Records Disposal Schedule Aboriginal Interpreter Services Records

Department of Local Government Housing and Sport

Disposal Schedule No. 2006/11

October 2006

Northern Territory Government

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Northern Territory Government
Northern Territory Archives Service

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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 Aboriginal Interpreter Services function of the Department of Local Government, Housing and Sport.

Scope

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

This Disposal Schedule applies to Aboriginal Interpreter Services 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

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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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

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.	ABORIGINAL INTERPRETER SERVICES
	The function of improving institutional and individual communication practices by providing an Aboriginal language interpreter service for government and non-government agencies. Includes maintaining a register of interpreters in the Northern Territory and the Aboriginal languages they speak. Also includes developing and delivering training for interpreters and those who work with interpreters.

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, maintenance and review of agreements relating to the provision of aboriginal interpreter services. Includes signed agreements.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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1.   ABORIGINAL INTERPRETER SERVICES

The function of improving institutional and individual communication practices by providing an Aboriginal language interpreter service for government and non-government agencies. Includes maintaining a register of interpreters in the Northern Territory and the Aboriginal languages they speak. Also includes developing and delivering training for interpreters and those who work with interpreters.

1.2   CLIENT SERVICE

The activities associated with the planning, monitoring and evaluating of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the planning, monitoring and evaluation of services provided to clients in relation to the aboriginal interpreter service. Includes customer surveys and complaints.	TEMPORARY Destroy 5 years after action completed

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1. ABORIGINAL INTERPRETER SERVICES

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1.3 CONSULTANCY SERVICES

The activities involved in providing and managing services to clients on a fee paying basis. Includes negotiating fees for service and preparing quotations.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the management and provision of interpreters to government and non-government agencies.	TEMPORARY Destroy 10 years after service provided or cancelled

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1.	ABORIGINAL INTERPRETER SERVICES
	The function of improving institutional and individual communication practices by providing an Aboriginal language interpreter service for government and non-government agencies. Includes maintaining a register of interpreters in the Northern Territory and the Aboriginal languages they speak. Also includes developing and delivering training for interpreters and those who work with interpreters.

1.4   CONTRACTING OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the engagement of consultants, contractors and/or service providers to conduct training for interpreters. Includes terms of contract, service agreements and performance and evaluation reports.	TEMPORARY Destroy 7 years after completion of contract

1. ABORIGINAL INTERPRETER SERVICES

The function of improving institutional and individual communication practices by providing an Aboriginal language interpreter service for government and non-government agencies. Includes maintaining a register of interpreters in the Northern Territory and the Aboriginal languages they speak. Also includes developing and delivering training for interpreters and those who work with interpreters.

1.5 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Register of available interpreters, detailing languages they speak and interpreter services provided.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
	Use COMMUNITY RELATIONS – MARKETING & PROMOTION for master copies of promotional material produced by the agency including the list of languages spoken in each region.	

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1.   ABORIGINAL INTERPRETER SERVICES

The function of improving institutional and individual communication practices by providing an Aboriginal language interpreter service for government and non-government agencies. Includes maintaining a register of interpreters in the Northern Territory and the Aboriginal languages they speak. Also includes developing and delivering training for interpreters and those who work with interpreters.

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	Final internal reports and reports made to external agencies in accordance with agreements. Includes copies of audited financial statements, progress and status reports.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
	Use ABORIGINAL INTERPRETER SERVICES – CONTRACTING OUT for performance and evaluation reports submitted to the agency from consultants, contractors and/or service providers reports.	
	Use GOVERNMENT RELATIONS - ADVICE where the organisation is responding to the Government's request for advice or comments eg ministerials, current issue briefs.	
	Use GOVERNMENT RELATIONS - REPORTING where the organisation is responding to the Government's request for advice or comments eg reporting to cabinet.	
	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.	

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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Records Disposal Schedule
Aboriginal Interpreter Services

Disposal Schedule No. 2006/11

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
A		
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- PREMISES	PROPERTY MANAGEMENT - SECURITY	Admin
- SYSTEMS	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	Admin
ACCIDENTS	COMPENSATION - ACCIDENTS	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS	HR
	FLEET MANAGEMENT – ACCIDENTS	Admin
ACCOMMODATION (SEE PROPERTY MANAGEMENT)	See Administration Disposal Schedule for full list of linked activities	Admin
ACCOUNTS	See Financial Management Disposal Schedule for full list of linked activities	FM
ACCOUNTING	FINANCIAL MANAGEMENT – ACCOUNTING	FM
ACQUISITION (see also TENDERING)	INFORMATION MANAGEMENT – ACQUISITION	IM
	FINANCIAL MANAGEMENT – ACQUISITION	FM
	EQUIPMENT & STORES – ACQUISITION	Admin
	FLEET MANAGEMENT – ACQUISITION	Admin
	PROPERTY MANAGEMENT – ACQUISITION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - ACQUISITION	Admin
ACTS	GOVERNMENT RELATIONS – LEGISLATION	Admin
	STRATEGIC MANAGEMENT - LEGISLATION	Admin
ADDRESSES (PRESENTATIONS)	INFORMATION MANAGEMENT - PRESENTATIONS	IM

