

Records Disposal Schedule for Local Government Commonwealth Grants Records
of the Northern Territory Grants Commission

Disposal Schedule No 2004/15

AUTHORITY IS HEREBY GRANTED FOR DISPOSAL OF RECORDS
IN ACCORDANCE WITH THE PROVISIONS SPECIFIED IN THIS SCHEDULE.



..... DATED.....¹⁵/₁₁.....²⁰⁰⁴.....

MIKE DILLON

EXECUTIVE OFFICER

DEPARTMENT OF COMMUNITY DEVELOPMENT SPORT AND CULTURAL AFFAIRS



..... DATED.....¹⁶/₁₁.....²⁰⁰⁴.....

GREG COLEMAN

DIRECTOR

NORTHERN TERRITORY ARCHIVES SERVICE

Records Disposal Schedule
Government Commonwealth Grants
Northern Territory Grants Commission

Disposal Schedule No. 2004/173

16 November 2004



Northern Territory Government

For information and advice, please contact
Records Policy Unit
NT Archives Service
GPO Box 874
Darwin NT 0801

Telephone: (08) 8924 7677
Facsimile: (08) 8924 7660
Website: <http://www.nt.gov.au/dcis/nta/>



About This Disposal Schedule	3
Purpose	3
Scope	3
Regulatory Framework	3
Related Documents	3
Responsibility	3
Authority	3
Explanation	4
NT Government Disposal Schedules	4
Sentencing Records	3
Normal Administrative Practice	4
Notification of Destruction	4
Acknowledgment	4
Compliance	5
Compliance Checklist	5

Disposal Schedule

**Function - Local Government
Commonwealth Grants**

Activities

1.1 ADVICE	7
1.2 COMMITTEES	8
1.3 COMPLIANCE	9
1.4 INVESTIGATIONS	10
1.5 LIAISON	11
1.6 MEETINGS	12
1.7 REPORTING	13
1.8 REVIEWING	14
1.9 SUBMISSIONS	15
1.10 VISITS	16

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of local government commonwealth grants records of the Northern Territory Grants Commission.

Scope

Application of this Disposal Schedule is mandatory for records created by the Northern Territory Grants Commission relating to the local government commonwealth grants function.

This Disposal Schedule applies to all local government commonwealth grants 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
- ▶ Northern Territory Grants Commission policies and procedures

- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for the Information Management Records of the Northern Territory Government – Disposal Schedule No. 2003/2
- ▶ NT Archives Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

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

Implementation of this Disposal Schedule is the responsibility of the Chief Executive of the Department of Community Development Sport and Cultural Affairs.



Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chairman of the Northern Territory Grants Commission on <insert date here>.

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 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, Human Resource Management Records Administrative Records, Information Management Records and Short Term Value Records. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records. 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 can 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 their destruction 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 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 Community Development, Sport and Cultural Affairs 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.
- 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 NT Archives Service not later than 30 years after creation for retention as archives.
- Inactive records can be transferred to offsite service providers providing they have been sentenced.
- Destroy time expired temporary records in a secure manner that ensures complete deletion/ destruction beyond any possible reconstruction.
- Notify NT Archives Service of destruction of all records.
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant.
-



1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

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 final recommendations sent to the Minister for approval in relation to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.1.2	Records documenting advice and opinions given or received regarding the distribution of financial assistance and local road grant decision making process and/or recommendations made as a result of the process.	TEMPORARY Destroy 7 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.2 COMMITTEES

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting the formation and meeting of the Northern Territory Grants Commission Committee to consider matters relating to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes:</p> <ul style="list-style-type: none">• agenda• documents establishing the committee• final versions of minutes• reports• recommendations• submissions by local governing bodies• supporting documents such as briefing papers and discussion papers.	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdictions and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.3 COMPLIANCE

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting advice and/or actions given or received relating to requests from council's or corporation's to show cause to the Commission why their local governing body status should not be revoked and where the matter is not finalised and an inquiry is conducted.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.2	Records documenting advice and/or actions given or received relating to requests from council's or corporation's to show cause to the Commission why their local governing body status should not be revoked and where the matter is not finalised and an investigation is conducted but does not lead to an inquiry.	TEMPORARY Destroy 7 years after investigation finalised
1.3.3	Records documenting advice and/or actions given or received relating to requests from council's or corporation's to show cause to the Commission why their local governing body status should not be revoked where the matter is finalised and does not lead to an investigation or inquiry.	TEMPORARY Destroy 7 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.4 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the formation and meeting of the Northern Territory Grants Commission's Inquiry Board to consider matters relating to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes: <ul style="list-style-type: none"> • agenda • documents establishing the board • final report of proceedings • recommendations • supporting documents such as briefing papers and discussion papers. 	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.2	Records documenting the investigation of matters relating to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory that proceed to an inquiry. Includes: <ul style="list-style-type: none"> • final report of proceedings • recommendations • supporting documents such as briefing papers and discussion papers. 	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.3	Records documenting the investigation of matters relating to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory that does not proceed to an inquiry. Includes: <ul style="list-style-type: none"> • final report of proceedings • recommendations • supporting documents such as briefing papers and discussion papers 	TEMPORARY Destroy 7 years after investigation finalised

