Records Disposal Schedule Tenancy Management Records

Department of Local Government Housing and Sport

Disposal Schedule No. 2006/12

Northern Territory Government

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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 Tenancy Management function of the Department of Local Government, Housing and Sport.

Scope

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

This Disposal Schedule applies to Tenancy Management 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:

‣ Housing Act

‣ Information Act

‣ Australian Standards AS ISO 15489:2002- Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

‣ NT Government Records Management Standard – Records Disposal

‣ policies and procedures of the Department of Local Government, Housing and Sport

‣ current authorised disposal schedules for Department of Local Government, Housing and Sport

‣ * Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

‣ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

‣ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).

‣ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).

‣ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10

‣ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

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

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of Local Government, Housing and Sport November 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 NS*W* 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.

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Re-sentencing Records

All records sentenced under superseded disposal schedule Disposal Schedule Tenancy Management Records Disposal Schedule No. 2003/4 to be re-sentenced using this schedule.

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.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998, and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.)

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. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

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 advice and opinions given or received to and from government agencies and other interested parties in relation to the management of tenancies. Use GOVERNMENT RELATIONS - ADVICE where the organisation is responding to the Government's request for advice or comments eg ministerials, current issue briefs.	TEMPORARY Destroy 5 years after advice provided

1.   TENANCY MANAGEMENT

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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	Signed agreements with a tenant or tenants in relation to antisocial and acceptable behaviour where the agreement has expired or ended by other means and the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.2.2	Signed agreements with a tenant or tenants in relation to antisocial and acceptable behaviour where the agreement has expired or ended by other means and the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off

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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1. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.3 ALLOCATION

The process of assigning of money, items, or equipment.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting lodgement and assessment of applications for rental accommodation owned or managed by the agency where the application is accepted and the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.3.2	Records documenting lodgement and assessment of applications for rental accommodation owned or managed by the agency where the application is accepted and the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off
1.3.3	Records documenting the processing and approval of requests from NT Government agencies for accommodation. Includes tenancies that have agency head leasing, government employee direct tenancies or private head leasing.	TEMPORARY Destroy 3 years after cessation of lease
1.3.4	Records documenting lodgement and/or assessment of applications for rental accommodation owned or managed by the agency where the application is cancelled, withdrawn, incomplete and/or not accepted.	TEMPORARY Destroy 1 year after application is cancelled, withdrawn, incomplete and/or not accepted

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1. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.4 APPEALS (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting appeals against decisions made in relation to tenancy related complaints where the appeal process is complete and the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.4.2	Records documenting appeals against decisions made in relation to tenancy related complaints where the appeal process is complete and the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off
1.4.3	Records documenting appeals against decisions made in relation to tenancy related complaints where the appeal process is complete and the appellant is not a Territory Housing tenant.	TEMPORARY Destroy 5 years after the appeal process is complete

1.   **TENANCY MANAGEMENT**

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.5   DEBT MANAGEMENT

The process of managing client debts including writing off of debts.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the management of debts incurred by tenants where the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.5.2	Records documenting the management of debts incurred by tenants where the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off

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1.   TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.6   DISPUTES

The process of handling any disagreement. May include discussion, discovery, management, mitigation, negotiation and resolution of disputes. Includes disputes pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, ownership, intellectual property, commercial disputes etc.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the processing of tenancy related complaints where the process is complete and the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.6.2	Records documenting the processing of tenancy related complaints where the process is complete and the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off
1.6.3	Records documenting the processing of tenancy related complaints where the process is complete and the complainant is not a tenant.	TEMPORARY Destroy 5 years after the complaint action completed

1. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.7 IMPLEMENTATION

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the implementation of tenancy related operational programs, plans and/or processes.	TEMPORARY Destroy 3 years after program, plan, and/or process implemented

1.   TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.8   INSPECTIONS

The process of official examinations of facilities, equipment, vehicles and vessels to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting inspections of dwellings where the inspection is complete and the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.8.2	Records documenting inspections of dwellings where the inspection is complete and the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off

1.   TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.9   LEASING

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the leasing of premises by the agency on behalf of another party or parties.	TEMPORARY Destroy 3 years after vacation of premises or lease expires whichever is the later