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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]
	COMPENSATION - PRESENTATIONS	HR
	ESTABLISHMENT - PRESENTATIONS	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - PRESENTATIONS	HR
	PERSONNEL – PRESENTATIONS	HR
	STAFF DEVELOPMENT - PRESENTATIONS	HR
	FINANCIAL MANAGEMENT – PRESENTATIONS	FM
	COMMUNITY RELATIONS – PRESENTATIONS	Admin
	GOVERNMENT RELATIONS - PRESENTATIONS	Admin
ADVERTISING	OCCUPATIONAL HEALTH & SAFETY (OH&S) – MARKETING & PROMOTION	HR
	PERSONNEL – MARKETING & PROMOTION	HR
	PERSONNEL - RECRUITMENT	HR
	STAFF DEVELOPMENT – MARKETING & PROMOTION	HR
	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin
	PUBLISHING – MARKETING & PROMOTION	Admin
ADVICE (SEE ALSO LIAISON	INFORMATION MANAGEMENT – ADVICE	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – ADVICE	HR
	PERSONNEL - ADVICE	HR
	STAFF DEVELOPMENT - ADVICE	HR
	FINANCIAL MANAGEMENT - ADVICE	FM
	COMMUNITY RELATIONS – ADVICE	Admin
	EQUIPMENT & STORES – ADVICE	Admin
	FLEET MANAGEMENT – ADVICE	Admin
	GOVERNMENT RELATIONS – ADVICE	Admin
	INDUSTRIAL RELATIONS – ADVICE	Admin
	LEGAL SERVICES – ADVICE	Admin
	PROPERTY MANAGEMENT – ADVICE	Admin
	PUBLISHING – ADVICE	Admin
	STRATEGIC MANAGEMENT – ADVICE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – ADVICE	Admin
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
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	INFORMATION MANAGEMENT – CONTRACTING OUT	IM
	PERSONNEL - AGREEMENTS	HR
- GENERAL	COMPENSATION – AGREEMENTS	HR
	FINANCIAL MANAGEMENT - AGREEMEENTS	FM
	EQUIPMENT & STORES – AGREEMENTS	Admin
	FLEET MANAGEMENT – AGREEMENTS	Admin
	LEGAL SERVICES – AGREEMENTS	Admin
	PUBLISHING – AGREEMENTS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - AGREEMENTS	Admin
	GOVERNMENT RELATIONS – AGREEMENTS	Admin
	STRATEGIC MANAGEMENT - AGREEMENTS	Admin
- INDUSTRIAL	INDUSTRIAL RELATIONS – AGREEMENTS	Admin
	INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING	Admin
- OCCUPANCY	PROPERTY MANAGEMENT – LEASING	Admin
	PROPERTY MANAGEMENT – LEASING-OUT	Admin
- SERVICING		
- SERVICE LEVEL AGREEMENTS	EQUIPMENT & STORES – CONTRACTING-OUT	Admin
	GOVERNMENT RELATIONS – AGREEMENTS	Admin
- TRAINING	STAFF DEVELOPMENT - AGREEMENTS	HR
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	EQUIPMENT & STORES – ALLOCATION	Admin
ALLOWANCES	PERSONNEL - ALLOWANCES	HR
	STAFF DEVELOPMENT - ALLOWANCES	HR
	FLEET MANAGEMENT – ALLOWANCES	Admin
	INDUSTRIAL RELATIONS – ALLOWANCES	Admin
AMENDMENT LOGS (THESAURUS)	INFORMATION MANAGEMENT - CONTROL	IM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
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APPEALS: (SEE ALSO GRIEVANCES)		
- CHARITY	COMMUNITY RELATIONS – DONATIONS	Admin
- DECISIONS	COMPENSATION – APPEALS (decisions)	HR
	PERSONNEL - APPEALS (decisions)	HR
	INDUSTRIAL RELATIONS – APPEALS (decisions)	Admin
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	COMMUNITY RELATIONS – GRANT FUNDING	Admin
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	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	Admin
- COMMITTEES	INFORMATION MANAGEMENT – COMMITTEES	
	FINANCIAL – MANAGEMENT – COMMITTEES	IM
		FM
	ESTABLISHMENT – COMMITTEES	
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMMITTEES	HR
	PERSONNEL - COMMITTEES	HR
	STAFF DEVELOPMENT - COMMITTEES	HR
		HR
	COMMUNITY RELATIONS – COMMITTEES	
	EQUIPMENT & STORES – COMMITTEES	Admin
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	INDUSTRIAL RELATIONS – COMMITTEES	Admin
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
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		Admin
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- PERSONNEL		HR
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(LETTERS OF)	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
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	INFORMATION MANAGEMENT – DISPOSAL	IM
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- TRAVEL	PERSONNEL - ARRANGEMENTS	HR
- VEHICLES	FLEET MANAGEMENT – ARRANGEMENTS	Admin
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	PROPERTY MANAGEMENT – MAINTENANCE	Admin
ASSET HISTORY	FINANCIAL MANAGEMENT – ASSET HISTORY	FM
ASSETS REGISTER	FINANCIAL MANAGEMENT - INVENTORY	FM
	EQUIPMENT & STORES – INVENTORY	Admin
	PROPERTY MANAGEMENT – INVENTORY	Admin
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	FLEET MANAGEMENT – DISPOSAL	Admin
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
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	PERSONNEL - AUTHORISATION	HR
	FINANCIAL MANAGEMENT - AUTHORISATION	FM
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- INDUSTRIAL	INDUSTRIAL RELATIONS – AGREEMENTS	Admin
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
B		
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	FINANCIAL MANAGEMENT - PAYMENTS	FM
BILLS (LEGISLATION)	STRATEGIC MANAGEMENT - LEGISLATION	Admin
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BREAK-INS	PROPERTY MANAGEMENT - SECURITY	Admin
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BUDGETING	FINANCIAL MANAGEMENT – BUDGETING	FM
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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- VENDORS	EQUIPMENT & STORES - ACQUISITION	Admin
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	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
	GOVERNMENT RELATIONS - CONFERENCES	Admin
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	GOVERNMENT RELATIONS – EVENTS	Admin
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CERTIFICATES OF EXEMPTION	INFORMATION MANAGEMENT – AUTHORISATION	IM
	FINANCIAL MANAGEMENT - TENDERING	FM
	EQUIPMENT & STORES – TENDERING	Admin
	FLEET MANAGEMENT – TENDERING	Admin
	PROPERTY MANAGEMENT – TENDERING	Admin
	PUBLISHING – TENDERING	Admin
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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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CERTIFIED MAIL	INFORMATION MANAGEMENT – CONTROL	IM
CHARITIES	COMMUNITY RELATIONS – DONATIONS	Admin
CLAIMS:	COMPENSATION - CLAIMS	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - CLAIMS	HR
	INDUSTRIAL RELATIONS – CLAIMS	Admin
- INSURANCE	COMPENSATION - INSURANCE	HR
	PERSONNEL - INSURANCE	HR
	FLEET MANAGEMENT – INSURANCE	Admin
	PROPERTY MANAGEMENT – INSURANCE	Admin
- LEGAL	LEGAL SERVICES – CLAIMS	Admin
- PAYMENT	FINANCIAL MANAGEMENT - PAYMENTS	FM
CLASSIFICATION	INFORMATION MANAGEMENT – CONTROL	IM
CLASSIFIED MATERIAL	INFORMATION MANAGEMENT - AUTHROISATION	IM
	INFORMATION MANAGEMENT – SECURITY	IM
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	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
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	TECHNOLOGY & TELECOMMUNICATIONS – CLIENT SERVICE	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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	COMPENSATION – POLICY	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMPLIANCE	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – POLICY	HR
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	EQUIPMENT & STORES – COMMITTEES	Admin
	FLEET MANAGEMENT – COMMITTEES	Admin
	GOVERNMENT RELATIONS – COMMITTEES	Admin
	INDUSTRIAL RELATIONS – COMMITTEES	Admin
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	PROPERTY MANAGEMENT – COMMITTEES	Admin
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	STRATEGIC MANAGEMENT – COMMITTEES	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - COMMITTEES	Admin
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COMPLAINTS (SEE ALSO DISPUTES)	INFORMATION MANAGEMENT – CLIENT SERVICE	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - INVESTIGATIONS	HR
	PERSONNEL – INVESTIGATIONS	HR
	COMMUNITY RELATIONS – CLIENT SERVICE	Admin
	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	INDUSTRIAL RELATIONS – GRIEVANCES	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – CLIENT SERVICE	Admin