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.5 LIAISON

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting contact and/ or exchanges of information with professional associations, private sector organisations, community groups and individuals in relation the distribution of financial assistance and local road grants within the Northern Territory.	TEMPORARY Destroy 3 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdictions and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.6 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
1.6.1	Records documenting public hearings held throughout the Northern Territory regarding recommendations made by the Commission in relation to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.7 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
1.7.1	Records documenting local government bodies financial statements and completed annual data collection returns to assist with the Commission's recommendation process, made to the Minister for Local Government in relation to the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advice and opinions given or received relating to the requirements and/ or process involved in the lodgment of annual data collection returns.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.8 REVIEWING

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting reviews conducted in relation to the methodology used to distribute Commonwealth general purpose and identified roads financial assistance grants and the processes of the Commission. Includes submissions from local governing bodies. Also includes circulated drafts and comments.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.9 SUBMISSIONS

The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting submissions to the Minister for Local Government recommending the allocation of money to a local government body taking into account the special needs or disabilities of that body that is not provided under the Commonwealth Government Local Government Financial Assistance legislation.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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

1. LOCAL GOVERNMENT COMMONWEALTH GRANTS

The function of making recommendations to the Commonwealth Government through the Northern Territory Minister for Local Government on the distribution of financial assistance and local road grants to local government bodies within the Northern Territory. Includes advising, visiting and/or liaising with Local Government Grants Commissions in other jurisdiction's and Local, State and Commonwealth governments. Also includes holding public hearings throughout the Territory, considering submissions prepared by councils prior to the final grant determination and carrying out investigations and conducting inquiries as the organisation considers necessary in order to perform its function.

1.10 VISITS

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting visits made with a view to discuss, inform, educate or promote the services, operation and role of the organisation in relation to the methodology and/or distribution of Commonwealth general purpose and identified roads financial assistance grants and the processes of the Commission.	TEMPORARY Destroy 10 years after action completed

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

**Index
Disposal Schedule
Northern Territory Grants
Commission Records**

Disposal Schedule No. 2004/15

A

ACCESS TO: - RECORDS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AUTHORISATION
- PREMISES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
- SYSTEMS	PROPERTY MANAGEMENT - SECURITY TECHNOLOGY & TELECOMMUNICATIONS – SECURITY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION
ACCIDENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – ACCIDENTS
ACCOMMODATION (SEE PROPERTY MANAGEMENT)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
ACCOUNTS	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
ACQUISITION (SEE ALSO TENDERING)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ACQUISITION
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – ACQUISITION FLEET MANAGEMENT – ACQUISITION PROPERTY MANAGEMENT – ACQUISITION TECHNOLOGY & TELECOMMUNICATIONS - ACQUISITION
ACTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION
ADDRESSES (PRESENTATIONS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS - PRESENTATIONS
ADVERTISING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION

ADVICE (SEE ALSO LIAISON)	LOCAL GOVERNMENT COMMONWEALTH GRANTS - ADVICE 1.1 SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ADVICE SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – ADVICE EQUIPMENT & STORES – ADVICE FLEET MANAGEMENT – ADVICE GOVERNMENT RELATIONS – ADVICE INDUSTRIAL RELATIONS – ADVICE LEGAL SERVICES – ADVICE PROPERTY MANAGEMENT – ADVICE PUBLISHING – ADVICE STRATEGIC MANAGEMENT – ADVICE TECHNOLOGY & TELECOMMUNICATIONS – ADVICE
AGENDA (SEE COMMITTEES; MEETINGS)	
AGREEMENTS:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS
- CONFIDENTIALITY	INFORMATION MANAGEMENT – AGREEMENTS
- GENERAL	INFORMATION MANAGEMENT – CONTRACTING OUT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
- CONTRACTS	EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING LEGAL SERVICES – AGREEMENTS PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING
- GENERAL	EQUIPMENT & STORES – AGREEMENTS GOVERNMENT RELATIONS – AGREEMENTS PUBLISHING – AGREEMENTS STRATEGIC MANAGEMENT - AGREEMENTS
- INDUSTRIAL	INDUSTRIAL RELATIONS – AGREEMENTS
- OCCUPANCY	INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING PROPERTY MANAGEMENT – LEASING
- SERVICING	PROPERTY MANAGEMENT – LEASING-OUT
- SERVICE LEVEL AGREEMENTS	EQUIPMENT & STORES – CONTRACTING-OUT GOVERNMENT RELATIONS – AGREEMENTS
ALLOCATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – ALLOCATION
ALLOWANCES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – ALLOWANCES INDUSTRIAL RELATIONS – ALLOWANCES