1. TENANCY MANAGEMENT

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1.10 LEASING OUT

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the leasing out of rental accommodation owned or managed by the agency to individuals, groups or organisations where the tenancy ceases without a debt or credit owing.	TEMPORARY Destroy 3 years after cessation of tenancy
1.10.2	Records documenting the leasing out of rental accommodation owned or managed by the agency to individuals, groups or organisations where the tenancy ceases with a debt or credit owing.	TEMPORARY Destroy 3 years after the debt is repaid or written off or the credit is refunded or written off

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1. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.11 MEETINGS

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting meetings held with stakeholders to discuss tenancy related issues.	TEMPORARY Destroy 3 years after action completed

1. TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.12 POLICY

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the development, establishment, evaluation and review of policy in relation to the management of tenancies. Includes master set.	PERMANENT Transfer to the NT Archives Service 4 years after policy is superseded
1.12.2	Working papers documenting the development of tenancy management operational policies.	TEMPORARY Destroy 3 years after the promulgation of the new policy
1.12.3	Copies of tenancy management operational policy documents and supporting documents	TEMPORARY Destroy when reference ceases
	Use GOVERNMENT RELATIONS – POLICY for the activities associated with commenting on or assisting with the development, establishment, evaluation or review of housing policies where responsibility for the development, establishment, evaluation or review of the policy sits with another agency.	
	Use STRATEGIC MANAGEMENT – POLICY for the activities associated with the formulation and implementation of agency policy on functional activities, strategic planning and management issues.	

1.   TENANCY MANAGEMENT

The function of providing access to rental accommodation for clients who meet eligibility criteria, including individuals, community and welfare groups, industry, and government agencies and employees throughout the Northern Territory. Includes the development and implementation of policies and programs, provision of advisory services to tenants, management of debt incurred by tenants, inspections of premises, management of complaints and appeals. Also includes management of applicants awaiting allocation of rental accommodation.

1.13 PROCEDURES

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	Master set of organisational manuals, handbooks, business process maps, directives etc detailing procedures that support the management of tenancies.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.13.2	Records documenting the development of organisational procedures that support the management of tenancies.	TEMPORARY Destroy 1 year after completion of procedure
1.13.3	Copies of manuals, handbooks, directives etc	TEMPORARY Destroy when reference ceases

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

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Tenancy Management

Disposal Schedule No. Year/No.

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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