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CONSIGNMENT LISTS	INFORMATION MANAGEMENT - CONTROL	IM
CONSIGNMENT NOTES	INFORMATION MANAGEMENT – CONTROL	IM
	EQUIPMENT & STORES – DISTRIBUTION	Admin
CONSTRUCTION	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
CONSULTANTS (SEE CONTRACTING-OUT)		
CONSULTANCY SERVICES	ABORIGINAL INTERPRETER SERVICES – CONSULTANCY SERVICES	1.3
	PERSONNEL – CONSULTANCY SERVICES	HR
	FINANCIAL MANAGEMENT – CONSULTANCY SERVICES	FM
CONTRACTING OUT	ABORIGINAL INTERPRETER SERVICES – CONTRACTING OUT	1.4
	INFORMATION MANAGEMENT – CONTRACTING OUT	Admin
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – CONTRACTING OUT	HR
	PERSONNEL – CONTRACTING OUT	HR
	STAFF DEVELOPMENT – CONTRACTING OUT	HR
	FINANCIAL MANAGEMENT – CONTRACTING OUT	FM
	COMMUNITY RELATIONS – CONTRACTING OUT	Admin
	EQUIPMENT & STORES – CONTRACTING OUT	Admin
	FLEET MANAGEMENT – CONTRACTING OUT	Admin
	LEGAL SERVICES – CONTRACTING OUT	Admin
	PROPERTY MANAGEMENT – CONTRACTING OUT	Admin
	PUBLISHING – CONTRACTING OUT	Admin
	PROPERTY MANAGEMENT – CONTRACTING OUT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING OUT	Admin
CONTRACT MANAGEMENT	FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT	FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CONTRACTS	ABORIGINAL INTERPRETER SERVICES – CONTRACTING OUT	1.4
	INFORMATION MANAGEMENT-TENDERING	Admin
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – CONTRACTING OUT	HR
	PERSONNEL – CONTRACTING OUT	HR
	STAFF DEVELOPMENT – CONTRACTING OUT	HR
	FINANCIAL MANAGEMENT – CONTRACT MANAGEMENT	FM
	FINANCIAL MANAGEMENT – CONTRACTING OUT	FM
	EQUIPMENT & STORES – CONTRACTING-OUT	Admin
	EQUIPMENT & STORES – TENDERING	Admin
	FLEET MANAGEMENT – TENDERING	Admin
	LEGAL SERVICES – AGREEMENTS	Admin
	LEGAL SERVICES – CONTRACTING-OUT	Admin
	PROPERTY MANAGEMENT – CONTRACTING-OUT	Admin
	PROPERTY MANAGEMENT – LEASING	Admin
	PROPERTY MANAGEMENT – LEASING-OUT	Admin
	PROPERTY MANAGEMENT – TENDERING	Admin
	PUBLISHING – TENDERING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - TENDERING	Admin
CONTROL	ABORIGINAL INTERPRETER SERVICES - CONTROL	1.5
	INFORMATION MANAGEMENT – CONTROL	IM
	TECHNOLOGY & TELECOMMUNICATIONS - CONTROL	Admin
CONTROL RECORDS	ABORIGINAL INTERPRETER SERVICES – CONTROL	1.5
	INFORMATION MANAGEMENT – CONTROL	IM
CONVENTIONS (SEE CONFERENCES)		
COPYRIGHT	INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY	IM
	LEGAL SERVICES – INFRINGEMENTS	Admin
	LEGAL SERVICES – INTELLECTUAL PROPERTY	Admin
	PUBLISHING – INTELLECTUAL PROPERTY	Admin
CORPORATE PLAN	STRATEGIC MANAGEMENT – PLANNING	Admin
CORPORATE STYLE	PUBLISHING – CORPORATE STYLE	Admin