AMENDMENT LOGS (THESAURUS)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL
ANNUAL REPORT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT - REPORTING
APPEALS: (SEE ALSO GRIEVANCES) - CHARITY - DECISIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – DONATIONS INDUSTRIAL RELATIONS – APPEALS (decisions)
APPLICATION DEVELOPMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT
APPLICATIONS: - GRANT FUNDING - SOFTWARE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – GRANT FUNDING STRATEGIC MANAGEMENT – GRANT FUNDING TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY
APPOINTMENT (PERSONNEL)	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
APPRECIATION (LETTERS OF)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE STRATEGIC MANAGEMENT – CLIENT SERVICE
ARCHIVES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL INFORMATION MANAGEMENT – DISPOSAL
ARRANGEMENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – ARRANGEMENTS
ASBESTOS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE
ASSETS REGISTER	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – INVENTORY FINANCIAL MANAGEMENT - INVENTORY PROPERTY MANAGEMENT – INVENTORY
ASSOCIATIONS (SEE LIAISON)	

AUCTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS - DISPOSAL
AUDIT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AUDIT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – AUDIT STRATEGIC MANAGEMENT – AUDIT TECHNOLOGY & TELECOMMUNICATIONS – AUDIT TECHNOLOGY & TELECOMMUNICATIONS – SECURITY SEE ALSO GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
AUDIT EVENT LOGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – SECURITY
AUTHORISATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AUTHORISATION SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – AUTHORISATION PROPERTY MANAGEMENT – AUTHORISATION TECHNOLOGY & TELECOMMUNICATIONS – AUTHORISATION
AWARDS:	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
- INDUSTRIAL	INDUSTRIAL RELATIONS – AGREEMENTS
- PRESENTATIONS	COMMUNITY RELATIONS - EVENTS

B

BACK-UPS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – DATABASE MANAGEMENT
BILLS (ACCOUNTS)	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
BILLS (LEGISLATION)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – ADVICE STRATEGIC MANAGEMENT - LEGISLATION
BREACHES OF: - PRIVACY (SEE PROTECTION OF PRIVACY) - COMPLIANCE - PRIVACY - SECURITY	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – COMPLIANCE STRATEGIC MANAGEMENT - COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - SECURITY
BREAK-INS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT - SECURITY
BRIEFINGS: (SEE ALSO COMMITTEES; MEETINGS; REPORTING) - MINISTER (SEE ALSO MINISTERIALS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS - EVENTS GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – EVENTS GOVERNMENT RELATIONS - REPORTS
BUDGET	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
BUSINESS PLAN	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT – PLANNING
BY-LAWS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION

C

CABINET: - MATTERS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS - LEGISLATION LEGAL SERVICES – ADVICE
- SUBMISSIONS	STRATEGIC MANAGEMENT - LEGISLATION GOVERNMENT RELATIONS - SUBMISSIONS
CABLING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION
CAPITAL WORKS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSTRUCTION
CAR HIRE (SEE FLEET MANAGEMENT)	
CATALOGUE:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS
- LIBRARY	INFORMATION MANAGEMENT – INVENTORY
- VENDORS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES - ACQUISITION
CATERING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONFERENCES COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS - CONFERENCES
CENSUS (FILE)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL INFORMATION MANAGEMENT – STOCKTAKE
CEREMONIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS – EVENTS
CERTIFICATES (AWARDS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS
CERTIFICATES OF DESTRUCTION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - DISPOSAL

CERTIFICATES OF EXEMPTION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AUTHORISATION
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING
CERTIFICATES OF TITLE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – ACQUISITION
CERTIFIED AGREEMENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING
CERTIFIED MAIL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL
CHARITIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – DONATIONS
CLAIMS:	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
- INSURANCE	FLEET MANAGEMENT – INSURANCE PROPERTY MANAGEMENT – INSURANCE INDUSTRIAL RELATIONS – CLAIMS
- LEGAL	LEGAL SERVICES – CLAIMS
- PAYMENT	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
CLASSIFICATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL
CLASSIFIED MATERIAL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – SECURITY
CLEANING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE
CLIENT AUTHORISATION FORMS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - AUTHORISATION
CLIENT SERVICE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE STRATEGIC MANAGEMENT – CLIENT SERVICE

CODE OF PRACTICE	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMEMNT – COMPLIANCE INFORMATION MANAGEMEMNT - POLICY	
COMMITTEES (SEE ALSO MEETINGS)	LOCAL GOVERNMENT COMMONWEALTH GRANTS - COMMITTEES SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – COMMITTEES SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – COMMITTEES EQUIPMENT & STORES – COMMITTEES FLEET MANAGEMENT – COMMITTEES GOVERNMENT RELATIONS – COMMITTEES INDUSTRIAL RELATIONS – COMMITTEES LEGAL SERVICES – COMMITTEES PROPERTY MANAGEMENT – COMMITTEES PUBLISHING – COMMITTEES STRATEGIC MANAGEMENT – COMMITTEES TECHNOLOGY & TELECOMMUNICATIONS - COMMITTEES	1.2
COMPENSATION	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS	
COMPLAINTS (SEE ALSO DISPUTES)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – CLIENT SERVICE INDUSTRIAL RELATIONS – GRIEVANCES STRATEGIC MANAGEMENT – CLIENT SERVICE	
COMPLIANCE	LOCAL GOVERNMENT COMMONWEALTH GRANTS - COMPIANCE SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – COMPLIANCE SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – COMPLIANCE FLEET MANAGEMENT – COMPLIANCE GOVERNMENT RELATIONS – COMPLIANCE INDUSTRIAL RELATIONS – COMPLIANCE LEGAL SERVICES – COMPLIANCE PROPERTY MANAGEMENT – COMPLIANCE PUBLISHING – COMPLIANCE STRATEGIC MANAGEMENT – COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE	1.3
COMPLIANCE NOTICE	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – COMPLIANCE	