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ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
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		HR
APPRECIATION (LETTERS OF)	COMMUNITY RELATIONS – CLIENT SERVICE	Admin
	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
ARCHIVES	INFORMATION MANAGEMENT - CONTROL	IM
	INFORMATION MANAGEMENT – DISPOSAL	IM
ARRANGEMENTS		
- TRAVEL	PERSONNEL - ARRANGEMENTS	HR
- VEHICLES	FLEET MANAGEMENT – ARRANGEMENTS	Admin
ASBESTOS	OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMPLIANCE	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – RISK MANAGEMENT	HR
	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
ASSOCIATIONS (SEE LIAISON)		
AUCTION	EQUIPMENT & STORES – DISPOSAL	Admin
	FLEET MANAGEMENT – DISPOSAL	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - DISPOSAL	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule[1]
AUDIT	INFORMATION MANAGEMENT – AUDIT	IM
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – AUDIT	HR
	STAFF DEVELOPMENT – AUDIT	HR
	FINANCIAL MANAGEMENT - AUDIT	FM
	EQUIPMENT & STORES – AUDIT	Admin
	STRATEGIC MANAGEMENT – AUDIT	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – AUDIT	Admin
AUDIT EVENT LOGS	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY	IM
AUTHORISATION	INFORMATION MANAGEMENT – AUTHORISATION	IM
	PERSONNEL - AUTHORISATION	HR
	FINANCIAL MANAGEMENT - AUTHORISATION	FM
	FLEET MANAGEMENT – AUTHORISATION	Admin
	PROPERTY MANAGEMENT – AUTHORISATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – AUTHORISATION	Admin
AWARDS:		
- INDUSTRIAL	INDUSTRIAL RELATIONS – AGREEMENTS	Admin
- PRESENTATIONS	PERSONNEL - EVENTS	HR
	COMMUNITY RELATIONS – EVENTS	Admin
	GOVERNMENT RELATION - EVENTS	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
B		
BACK-UPS	TECHNOLOGY & TELECOMMUNICATIONS – DATABASE MANAGEMENT	Admin
BILLS (ACCOUNTS)	FINANCIAL MANAGEMENT – ACCOUNTING	FM
	FINANCIAL MANAGEMENT - PAYMENTS	FM
BILLS (LEGISLATION)	STRATEGIC MANAGEMENT - LEGISLATION	Admin
BREACHES OF PRIVACY (SEE PROTECTION OF PRIVACY)		
BREAK-INS	PROPERTY MANAGEMENT - SECURITY	Admin
BRIEFINGS: (SEE COMMITTEES; MEETINGS; REPORTING) **- MINISTER** (SEE MINISTERIALS)		
BUDGET	See Financial Management Disposal Schedule for full list of linked activities	FM
BUDGETING	FINANCIAL MANAGEMENT – BUDGETING	FM
BUSINESS PLAN	STRATEGIC MANAGEMENT – PLANNING	Admin
BY-LAWS	GOVERNMENT RELATIONS – LEGISLATION	Admin
	STRATEGIC MANAGEMENT - LEGISLATION	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
C		
CABINET SUBMISSIONS	GOVERNMENT RELATIONS - SUBMISSIONS	Admin
CABLING	PROPERTY MANAGEMENT – INSTALLATION	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION	Admin
CAPITAL WORKS	PROPERTY MANAGEMENT – CONSTRUCTION	Admin
CAR HIRE (SEE FLEET MANAGEMENT)		
CATALOGUE:		
- LIBRARY	INFORMATION MANAGEMENT – INVENTORY	IM
- VENDORS	EQUIPMENT & STORES - ACQUISITION	Admin
CATERING	COMMUNITY RELATIONS – CONFERENCES	Admin
	COMMUNITY RELATIONS – FUNCTIONS (social)	Admin
	GOVERNMENT RELATIONS - CONFERENCES	Admin
CENSUS (FILE)	INFORMATION MANAGEMENT - CONTROL	Admin
	INFORMATION MANAGEMENT – STOCKTAKE	Admin
CEREMONIES	COMMUNITY RELATIONS – EVENTS	Admin
	GOVERNMENT RELATIONS – EVENTS	Admin
CERTIFICATES (AWARDS)	COMMUNITY RELATIONS – EVENTS	Admin
CERTIFICATES OF DESTRUCTION	INFORMATION MANAGEMENT - DISPOSAL	IM
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
	TECHNOLOGY & TELECOMMUNICATIONS - TENDERING	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CERTIFICATES OF TITLE	PROPERTY MANAGEMENT – ACQUISITION	Admin
CERTIFIED AGREEMENTS	INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING	Admin
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
CLEANING	PROPERTY MANAGEMENT – MAINTENANCE	Admin
CLIENT AUTHORISATION FORMS	INFORMATION MANAGEMENT - AUTHORISATION	IM
CLIENT SERVICE	INFOMRATION MANAGEMENT – CLIENT SERVICE	IM
	COMMUNITY RELATIONS – CLIENT SERVICE	Admin
	GOVERNMENT RELATIONS – CLIENT SERVICE	Admin
	STRATEGIC MANAGEMENT – CLIENT SERVICE	Admin
	TECHNOLOGY & TELECOMMUNICATIONS – CLIENT SERVICE	Admin