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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
DEEDS	LEGAL SERVICES – AGREEMENTS	Admin
	PROPERTY MANAGEMENT - ACQUISITION	Admin
DELIVERY	EQUIPMENT & STORES – DISTRIBUTION	Admin
DEMOLITION	PROPERTY MANAGEMENT – DISPOSAL	Admin
DESIGN BRIEFS	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
DIGNITARIES	COMMUNITY RELATIONS – EVENTS	Admin
	GOVERNMENT RELATIONS - VISITS	Admin
	GOVERNMENT RELATIONS - EVENTS	Admin
	GOVERNMENT RELATIONS - VISITS	Admin
DISASTERS	INFORMATION MANAGEMENT - CONSERVATION	IM
	INFORMATION MANAGEMENT – RISK MANAGEMENT	IM
	PROPERTY MANAGEMENT - CONSERVATION	Admin
	PROPERTY MANAGEMENT – RISK MANAGEMENT	Admin
	STRATEGIC MANAGEMENT – RISK MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	Admin
DISCIPLINE	PERSONNEL – DISCIPLINE	HR
DISCOVERY ORDERS	LEGAL SERVICES - LITIGATION	Admin
DISMISSAL	PERSONNEL – SEPARATIONS	HR
DISPOSAL	INFORMATION MANAGEMENT – DISPOSAL	IM
	EQUIPMENT & STORES – DISPOSAL	Admin
	FLEET MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT – DISPOSAL	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	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	IM
	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin
	EQUIPMENT & STORES – DISTRIBUTION	Admin
	PUBLISHING – DISTRIBUTION	Admin
	PUBLISHING – MARKETING & PROMOTION	Admin
DONATIONS	INFORMATION MANAGEMENT – DONATIONS	IM
	COMMUNITY RELATIONS – DONATIONS	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	IM
	COMMUNITY RELATIONS – ENQUIRIES	Admin
	PROPERTY MANAGEMENT - ENQUIRIES	Admin
	PUBLISHING - ENQUIRIES	Admin
ENTERPRISE AGREEMENTS	INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING	Admin
ENTERPRISE BARGAINING	INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING	Admin
ENTERTAINMENT	COMMUNITY RELATIONS – EVENTS	Admin
	GOVERNMENT RELATIONS - EVENTS	Admin
EQUIPMENT REGISTER	EQUIPMENT & STORES - INVENTORY	Admin
EVACUATION	PROPERTY MANAGEMENT - SECURITY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
EVALUATION (SEE ALSO TENDERING)	INFORMATION MANAGEMENT – EVALUATION	IM
	ESTABLISHMENT – EVALUATION	HR
	PERSONNEL – EVALUATION	HR
	STAFF DEVELOPMENT - EVALUATION	HR
	EQUIPMENT & STORES – EVALUATION	Admin
	STRATEGIC MANAGEMENT – EVALUATION	Admin
	STRATEGIC MANAGEMENT – PERFORMANCE MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION	Admin
EVENTS	PERSONNEL - EVENTS	HR
	COMMUNITY RELATIONS – EVENTS	Admin
	COMMUNITY RELATIONS – LIAISON	Admin
	GOVERNMENT RELATIONS - EVENTS	Admin
EXEMPTION	INFORMATION MANAGEMENT – AUTHORISATION	IM
	FINANCIAL MANAGEMENT - AUTHORISATION	FM
EXHIBITIONS	COMMUNITY RELATIONS - EVENTS	Admin
	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin
	GOVERNMENT RELATIONS - EVENTS	Admin
EXPENDITURE	FINANCIAL MANAGEMENT – ACCOUNTING	FM
	FINANCIAL MANAGEMENT – BUDGETING	FM
	FINANCIAL MANAGEMENT – EVALUATION	FM
	FINANCIAL MANAGEMENT - REPORTING	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	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin
FEEDBACK (SEE APPRECIATION; COMPLAINTS, PERFORMANCE MANAGEMENT)		
FESTIVITIES	COMMUNITY RELATIONS – EVENTS	Admin
	GOVERNMENT RELATIONS - EVENTS	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	IM
	PROPERTY MANAGEMENT – RISK MANAGEMENT	Admin
	STRATEGIC MANAGEMENT – RISK MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	Admin
FIRE WARDENS	PERSONNEL - REPRESETNATIVES	HR
FIRST AID	OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION	HR
FIRE AID OFFICER	PERSONNEL – REPRESETNATIVES	HR

FIT-OUTS - **PREMISES**	PROPERTY MANAGEMENT – FIT-OUTS	Admin
- **VEHICLES**	FLEET MANAGEMENT – FIT-OUTS	Admin
FLOODS	INFORMATION MANAGEMENT – CONSERVATION	IM
	INFORMATION MANAGEMENT – RISK MANAGEMENT	IM
	PROPERTY MANAGEMENT – RISK MANAGEMENT	Admin
	STRATEGIC MANAGEMENT – RISK MANAGEMENT	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	Admin
	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
	GOVERNMENT RELATIONS - EVENTS	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 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	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – RISK MANAGEMENT	HR
	PROPERTY MANAGEMENT – MAINTENANCE	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	Admin
	PROPERTY MANAGEMENT – CONSERVATION	Admin
	PROPERTY MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT - PLANNING	Admin
HIRING (SEE LEASING; LEASING-OUT, RECRUITMENT)		
HONOURS (SEE AWARDS)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
I		
IMPLEMENTATION	INFORMATION MANAGEMENT – IMPLEMENTATION	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION	HR
	FINANCIAL MANAGEMENT - IMPLEMENTATION	FM
	COMMUNITY RELATIONS – IMPLEMENTATION	Admin
	GOVERNMENT RELATIONS – IMPLEMENTATION	Admin
	STRATEGIC MANAGEMENT – IMPLEMENTATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - IMPLEMENTATION	Admin
INABILITY	PERSONNEL – INABILITY	HR
INCAPACITY	OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS	HR
INDEX	ABORIGINAL INTERPRETER SERVICES - CONTROL	1.5
	INFORMATION MANAGEMENT - CONTROL	IM
INDUSTRIAL ACTION	INDUSTRIAL RELATIONS – CLAIMS	Admin
	INDUSTRIAL RELATIONS - DISPUTES	Admin
INFORMATION ACCESS REQUESTS	INFORMATION MANAGEMENT – ENQUIRIES	IM
	INFORMATION MANAGEMENT – INQUIRIES	IM
	INFORMATION MANAGEMENT - PLANNING	IM
	INFORMATION MANAGEMENT -POLICY	IM
	INFORMATION MANAGEMENT - PROCEDURES	IM
	INFORMATION MANAGEMENT - REPORTING	IM
	INFORMATION MANAGEMENT - REVIEWING	IM
INFORMATION ACT (SEE ACTS**)**		
INFORMATION CORRECTION REQUESTS	INFORMATION MANAGEMENT – ENQUIRIES	IM
	INFORMATION MANAGEMENT - INQUIRIES	IM
	INFORMATION MANAGEMENT - PLANNING	IM
	INFORMATION MANAGEMENT -POLICY	IM
	INFORMATION MANAGEMENT - PROCEDURES	IM
	INFORMATION MANAGEMENT - REPORTING	IM
	INFORMATION MANAGEMENT - REVIEWING	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	INFORMATION MANAGEMENT – INSPECTIONS	IM
- EQUIPMENT	EQUIPMENT & STORES – INSPECTIONS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE	Admin
- PROPERTY	PROPERTY MANAGEMENT – INSPECTIONS	Admin
	PROPERTY MANAGEMENT – MAINTENANCE	Admin
- TECHNOLOGY	TECHNOLOGY & TELECOMMUNICATIONS – INSPECTIONS	Admin
- WORKPLACE	OCCUPATIONAL HEALTH & SAFETY (OH&S) – INSPECTIONS	HR
	INDUSTRIAL RELATIONS – REPORTING	Admin