COMPULSORY ACQUISITION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – PLANNING
COMPUTERS (SEE TECHNOLOGY & TELECOMMUNICATIONS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
CONFERENCES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONFERENCES SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS – CONFERENCES
CONFIDENTIALITY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PRIVACY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY
CONSERVATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONSERVATION SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSERVATION
CONSIGNMENT LISTS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL
CONSIGNMENT NOTES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISTRIBUTION
CONSTRUCTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSTRUCTION
CONSULTANTS (SEE CONTRACTING-OUT)	

CONTRACTING-OUT	<p>SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTRACTING-OUT</p> <p>SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONTRACTING-OUT EQUIPMENT & STORES – CONTRACTING-OUT FLEET MANAGEMENT – CONTRACTING-OUT LEGAL SERVICES – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT PUBLISHING – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING- OUT</p>
CONTRACTS	<p>SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT-TENDERING</p> <p>SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – CONTRACTING-OUT EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING LEGAL SERVICES – AGREEMENTS LEGAL SERVICES – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING</p>
CONTROL	<p>SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL</p> <p>SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS - CONTROL</p>
CONTROL RECORDS	<p>SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL</p>
CONVENTIONS (SEE CONFERENCES)	
COPYRIGHT	<p>SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY</p> <p>SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INFRINGEMENTS LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY</p>

CORPORATE PLAN	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT – PLANNING
CORPORATE STYLE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – CORPORATE STYLE
CORRESPONDENCE REGISTER	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL
COURIER	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AUTHORISATION INFORMATION MANAGEMENT – CONTRACTING-OUT
COURSES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS - TRAINING
CUSTOMER (SEE CLIENT SERVICE)	

D

DAMAGE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - SECURITY
DATA: - MIGRATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DATA ADMINISTRATION
- PROTECTION - RAW DATA	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – SECURITY COMMUNITY RELATIONS – CLIENT SERVICE COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – CLIENT SERVICE GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS – RESEARCH INFORMATION MANAGEMENT – RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH
DATA ADMINISTRATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DATA ADMINISTRATION
DATABASE MANAGEMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – DATABASE MANAGEMENT
DEEDS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – AGREEMENTS PROPERTY MANAGEMENT - ACQUISITION
DELIVERY	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISTRIBUTION
DEMOLITION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – DISPOSAL
DESIGN BRIEFS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSTRUCTION

DIGNITARIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - VISITS GOVERNMENT RELATIONS EVENTS GOVERNMENT RELATIONS - VISITS
DISASTERS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – RISK MANAGEMENT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT
DISCOVERY ORDERS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES - LITIGATION
DISPOSAL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DISPOSAL SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL
DISPOSAL CLASS AUTHORISATION REPORT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - AUTHORISATION
DISPOSAL SCHEDULE	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - AUTHORISATION
DISPOSITION (SEE DISPOSAL)	
DISPUTES (SEE ALSO COMPLAINTS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – DISPUTES
DISTRIBUTION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DISTRIBUTION SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION EQUIPMENT & STORES – DISTRIBUTION PUBLISHING – DISTRIBUTION PUBLISHING – MARKETING & PROMOTION

DONATIONS

**SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – DONATIONS**

**SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – DONATIONS**

E

E-MAIL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – POLICY
EMERGENCIES (SEE DISASTERS)	
EMPLOYMENT CONDITIONS	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
ENERGY POLICY	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – POLICY
ENQUIRIES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ENQUIRIES SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – ENQUIRIES PUBLISHING - ENQUIRIES
ENTERPRISE AGREEMENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING
ENTERPRISE BARGAINING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING
ENTERTAINMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS
EQUIPMENT REGISTER	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES - INVENTORY
EVACUATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT - SECURITY
EVALUATION (SEE ALSO TENDERING)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – EVALUATION SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – EVALUATION STRATEGIC MANAGEMENT – EVALUATION STRATEGIC MANAGEMENT – PERFORMANCE MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION

EVENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – LIAISON GOVERNMENT RELATIONS - EVENTS
EXEMPTION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - AUTHORISATION
EXHIBITIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EXTENSION SERVICES
EXPENDITURE	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
EXPRESSIONS OF INTEREST (SEE TENDERING)	
EXTENSION SERVICES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EXTENSION SERVICES

