTS	Admin
<b>REGISTERED MAIL</b>	INFORMATION MANAGEMENT – CONTROL	Admin
<b>REGISTERS</b>	INFORMATION MANAGEMENT - CONTROL	Admin
<b>REGISTRATION CARDS</b>	INFORMATION MANAGEMENT – CONTROL	Admin
<b>REGULATIONS</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - LEGISLATION  GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION	1.11  Admin Admin
<b>RELOCATION</b>	PROPERTY MANAGEMENT – RELOCATION	Admin
<b>REMOVALS</b>	PROPERTY MANAGEMENT – RELOCATION	Admin



ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>RENTAL</b> (SEE LEASING; LEASING-OUT)		
<b>REPAIRS</b>	EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT - MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	Admin Admin Admin Admin
<b>REPORTING</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - 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	1.15  IM  HR HR HR HR HR  FM  Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin Admin
<b>REPRESENTATIONS</b>	COMMUNITY RELATIONS – REPRESENTATIONS GOVERNMENT RELATIONS - REPRESENTATIONS	Admin Admin
<b>REPRESENTATIVES</b>	PERSONNEL - REPRESENTATIVES  COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	HR  Admin Admin
<b>REQUESTS:</b>  <b>- ACCESS TO INFORMATION</b>	INFORMATION MANAGEMENT - ENQUIRIES	IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>- CORRECTION OF INFORMATION</b>	INFORMATION MANAGEMENT - ENQUIRIES	IM
<b>- PROTECTION OF PRIVACY</b>	INFORMATION MANAGEMENT - ENQUIRIES	IM
<b>- FOR INFORMATION</b>	COMMUNITY RELATIONS – ENQUIRIES COMMUNITY RELATIONS – RESEARCH INFORMATION MANAGEMENT - RESEARCH PUBLISHING – ENQUIRIES STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin Admin Admin Admin Admin Admin
<b>- FOR TENDER (SEE TENDERING)</b>		
<b>REQUISITIONS</b>	EQUIPMENT & STORES – DISTRIBUTION	Admin
<b>RESEARCH</b>	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	IM  HR  Admin Admin Admin Admin Admin Admin Admin
<b>RESIGNATIONS</b>	PERSONNEL – SEPARATIONS PERSONNEL – EMPLOYMENT HISTORY	Admin
<b>RESPONSE</b>	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>RESTORATION</b>	INFORMATION MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – CONSERVATION	IM Admin
<b>RESTRICTED AREAS</b>	PROPERTY MANAGEMENT – SECURITY	Admin
<b>RESTRUCTURING</b>	ESTABLISHMENT – RESTRUCTURING	HR
<b>RETIREMENT</b>	PERSONNEL – EMPLOYMENT HISTORY PERSONNEL – SEPARATIONS	HR HR
<b>RESUBMIT REGISTER</b>	INFORMATION MANAGEMENT – CONTROL	IM
<b>RETENTION SCHEDULE</b> (SEE DISPOSAL SCHEDULE)		
<b>RETURN TO WORK PLAN</b>	COMPENSATION – AGREEMENTS	HR
<b>REVIEWING</b>	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
<b>RISK MANAGEMENT</b>	INFORMATION MANAGEMENT – RISK MANAGEMENT  OCCUPATIONAL HEALTH & SAFETY – RISK MANAGEMENT  FINANCIAL MANAGEMENT – RISK MANAGEMENT  PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	IM  HR  FM  Admin Admin Admin
<b>ROYAL COMMISSION</b>	LEGAL SERVICES – INQUIRIES STRATEGIC MANAGEMENT - AGREEMENTS	Admin Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>ROYALTIES</b>	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
<b>ROYALTY</b>	GOVERNMENT RELATIONS – VISITS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>S</b>		
<b>SAFES</b>	INFORMATION MANAGEMENT - SECURITY	IM
<b>SALARIES</b>	PERSONNEL - SALARIES	HR
<b>SALE</b>	EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	Admin Admin Admin Admin
<b>SCANNING</b>	INFORMATION MANAGEMENT - ADVICE INFORMATION MANAGEMENT – DATA ADMINISTRATION  STRATEGIC MANAGEMENT - POLICY	IM IM  Admin
<b>SECURITY</b>	INFORMATION MANAGEMENT – SECURITY  EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - SECURITY	IM  Admin Admin Admin
<b>SECURITY PASSES</b>	PROPERTY MANAGEMENT – SECURITY	Admin
<b>SEMINARS</b>	INFORMATION MANAGEMENT - PRESENTATIONS  COMPENSATION - PRESENTATIONS ESTABLISHMENT - PRESENTATIONS OCCUPATIONAL HEALTH & SAFETY (OH&S) - PRESENTATIONS  FINANCIAL MANAGEMENT - PRESENTATIONS  COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS - PRESENTATIONS	IM  HR HR HR  FM  Admin Admin
<b>SEPARATIONS</b>	PERSONNEL – SEPARATIONS	HR
<b>SERVICE AGREEMENTS</b>	INFORMATION MANAGEMENT – CONTRACTING-OUT  COMPENSATION – AGREEMENTS PERSONNEL - AGREEMENTS  FINANCIAL MANAGEMENT - AGREEMENTS	IM  HR HR  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
<b>SERVICE LEVEL AGREEMENTS</b>	INFORMATION MANAGEMENT - AGREEMENTS  GOVERNMENT RELATIONS – AGREEMENTS TECHNOLOGY & TELECOMMUNICATION - AGREEMENTS	IM  Admin Admin
<b>SHOWS</b>	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin
<b>SOCIAL FUNCTIONS</b>	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
<b>SOFTWARE</b>	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	Admin Admin Admin
<b>SPEECHES</b>	COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS – LEGISLATION GOVERNMENT RELATIONS – PRESENTATIONS STRATEGIC MANAGEMENT - LEGISLATION	Admin Admin Admin Admin
<b>STAFF (SEE PERSONNEL)</b>		
<b>STANDARDS (SEE ALSO COMPLIANCE,</b>	LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT - STANDARDS  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	1.16  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
<b>STATIONERY:</b>		
<b>- ACQUISITION</b>	EQUIPMENT & STORES - ACQUISITION	Admin
<b>- DESIGN</b>	PUBLISHING – CORPORATE STYLE	Admin
<b>STATISTICS</b>	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
<b>STATUTES (SEE LEGISLATION)</b>		
<b>STOCKTAKE</b>	INFORMATION MANAGEMENT – STOCKTAKE EQUIPMENT & STORES – STOCKTAKE	IM Admin
<b>STORAGE</b>	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
<b>STRATEGIC PLAN</b>	STRATEGIC MANAGEMENT - PLANNING	Admin
<b>STRIKES</b>	INDUSTRIAL RELATIONS – DISPUTES	Admin
<b>STUDY ASSISTANCE</b>	PERSONNEL – AUTHORISATION PERSONNEL – ALLOWANCES	HR HR
<b>STYLE</b>	PUBLISHING – CORPORATE STYLE	Admin
<b>SUBMISSIONS</b>	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
<b>- CABINET</b>	GOVERNMENT RELATIONS - SUBMISSIONS	Admin



ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>SUBPOENAS</b>	GOVERNMENT RELATIONS – INQUIRIES LEGAL SERVICES – INQUIRIES LEGAL SERVICES - LITIGATION	Admin Admin Admin
<b>SUBSCRIPTIONS</b>	INFORMATION MANAGEMENT – ACQUISITION	Admin
<b>SURVEILLANCE</b>	PROPERTY MANAGEMENT – SECURITY	Admin
<b>SURVEYS</b>	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
<b>SYSTEMS</b>	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
<b>SYSTEMS ADMINISTRATION</b>	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	

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

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

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

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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>W</b>		
<b>WASTE REMOVAL</b>	PROPERTY MANAGEMENT - MAINTENANCE	Admin
<b>WEBSITES (SEE INTERNET)</b>		
<b>WHOLE OF GOVERNMENT SOLUTIONS</b>	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
<b>WORKING PAPERS</b>	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
<b>WORKING PARTIES</b> (SEE ALSO COMMITTEES, MEETINGS)	PERSONNEL – REPRESENTATIVES COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	HR Admin Admin
<b>WORKPLACE RELATIONS</b>	INDUSTRIAL RELATIONS – COMMITTEES	Admin
<b>WORKS (BUILDING)</b>	PROPERTY MANAGEMENT - CONSTRUCTION	Admin
<b>WRITE-OFF</b>	FIINANCIAL MANAGEMENT - AUTHORISATION EQUIPMENT & STORES - DISPOSAL FLEET MANAGEMENT – DISPOSAL	FM Admin Admin



ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
<b>Y</b>		
<b>YEAR 2000 REMEDATION</b>	PROPERTY MANAGEMENT - COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE	Admin Admin





DEPARTMENT OF CORPORATE  
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