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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
J		
JOB ANALYSIS QUESTIONNAIRES (JAQ)	ESTABLISHMENT - EVALUATION	HR
	ESTABLISHMENT – POSITION HISTORY	HR
JOB DESCRIPTION	ESTABLISHMENT – POSITION HISTORY	HR
JOB EVALUATION SCHEME	ESTABLISHMENT – EVALUATION	HR
JOINT VENTURES	COMMUNITY RELATIONS – JOINT VENTURES	Admin
	GOVERNMENT RELATIONS – JOINT VENTURES	Admin
	PUBLISHING – JOINT VENTURES	Admin
JOURNALS	INFORMATION MANAGEMENT – ACQUISITION	IM
	FINICIAL MANAGEMENT - ACCOUNTING	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	Admin
	FLEET MANAGEMENT – LEASING	Admin
	PROPERTY MANAGEMENT – LEASING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - LEASING	Admin
LEASING-OUT	EQUIPMENT & STORES – LEASING-OUT	Admin
	PROPERTY MANAGEMENT – LEASING-OUT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – LEASING-OUT	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	Admin
	STRATEGIC MANAGEMENT - LEGISLATION	Admin
LEGISLATIVE ASSEMBLY BRIEFINGS	GOVERNMENT RELATIONS – ADVICE	Admin
	GOVERNMENT RELATIONS - REPORTING	Admin
LETTERHEAD	PUBLISHING – CORPORATE STYLE	Admin
LIAISON	INFORMATION MANAGEMENT – LIAISON	Admin
	COMPENSATION – LIAISON	HR
	ESTABLISHMENT - LIAISON	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - LIAISON	HR
	PERSONNEL - LIAISON	HR
	SAFF DEVELOPMENT - LIAISON	HR