F

FACILITIES (SEE PROPERTY MANAGEMENT)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
FEASIBILITY STUDIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSTRUCTION TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT
FEEDBACK (SEE APPRECIATION; COMPLAINTS)	
FESTIVITIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS
FILE MOVEMENT RECORDS/CARDS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL
FILMS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION
FINANCE RECORDS	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
FIRE DRILL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT - SECURITY
FIRE EQUIPMENT	PROPERTY MANAGEMENT - INSTALLATION
FIRES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – RISK MANAGEMENT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT
FIRE WARDENS	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
FIRST AID	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS

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

G

GARAGING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – AUTHORISATION
GARDENING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE
GOVERNMENT BODIES (APPOINTMENTS TO)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS - REPRESENTATIVES
GRANT FUNDING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – GRANT FUNDING STRATEGIC MANAGEMENT – GRANT FUNDING SEE ALSO GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
GRIEVANCES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – GRIEVANCES SEE ALSO GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
GUARDING (PREMISES)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – SECURITY
GUESTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS – EVENTS
GUIDELINES (see PROCEDURES)	

H

HAZARDOUS MATERIAL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE
HEADS OF STATE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – VISITS
HEALTH & SAFETY	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
HELP DESK	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION
HERITAGE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – ACQUISITION PROPERTY MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT - PLANNING
HIRING (SEE LEASING; LEASING-OUT)	
HONOURS (SEE AWARDS)	

I

IMPLEMENTATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – IMPLEMENTATION SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – IMPLEMENTATION GOVERNMENT RELATIONS – IMPLEMENTATION STRATEGIC MANAGEMENT – IMPLEMENTATION TECHNOLOGY & TELECOMMUNICATIONS - IMPLEMENTATION
INDEX	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL
INDUSTRIAL ACTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – CLAIMS INDUSTRIAL RELATIONS - DISPUTES
INFORMATION ACCESS REQUESTS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT – INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT -POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING
INFORMATION ACT (SEE ACTS)	
INFORMATION CORRECTION REQUESTS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT - INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT -POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING
INFORMATION PRIVACY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PRIVACY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY

INFORMATION SECURITY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – SECURITY
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS - SECURITY
INFORMATION TECHNOLOGY (SEE TECHNOLOGY & TELECOMMUNICATIONS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
INFRINGEMENTS (SEE ALSO BREACHES)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INFRINGEMENTS PROPERTY MANAGEMENT - INFRINGEMENTS
INQUIRIES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – INQUIRIES
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – INQUIRIES LEGAL SERVICES – INQUIRIES
INSPECTIONS:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – INSPECTIONS
- RECORDS	
- EQUIPMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – INSPECTIONS TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE
- PROPERTY	PROPERTY MANAGEMENT – INSPECTIONS PROPERTY MANAGEMENT - MAINTENANCE
- TECHNOLOGY	TECHNOLOGY & TELECOMMUNICATIONS – INSPECTIONS
- WORKPLACE	INDUSTRIAL RELATIONS - REPORTING
INSTALLATION (SEE ALSO FIT-OUTS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES - INSTALLATION PROPERTY MANAGEMENT - INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION
INSURANCE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – INSURANCE INDUSTRIAL RELATIONS – CLAIMS PROPERTY MANAGEMENT - INSURANCE

INTELLECTUAL PROPERTY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INTELLECTUAL PROPERTY PUBLISHING – INTELLECTUAL PROPERTY TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY	
INTER-LIBRARY LOANS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL	
INTERNET	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - POLICY	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – COMPLIANCE TECHNOLOGY & TELECOMMUNICATIONS – POLICY TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION	
INVENTORY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - INVENTORY	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES - INVENTORY	
INVESTIGATIONS	LOCAL GOVERNMENT COMMONWEALTH GRANTS - INVESTIGATIONS	1.4
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - INVESTIGATIONS	
INVITATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – FUNCTIONS (social) GOVERNMENT RELATIONS - EVENTS	
IT (SEE TECHNOLOGY & TELECOMMUNICATIONS)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS	
ITINERARIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – VISITS FLEET MANAGEMENT – ARRANGEMENTS GOVERNMENT RELATIONS - VISITS	

J

JOINT VENTURES

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – JOINT VENTURES
GOVERNMENT RELATIONS – JOINT VENTURES
PUBLISHING – JOINT VENTURES

JOURNALS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT - ACQUISITION

K

KEY REGISTER

**SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PROPERTY MANAGEMENT – SECURITY**

L

LAND (SEE PROPERTY MANAGEMENT)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
LEAFLETS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – PRODUCTION
LEASING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – LEASING FLEET MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING TECHNOLOGY & TELECOMMUNICATIONS - LEASING
LEASING-OUT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – LEASING-OUT PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS – LEASING-OUT
LEAVE	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
LEGAL DEPOSIT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – COMPLIANCE
LEGAL OPINIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES - ADVICE
LEGAL SERVICE PROVIDERS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES - ADVICE
LEGISLATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION
LEGISLATIVE ASSEMBLY BRIEFINGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS - REPORTING
LETTERHEAD	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – CORPORATE STYLE