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
CODE OF PRACTICE	INFORMATION MANAGEMEMNT – COMPLIANCE	IM
	INFORMATION MANAGEMEMNT – POLICY	IM
	COMPENSATION – COMPLIANCE	HR
	COMPENSATION – POLICY	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – COMPLIANCE	HR
	OCCUPATIONAL HEALTH & SAFETY (OH&S) – POLICY	HR
	FLEET MANAGEMENT – COMPLAINCE	Admin
	FLEET MANAGEMENT - POLICY	Admin
COMMITTEES (SEE ALSO MEETINGS)	INFORMATION MANAGEMENT – COMMITTEES	IM
	PERSONNEL - COMMITTEES	HR
	FINANCIAL MANAGEMENT - COMMITTEES	FM
	COMMUNITY RELATIONS – COMMITTEES	Admin
	EQUIPMENT & STORES – COMMITTEES	Admin
	FLEET MANAGEMENT – COMMITTEES	Admin
	GOVERNMENT RELATIONS – COMMITTEES	Admin
	INDUSTRIAL RELATIONS – COMMITTEES	Admin
	LEGAL SERVICES – COMMITTEES	Admin
	PROPERTY MANAGEMENT – COMMITTEES	Admin
	PUBLISHING – COMMITTEES	Admin
	STRATEGIC MANAGEMENT – COMMITTEES	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - COMMITTEES	Admin
COMPENSATION	See Human Resource Management Disposal Schedule for full list of linked activities	HR
COMPLAINTS (SEE ALSO DISPUTES)	TENANCY MANAGEMENT – APPEALS	1.4
	TENANCY MANAGEMENT - DISPUTES	1.6
	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	PERSONNEL – CONSULTANCY SERVICES	HR
	FINANCIAL MANAGEMENT – CONSULTANCY SERVICES	FM
CONTRACTING OUT	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	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	INFORMATION MANAGEMENT – CONTROL	IM
	TECHNOLOGY & TELECOMMUNICATIONS - CONTROL	Admin
CONTROL RECORDS	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
CORRESPONDENCE REGISTER	INFORMATION MANAGEMENT – CONTROL	Admin
COUNSELLING	PERSONNEL – COUNSELLING	HR

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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
DEBT MANAGEMENT	TENANCY MANAGEMENT – DEBT MANAGEMENT	1.5
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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
DISPOSITION (SEE DISPOSAL)		
DISPUTES (SEE ALSO COMPLAINTS*)*	TENANCY MANAGEMENT - DISPUTES	1.6
	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	TENANCY MANAGEMENT - IMPLEMENTATION	1.7
	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	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:	TENANCY MANAGEMENT - INSPECTIONS	1.8
- 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	TENANCY MANAGEMENT - LEASING	1.9
	EQUIPMENT & STORES – LEASING	Admin
	FLEET MANAGEMENT – LEASING	Admin
	PROPERTY MANAGEMENT – LEASING	Admin
	TECHNOLOGY & TELECOMMUNICATIONS - LEASING	Admin
LEASING-OUT	TENANCY MANAGEMENT – LEASING-OUT	1.10
	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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
	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
MEETINGS (SEE ALSO COMMITTEES)	1.11	1.11
	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
	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)		

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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	Admin
	GOVERNMENT RELATIONS - REPRESENTATIVES	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)	TENANCY MANAGEMENT - POLICY	1.12
	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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
PROCEDURES	TENANCY MANAGEMENT - PROCDURES	1.13
	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
- SECURITY	TECHNOLOGY & TELECOMMUNICATIONS - PROCEDURES	Admin
	PROPERTY MANAGEMENT - SECURITY	Admin
PROCEEDINGS (CONFERENCE)	INFORMATION MANAGEMENT – CONFERENCES	IM
	STAFF DEVELOPMENT - CONFRENCES	HR
	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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
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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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	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	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
SERVICE AGREEMENTS	INFORMATION MANAGEMENT – CONTRACTING-OUT	IM
	COMPENSATION – AGREEMENTS	HR
	PERSONNEL - AGREEMENTS	HR
	FINANCIAL MANAGEMENT - AGREEMENTS	FM

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	COMMUNITY RELATIONS – CONTRACTING-OUT	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	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)		
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

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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
	PUBLISHING – RESEARCH	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
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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
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
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		
- 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 – REPRESETNATIVES	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

ACTIONS	KEYWORD - ACTIVITY	Disposal Schedule
WORKING PAPERS	TENANCY MANAGEMENT – POLICY	1.12
	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
	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