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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	STRATEGIC MANAGEMENT – MEETINGS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - MEETINGS	Admin
MEMBERS OF PARLIAMENT	COMMUNITY RELATIONS - REPRESENTATIONS	Admin
	GOVERNMENT RELATIONS - VISITS	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	Admin
	GOVERNMENT RELATIONS – ADVICE	Admin
	GOVERNMENT RELATIONS – EVENTS	Admin
	GOVERNMENT RELATIONS - REPORTING	Admin
MINISTERIALS	GOVERNMENT RELATIONS – ADVICE	Admin
	GOVERNMENT RELATIONS – REPRESENTATIONS	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	Admin
	PROPERTY MANAGEMENT – CONSERVATION	Admin
	PROPERTY MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT - PLANNING	Admin
NETWORK:		IM
- LIBRARIES (LINNET)	INFORMATION MANAGEMENT - COMMITTEES	
- ACCESS	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	Admin
- SECURITY	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin
NEWSCUTTINGS	COMMUNITY RELATIONS – MEDIA RELATIONS	Admin
NEWSLETTERS	PUBLISHING – CORPORATE STYLE	Admin
	PUBLISHING – PRODUCTION	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	Admin
	GOVERNMENT RELATIONS - EVENTS	Admin
PLANNING	INFORMATION MANAGEMENT – PLANNING	IM
	COMPENSATION – PLANNING	HR
	ESTABLISHMENT - PLANNING	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - PLANNING	HR
	PERSONNEL – PLANNNING	HR
	STAFF DEVELOPMENT - PLANNING	HR
	FINANCIAL MANAGEMENT - PLANNING	FM
	COMMUNITY RELATIONS – PLANNING	Admin
	EQUIPMENT & STORES – PLANNING	Admin
	FLEET MANAGEMENT – PLANNING	Admin
	GOVERNMENT RELATIONS – PLANNING	Admin
	INDUSTRIAL RELATIONS – PLANNING	Admin
	LEGAL SERVICES – PLANNING	Admin
	PROPERTY MANAGEMENT – PLANNING	Admin
	PUBLISHING – PLANNING	Admin
	STRATEGIC MANAGEMENT – PLANNING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - PLANNING	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
POLICY (SEE ALSO INSURANCE)	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	Admin
	STRATEGIC MANAGEMENT – POLICY	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	Admin
	GOVERNMENT RELATIONS - PRESENTATIONS	Admin
PRESERVATION:		
- RECORDS	INFORMATION MANAGEMENT – CONSERVATION	IM
- BUILDINGS	PROPERTY MANAGEMENT - CONSERVATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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)		
PROCEDURES	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
- SECURITY	PROPERTY MANAGEMENT - SECURITY	Admin
PROCEEDINGS (CONFERENCE)	INFORMATION MANAGEMENT – CONFERENCES	IM
	STAFF DEVELOPMENT - CONFRENCES	HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	COMMUNITY RELATIONS – CONFERENCES	Admin
	GOVERNMENT RELATIONS - CONFERENCES	Admin
PROCUREMENT REVIEW BOARD	INFORMATION MANAGEMENT - TENDERING	IM
	FINANCIAL MANAGEMENT – TENDERING	FM
	EQUIPMENT & STORES – TENDERING	Admin
	FLEET MANAGEMENT – TENDERING	Admin
	PROPERTY MANAGEMENT – TENDERING	Admin
	PUBLISHING – TENDERING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - TENDERING	Admin
PRODUCTION	PUBLISHING – PRODUCTION	Admin
PROJECT DEVELOPMENT	INFORMATION MANAGEMENT – PROJECT DEVELOPMENT	IM
	COMMUNITY RELATIONS – PROJECT DEVELOPMENT	Admin
	GOVERNMENT RELATIONS – PROJECT DEVELOPMENT	Admin
	STRATEGIC MANAGEMENT – PROJECT DEVELOPMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – PROJECT DEVELOPMENT	Admin
PROJECT MANAGEMENT	INFORMATION MANAGEMENT – PROJECT MANAGEMENT	IM
	COMMUNITY RELATIONS – PROJECT MANAGEMENT	Admin
	GOVERNMENT RELATIONS – PROJECT MANAGEMENT	Admin
	STRATEGIC MANAGEMENT – PROJECT MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – PROJECT MANAGEMENT	Admin
PROMOTION	ESTABLISHMENT - POSITION HISTORY	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – MARKETING & PROMOTION	HR
	PERSONNEL – EMPLOYMENT HISTORY	HR
	PERSONNEL – MARKETING & PROMOTION	HR
	PERSONNEL - RECRUITMENT	HR
	STAFF DEVELOPMENT – MARKETING & PROMOTION	HR
	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin
	PUBLISHING – MARKETING & PROMOTION	Admin
PROOF-READING	PUBLISHING – PRODUCTION	Admin
PROPERTY ACCESS	PROPERTY MANAGEMENT – SECURITY	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PROTECTION:		
-PRIVACY	INFORMATION MANAGEMENT – PRIVACY	IM
-SECURITY	INFORMATION MANAGEMENT - SECURITY	IM
PROTECTION OF PRIVACY	INFORMATION MANAGEMENT – ENQUIRIES	
	INFORMATION MANAGEMENT - INQUIRIES	IM
	INFORMATION MANAGEMENT - PLANNING	IM
	INFORMATION MANAGEMENT - POLICY	IM
	INFORMATION MANAGEMENT - PROCEDURES	IM
	INFORMATION MANAGEMENT - REPORTING	IM
	INFORMATION MANAGEMENT - REVIEWING	IM
PUBLICATIONS	INFORMATION MANAGEMENT – DISPOSAL	IM
	PUBLISHING – ADVICE	Admin
	PUBLISHING – COMPLIANCE	Admin
	PUBLISHING – ENQUIRIES	Admin
	PUBLISHING – PRODUCTION	Admin
	PUBLISHING - REPORTING	Admin
PUBLIC ENQUIRIES	INFORMATION MANAGEMENT – ENQUIRIES	IM
	COMMUNITY RELATIONS – ENQUIRIES	Admin
	PUBLISHING - ENQUIRIES	Admin
PUBLICITY	COMMUNITY RELATIONS – CONFERENCES	Admin
	COMMUNITY RELATIONS – EVENTS	Admin
	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin
	COMMUNITY RELATIONS – TRAINING	Admin
	GOVERNMENT RELATIONS – CONFERENCES	Admin
	GOVERNMENT RELATIONS – EVENTS	Admin
PUBLIC VISITORS	COMMUNITY RELATIONS - VISITS	Admin