LIAISON	LOCAL GOVERNMENT COMMONWELATH GRANTS - LIAISON 1.5
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – LIAISON
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – LIAISON EQUIPMENT & STORES – LIAISON FLEET MANAGEMENT – LIAISON GOVERNMENT RELATIONS – LIAISON INDUSTRIAL RELATIONS – LIAISON LEGAL SERVICES – LIAISON PROPERTY MANAGEMENT – LIAISON PUBLISHING – LIAISON STRATEGIC MANAGEMENT – LIAISON
LIBRARY MATERIAL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ACQUISITION INFORMATION MANAGEMENT – CONSERVATION INFORMATION MANAGEMENT - CONTROL INFORMATION MANAGEMENT – DISPOSAL INFORMATION MANAGEMENT – DONATIONS INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT – EVALUATION INFORMATION MANAGEMENT – INVENTORY INFORMATION MANAGEMENT – RISK MANAGEMENT
LICENCES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – ARRANGEMENTS PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT TECHNOLOGY & TELECOMMUNICATIONS - AUTHORISATION
LITIGATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – CONTRACTING-OUT LEGAL SERVICES – LITIGATION
LOGOS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – CORPORATE STYLE

M

MAIL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT - DISTRIBUTION	
MAINTENANCE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT – MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	
MAINTENANCE CONTRACTS (SEE SERVICE AGREEMENTS)		
MANUALS (see PROCEDURES)		
MARKETING & PROMOTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION	
MEDIA RELATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MEDIA RELATIONS	
MEETINGS (SEE ALSO COMMITTEES)	LOCAL GOVERNMENT COMMONWEALTH GRANTS - MEETINGS	1.6
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – MEETINGS	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MEETINGS EQUIPMENT & STORES – MEETINGS FLEET MANAGEMENT – MEETINGS GOVERNMENT RELATIONS – MEETINGS INDUSTRIAL RELATIONS – MEETINGS LEGAL SERVICES – MEETINGS PROPERTY MANAGEMENT – MEETINGS PUBLISHING – MEETINGS STRATEGIC MANAGEMENT – MEETINGS TECHNOLOGY & TELECOMMUNICATIONS - MEETINGS	
MEMBERS OF PARLIAMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS - REPRESENTATIONS GOVERNMENT RELATIONS - VISITS	

MEMORANDA OF UNDERSTANDING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT – AGREEMENTS	
METADATA	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL	
METHODOLOGY	LOCAL GOVERNMENT GRANTS COMMISSION - REVIEWING	1.8
MICROFILMING	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DATA ADMINISTRATION	
MIGRATION (DATA)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DATA ADMINISTRATION	
MINISTERIAL BRIEFINGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS - EVENTS GOVERNMENT RELATIONS – ADVICE GOVERNMENT RELATIONS – EVENTS GOVERNMENT RELATIONS - REPORTING	
MINISTERIALS	LOCAL GOVERNMENT COMMONWEALTH GRANTS - ADVICE SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – REPRESENTATIONS	1.1
MINUTES (SEE COMMITTEES; MEETINGS)		
MODELLING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – MODELLING	
MONTHLY REPORTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT - REPORTING	
MOTOR VEHICLES (SEE FLEET MANAGEMENT)		
MOVEMENT CARDS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL	
MOVING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RELOCATION	

N

NATIONAL TRUST	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – ACQUISITION PROPERTY MANAGEMENT – CONSERVATION PROPERTY MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT - PLANNING
NETWORK:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS
- LIBRARIES (LINNET)	INFORMATION MANAGEMENT - COMMITTEES
- ACCESS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS ADMINISTRATION
- SECURITY	TECHNOLOGY & TELECOMMUNICATIONS – SECURITY
NEWSCUTTINGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MEDIA RELATIONS
NEWSLETTERS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – CORPORATE STYLE PUBLISHING – PRODUCTION
NEW WORKS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSTRUCTION
NOTIFICATIONS OF DESTRUCTIONS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL

O

**OCCUPATIONAL
HEALTH & SAFETY**

SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN
RESOURCE MANAGEMENT RECORDS

**OFFENCES (SEE
BREACHES;
BREAK-INS)**

**OFFICIAL
REPRESENTATION**

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – REPRESENTATIVES
GOVERNMENT RELATIONS - REPRESENTATIVES

ONLINE SERVICES

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – ACQUISITION

OPENINGS

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – EVENTS

**OPERATING MANUALS
(SEE PROCEDURES)**

**OUT-SOURCING (SEE
CONTRACTING-OUT)**

P

PAINTING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE
PARKING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT - AUTHORISATION PROPERTY MANAGEMENT – INFRINGEMENTS
PARLIAMENTARY:	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS
- INQUIRIES	GOVERNMENT RELATIONS - INQUIRIES
- QUESTIONS	COMMUNITY RELATIONS – REPRESENTATIONS
- SPEECHES	GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION
PASSENGERS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – AUTHORISATION
PASSWORDS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – SECURITY
PATENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INFRINGEMENTS LEGAL SERVICES – INTELLECTUAL PROPERTY
PERFORMANCE MANAGEMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT – PERFORMANCE MANAGEMENT
PERIOD CONTRACTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – ADVICE PROPERTY MANAGEMENT - ADVICE
PERSONAL INFORMATION (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)	
PERSONNEL	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
PEST CONTROL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE