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
R		
RECEIPTS:	FINANCIAL MANAGEMENT - ACCOUNTING	FM
- classified material	INFORMATION MANAGEMENT - SECURITY	IM
- equipment	EQUIPMENT & STORES – DISTRIBUTION	Admin
- MAIL	INFORMATION MANAGEMENT – CONTROL	IM
RECORDS MANAGEMENT	INFORMATION MANAGEMENT – COMPLIANCE	IM
	INFORMATION MANAGEMENT – CONTROL	IM
	INFORMATION MANAGEMENT - DISPOSAL	IM
	INFORMATION MANAGEMENT – EVALUATION	IM
	INFORMATION MANAGEMENT - IMPLEMENTATION	IM
	INFORMATION MANAGEMENT – POLICY	IM
	INFORMATION MANAGEMENT – PROCEDURES	IM
	INFORMATION MANAGEMENT - SECURITY	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	ABORIGINAL INTERPRETER SERVICES - CONTROL	1.5
	INFORMATION MANAGEMENT - CONTROL	Admin
REGISTRATION CARDS	INFORMATION MANAGEMENT – CONTROL	Admin
REGULATIONS	GOVERNMENT RELATIONS – LEGISLATION	Admin
	STRATEGIC MANAGEMENT - LEGISLATION	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	Admin
	FLEET MANAGEMENT - MAINTENANCE	Admin
	PROPERTY MANAGEMENT – MAINTENANCE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	Admin
REPORTING	ABORIGINAL INTERPRETER SERVICES - REPORTING	1.6
	INFORMATION MANAGEMENT – REPORTING	IM
	COMPENSATION - REPORTING	HR
	ESTABLISHMENT - REPORTING	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – REPORTING	HR
	PERSONNEL – REPORTING	HR
	STAFF DEVELOPMENT – REPORTING	HR
	FINANCIAL MANAGEMENT - REPORTING	FM
	COMMUNITY RELATIONS – REPORTING	Admin
	EQUIPMENT & STORES – REPORTING	Admin
	FLEET MANAGEMENT – REPORTING	Admin
	GOVERNMENT RELATIONS – REPORTING	Admin
	INDUSTRIAL RELATIONS – REPORTING	Admin
	LEGAL SERVICES – REPORTING	Admin
	PROPERTY MANAGEMENT – REPORTING	Admin
	PUBLISHING – REPORTING	Admin
	STRATEGIC MANAGEMENT – REPORTING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - REPORTING	Admin
REPRESENTATIONS	COMMUNITY RELATIONS – REPRESENTATIONS	Admin
	GOVERNMENT RELATIONS - REPRESENTATIONS	Admin
REPRESENTATIVES	PERSONNEL - REPRESENTATIVES	HR
	COMMUNITY RELATIONS – REPRESENTATIVES	Admin
	GOVERNMENT RELATIONS - REPRESENTATIVES	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	Admin
	COMMUNITY RELATIONS – RESEARCH	Admin
	INFORMATION MANAGEMENT - RESEARCH	Admin
	PUBLISHING – ENQUIRIES	Admin
	STRATEGIC MANAGEMENT – RESEARCH	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin
- FOR TENDER (SEE TENDERING)		
REQUISITIONS	EQUIPMENT & STORES – DISTRIBUTION	Admin
RESEARCH	INFORMATION MANAGEMENT – RESEARCH	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - RESEARCH	HR
	COMMUNITY RELATIONS – RESEARCH	Admin
	GOVERNMENT RELATIONS – RESEARCH	Admin
	INDUSTRIAL RELATIONS – RESEARCH	Admin
	LEGAL SERVICES – RESEARCH	Admin
	PUBLISHING – RESEARCH	Admin
	STRATEGIC MANAGEMENT – RESEARCH	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH	Admin
RESIGNATIONS	PERSONNEL – SEPARATIONS	Admin
	PERSONNEL – EMPLOYMENT HSITORY	
RESPONSE	INFORMATION MANAGEMENT – ENQUIRIES	IM
	PERSONNEL – ADVICE	HR
	FINANCIAL MANAGEMENT – REPORTING	FM
	COMMUNITY RELATIONS – REPRESENTATIONS	Admin
	GOVERNMENT RELATIONS – LEGISLATION	Admin
	LEGAL SERVICES – INQUIRIES	Admin
	STRATEGIC MANAGEMENT – LEGISLATION	Admin
	STRATEGIC MANAGEMENT – SUBMISSIONS	Admin

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
SERVICE AGREEMENTS	ABORIGINAL INTERPRETER SERVICES - AGREEMENTS	1.1
	ABORIGINAL INTERPERTER SERVICES – CONTRACTING OUT	1.4
	INFORMATION MANAGEMENT – CONTRACTING-OUT	IM
	COMPENSATION – AGREEMENTS	HR
	PERSONNEL - AGREEMENTS	HR
	FINANCIAL MANAGEMENT – AGREEMENTS	FM
	COMMUNITY RELATIONS – CONTRACTING-OUT	Admin
	EQUIPMENT & STORES – CONTRACTING-OUT	Admin
	FLEET MANAGEMENT – CONTRACTING-OUT	Admin
	LEGAL SERVICES – CONTRACTING-OUT	Admin
	PROPERTY MANAGEMENT – CONTRACTING-OUT	Admin
	PUBLISHING – CONTRACTING-OUT	Admin
	STRATEGIC MANAGEMENT – CONTRACTING-OUT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING-OUT	Admin
SERVICE LEVEL AGREEMENTS	ABORIGINAL INTERPRETER SERVICES - AGREEMENTS	1.1
	ABORIGINAL INTERPRETER SERVICES – CONTRACTING OUT	1.4
	INFORMATION MANAGEMENT - AGREEMENTS	IM
	GOVERNMENT RELATIONS – AGREEMENTS	Admin
	TECHNOLOGY & TELECOMMUNICATION - AGREEMENTS	Admin
SHOWS	COMMUNITY RELATIONS – EXTENSION SERVICES	Admin
SOCIAL FUNCTIONS	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
SOFTWARE	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	Admin
SPEECHES	COMMUNITY RELATIONS – PRESENTATIONS	Admin
	GOVERNMENT RELATIONS – LEGISLATION	Admin
	GOVERNMENT RELATIONS – PRESENTATIONS	Admin
	STRATEGIC MANAGEMENT - LEGISLATION	Admin
STAFF (SEE PERSONNEL)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
STANDARDS (SEE ALSO COMPLIANCE,	INFORMATION MANAGEMENT – COMPLIANCE	IM
	INFORMATION MANAGEMENT – INSPECTIONS	IM
	INFORMATION MANAGEMENT – RESEARCH	IM
	INFORMATION MANAGEMENT – STANDARDS	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - STANDARDS	HR
	FINANCIAL MANAGEMENT – STANDARDS	FM
	COMMUNITY RELATIONS - RESEARCH	Admin
	EQUIPMENT & STORES – COMPLIANCE	Admin
	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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
	PUBLISHING – RESEARCH	Admin
	STRATEGIC MANAGEMENT – RESEARCH	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – REPORTING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin
STATUTES (SEE LEGISLATION)		
STOCKTAKE	INFORMATION MANAGEMENT – STOCKTAKE	IM
	EQUIPMENT & STORES – STOCKTAKE	Admin
STORAGE	INFORMATION MANAGEMENT – CONTRACTING OUT	IM
	INFORMATION MANAGEMENT – CONTROL	IM
	INFORMATION MANAGEMENT – DISPOSAL	IM
	INFORMATION MANAGEMENT – SECURITY	IM
	EQUIPMENT & STORES - DISPOSAL	Admin
	FLEET MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT - DISPOSAL	Admin
	PROPERTY MANAGEMENT - SECURITY	Admin
STRATEGIC PLAN	STRATEGIC MANAGEMENT - PLANNING	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
STRIKES	INDUSTRIAL RELATIONS – DISPUTES	Admin
STUDY ASSISTANCE	PERSONNEL – AUTHORISATION	HR
	PERSONNEL – ALLOWANCES	HR
STYLE	PUBLISHING – CORPORATE STYLE	Admin
SUBMISSIONS	INFORMATION MANAGEMENT – SUBMISSIONS	IM
	FINANCIAL MANAGEMENT - SUBMISSIONS	FM
	COMMUNITY RELATIONS – SUBMISSIONS	Admin
	LEGAL SERVICES – SUBMISSIONS	Admin
	PROPERTY MANAGEMENT – SUBMISSIONS	Admin
	STRATEGIC MANAGEMENT – SUBMISSIONS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - SUBMISSIONS	Admin
- CABINET	GOVERNMENT RELATIONS - SUBMISSIONS	Admin
SUBPOENAS	GOVERNMENT RELATIONS – INQUIRIES	Admin
	LEGAL SERVICES – INQUIRIES	Admin
	LEGAL SERVICES - LITIGATION	Admin
SUBSCRIPTIONS	INFORMATION MANAGEMENT – ACQUISITION	Admin
SURVEILLANCE	PROPERTY MANAGEMENT – SECURITY	Admin
SURVEYS	INFORMATION MANAGEMENT – RESEARCH	IM
	COMMUNITY RELATIONS – CLIENT SERVICE	Admin
	COMMUNITY RELATIONS – RESEARCH	Admin
	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	GOVERNMENT RELATIONS – RESEARCH	Admin
	INDUSTRIAL RELATIONS - RESEARCH	Admin
	LEGAL SERVICES – RESEARCH	Admin
	PUBLISHING – RESEARCH	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
	STRATEGIC MANAGEMENT – RESEARCH	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
SYSTEMS	INFORMATION MANAGEMENT – DATA ADMINISTRATION	IM
	INFORMATION MANAGEMENT – EVALUATION	IM
	INFORMATION MANAGEMENT – IMPLEMENTATION	IM
	INFORMATION MANAGEMENT – INSPECTIONS	IM
	INFORMATION MANAGEMENT – SECURITY	IM
	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – AUDIT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – COMMITTEES	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	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	Admin
	PROPERTY MANAGEMENT – LEASING-OUT	Admin
TENDERING	INFORMATION MANAGEMENT – TENDERING	IM
	EQUIPMENT & STORES – TENDERING	Admin
	FLEET MANAGEMENT – TENDERING	Admin
	PROPERTY MANAGEMENT – TENDERING	Admin
	PUBLISHING – TENDERING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – TENDERING	Admin
TENDERS (SEE TENDERING)		
TESTING	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	Admin
THANKS (LETTERS OF)	COMMUNITY RELATIONS – CLIENT SERVICE	Admin
	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
THEFTS	EQUIPMENT & STORES – SECURITY	Admin
	PROPERTY MANAGEMENT - SECURITY	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	ABORIGINAL INTERPRETER SERVICES – CONTRACTING OUT	1.4
- AGREEMENTS	STAFF DEVELOPMENT - TRAIINING	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	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	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	HR
	PERSONNEL - RECRUITMENT	HR
VALUATIONS	FINANCIAL MANAGEMENT - ACQUISITIONS	FM
	EQUIPMENT & STORES – DISPOSAL	Admin
	FLEET MANAGEMENT – DISPOSAL	Admin
	PROPERTY MANAGEMENT – DISPOSAL	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	Admin
VANDALISM	EQUIPMENT & STORES – SECURITY	Admin
	PROPERTY MANAGEMENT – SECURITY	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	IM
	INFOMRATION MANAGEMENT - PROCEDURES	IM
	TECHNOLOGY & TELECOMMUNICATIONS – CONTROL	Admin
VEXATIOUS APPLICANTS	INFORMATION MANAGEMENT - AUTHORISATION	IM
VIDEOS	OCCUPATIONAL HEALTH & SAFETY (OH&S) – MARKETING & PROMOTION	HR
	STAFF DEVELOPMENT – MARKETING & PROMOTION	HR
	STAFF DEVELOPMENT - TRAINING	HR
	COMMUNITY RELATIONS – MARKETING & PROMOTION	Admin

VIP's (SEE DIGNITARIES**)**		
VISITS	COMMUNITY RELATIONS – VISITS	Admin
	GOVERNMENT RELATIONS – VISITS	Admin
VITAL RECORDS	INFORMATION MANAGEMENT – RISK MANAGEMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	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	IM
	INFORMATION MANAGEMENT – POLICY	IM
	COMPENSATION – POLICY	HR
	ESTABLISHMENT – POLICY	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) - IMPLEMENTATION	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S)- POLICY	HR
	PERSONNEL - POLICY	HR
	STAFF DEVELOPMENT - POLICY	HR
	FINANCIAL MANAGEMENT - IMPLEMENTATION	FM
	FINANCIAL MANAGEMENT - POLICY	FM
	EQUIPMENT & STORES – POLICY	Admin
	INDUSTRIAL RELATIONS – POLICY	Admin
	GOVERNMENT RELATIONS - SUBMISSIONS	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – POLICY	Admin
WORKING PAPERS	INFORMATION MANAGEMENT – RESEARCH	IM
	INFORMATION MANAGEMENT – REVIEWING	IM
	COMPENSATION - REVIEWING	HR
	ESTABLISHMENT – REVIEWING	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – REVIEWING	HR
	FINANCIAL MANAGEMENT - REVIEWING	FM
	COMMUNITY RELATIONS – RESEARCH	Admin
	COMMUNITY RELATIONS – REVIEWING	Admin
	COMMUNITY RELATIONS – SUBMISSIONS	Admin
	EQUIPMENT & STORES – REVIEWING	Admin
	GOVERNMENT RELATIONS – LEGISLATION	Admin
	GOVERNMENT RELATIONS – RESEARCH	Admin

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

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