PETTY CASH	SEE GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS
PHOTOGRAPHS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EVENTS GOVERNMENT RELATIONS - EVENTS
PLANNING	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PLANNING SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PLANNING EQUIPMENT & STORES – PLANNING FLEET MANAGEMENT – PLANNING GOVERNMENT RELATIONS – PLANNING INDUSTRIAL RELATIONS – PLANNING LEGAL SERVICES – PLANNING PROPERTY MANAGEMENT – PLANNING PUBLISHING – PLANNING STRATEGIC MANAGEMENT – PLANNING TECHNOLOGY & TELECOMMUNICATIONS - PLANNING
POLICY (SEE ALSO INSURANCE)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – POLICY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – POLICY EQUIPMENT & STORES – POLICY FLEET MANAGEMENT – POLICY GOVERNMENT RELATIONS – POLICY INDUSTRIAL RELATIONS – POLICY LEGAL SERVICES – POLICY PROPERTY MANAGEMENT – POLICY PUBLISHING – POLICY STRATEGIC MANAGEMENT – POLICY TECHNOLOGY & TELECOMMUNICATIONS - POLICY
POSTAL SERVICE (SEE MAIL)	
PRESENTATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - PRESENTATIONS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS - PRESENTATIONS

PRESERVATION: - RECORDS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONSERVATION
- BUILDINGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT - CONSERVATION
PRESS (SEE MEDIA)	
PRIME MINISTER	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – VISITS
PRINTING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING - PRODUCTION
PRIVACY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PRIVACY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY
PRIVACY COMPLAINTS (SEE INFORMATION ACCESS REQUESTS, INFORMATION CORRECTION REQUESTS OR PROTECTION OF PRIVACY)	
PROCEDURES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PROCEDURES
PROCEDURES (cont^d)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PROCEDURES EQUIPMENT & STORES – PROCEDURES FLEET MANAGEMENT – PROCEDURES GOVERNMENT RELATIONS – PROCEDURES INDUSTRIAL RELATIONS – PROCEDURES LEGAL SERVICES – PROCEDURES PROPERTY MANAGEMENT – PROCEDURES PUBLISHING - PROCEDURES STRATEGIC MANAGEMENT - PROCEDURES TECHNOLOGY & TELECOMMUNICATIONS - PROCEDURES PROPERTY MANAGEMENT - SECURITY
- SECURITY	

PROCEEDINGS (CONFERENCE)	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONFERENCES SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONFERENCES GOVERNMENT RELATIONS - CONFERENCES
PROCUREMENT REVIEW BOARD	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – TENDERING FLEET MANAGEMENT – TENDERING PROPERTY MANAGEMENT – TENDERING PUBLISHING – TENDERING TECHNOLOGY & TELECOMMUNICATIONS - TENDERING
PRODUCTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – PRODUCTION
PROJECT DEVELOPMENT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PROJECT DEVELOPMENT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PROJECT DEVELOPMENT GOVERNMENT RELATIONS – PROJECT DEVELOPMENT STRATEGIC MANAGEMENT – PROJECT DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – PROJECT DEVELOPMENT
PROJECT MANAGEMENT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – PROJECT MANAGEMENT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PROJECT MANAGEMENT GOVERNMENT RELATIONS – PROJECT MANAGEMENT STRATEGIC MANAGEMENT – PROJECT MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – PROJECT MANAGEMENT
PROMOTION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION PUBLISHING – MARKETING & PROMOTION SEE ALSO GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
PROOF-READING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – PRODUCTION
PROPERTY ACCESS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – SECURITY

PROTECTION:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS
-PRIVACY	INFORMATION MANAGEMENT – PRIVACY
-SECURITY	INFORMATIONA MANAGEMENT - SECURITY
PROTECTION OF PRIVACY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ENQUIRIES INFORMATION MANAGEMENT - INQUIRIES INFORMATION MANAGEMENT - PLANNING INFORMATION MANAGEMENT -POLICY INFORMATION MANAGEMENT - PROCEDURES INFORMATION MANAGEMENT - REPORTING INFORMATION MANAGEMENT - REVIEWING
PUBLICATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DISPOSAL SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – ADVICE PUBLISHING – COMPLIANCE PUBLISHING – ENQUIRIES PUBLISHING – PRODUCTION PUBLISHING - REPORTING
PUBLIC ENQUIRIES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ENQUIRIES SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – ENQUIRIES PUBLISHING - ENQUIRIES
PUBLIC HEARINGS	LOCAL GOVERNMENT COMMONWEALTH GRANTS - MEETINGS
PUBLICITY	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONFERENCES COMMUNITY RELATIONS – EVENTS COMMUNITY RELATIONS – EXTENSION SERVICES COMMUNITY RELATIONS – TRAINING GOVERNMENT RELATIONS – CONFERENCES GOVERNMENT RELATIONS – EVENTS
PUBLIC VISITORS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS - VISITS

Q

**QUALITY (SEE
COMPLIANCE;
STANDARDS)**

QUESTIONNAIRES

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – RESEARCH

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – CLIENT SERVICE
COMMUNITY RELATIONS – ENQUIRIES
COMMUNITY RELATIONS – RESEARCH
GOVERNMENT RELATIONS – CLIENT SERVICE
GOVERNMENT RELATIONS – RESEARCH
INDUSTRIAL RELATIONS – RESEARCH
LEGAL SERVICES – RESEARCH
PUBLISHING – RESEARCH
STRATEGIC MANAGEMENT – RESEARCH
TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH

QUESTIONS:

**- PARLIAMENTARY
- PUBLIC**

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – REPRESENTATIONS
COMMUNITY RELATIONS - ENQUIRIES

**QUOTES (SEE
ACQUISITION)**

R

RECEIPTS:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS	
- classified material	INFORMATION MANAGEMENT - SECURITY	
- equipment	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS	
- MAIL	EQUIPMENT & STORES - DISTRIBUTION INFORMATION MANAGEMENT – CONTROL SEE ALSO GENERAL DISPOSAL SCHEDULE FOR FINANCIAL MANAGEMENT RECORDS	
RECOMMENDATIONS	LOCAL GOVERNMENT COMMONWEALTH GRANTS – ADVICE	1.1
	LOCAL GOVERNMENT COMMONWEALTH GRANTS – REPORTING	1.7
	LOCAL GOVERNMENT COMMONWEALTH GRANTS - REVIEWING	1.8
	LOCAL GOVERNMENT COMMONWEALTH GRANTS - SUBMISSIONS	1.9
RECORDS MANAGEMENT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – COMPLIANCE INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT - DISPOSAL INFORMATION MANAGEMENT – EVALUATION INFORMATION MANAGEMENT - IMPLEMENTATION INFORMATION MANAGEMENT – POLICY INFORMATION MANAGEMENT – PROCEDURES INFORMATION MANAGEMENT - SECURITY	
RECRUITMENT	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS	
REFURBISHMENT	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – FIT-OUTS	
REGISTERED MAIL	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL	
REGISTERS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - CONTROL	
REGISTRATION CARDS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL	
REGULATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – LEGISLATION STRATEGIC MANAGEMENT - LEGISLATION	

RELOCATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RELOCATION	
REMOVALS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RELOCATION	
RENTAL (SEE LEASING; LEASING-OUT)		
REPAIRS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – MAINTENANCE FLEET MANAGEMENT - MAINTENANCE PROPERTY MANAGEMENT – MAINTENANCE TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE	
REPORTING	LOCAL GOVERNMENT COMMONWEALTH GRANTS - REPORTING	1.7
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – REPORTING	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REPORTING EQUIPMENT & STORES – REPORTING FLEET MANAGEMENT – REPORTING GOVERNMENT RELATIONS – REPORTING INDUSTRIAL RELATIONS – REPORTING LEGAL SERVICES – REPORTING PROPERTY MANAGEMENT – REPORTING PUBLISHING – REPORTING STRATEGIC MANAGEMENT – REPORTING TECHNOLOGY & TELECOMMUNICATIONS - REPORTING	
REPRESENTATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REPRESENTATIONS GOVERNMENT RELATIONS - REPRESENTATIONS	
REPRESENTATIVES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES	

REQUESTS:	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS
- ACCESS TO INFORMATION	INFORMATION MANAGEMENT - ENQUIRIES
CORRECTION OF INFORMATION	INFORMATION MANAGEMENT - ENQUIRIES
- PROTECTION OF PRIVACY	INFORMATION MANAGEMENT - ENQUIRIES
- FOR INFORMATION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – ENQUIRIES COMMUNITY RELATIONS – RESEARCH INFORMATION MANAGEMENT - RESEARCH PUBLISHING – ENQUIRIES STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH
- FOR TENDER (SEE TENDERING)	
REQUISITIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISTRIBUTION
RESEARCH	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – RESEARCH
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – RESEARCH GOVERNMENT RELATIONS – RESEARCH INDUSTRIAL RELATIONS – RESEARCH LEGAL SERVICES – RESEARCH PUBLISHING – RESEARCH STRATEGIC MANAGEMENT – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH
RESPONSE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REPRESENTATIONS GOVERNMENT RELATIONS – LEGISLATION LEGAL SERVICES – INQUIRIES STRATEGIC MANAGEMENT – LEGISLATION STRATEGIC MANAGEMENT – SUBMISSIONS
RESTORATION	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONSERVATION
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – CONSERVATION
RESTRICTED AREAS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – SECURITY

RESUBMIT REGISTER	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTROL	
RETENTION SCHEDULE (SEE DISPOSAL SCHEDULE)		
REVIEWING	LOCAL GOVERNMENT COMMONWEALTH GRANTS - REVIEWING	1.8
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – REVIEWING	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REVIEWING EQUIPMENT & STORES – REVIEWING GOVERNMENT RELATIONS – REVIEWING LEGAL SERVICES – REVIEWING STRATEGIC MANAGEMENT – REVIEWING TECHNOLOGY & TELECOMMUNICATIONS – REVIEWING	
RISK MANAGEMENT	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – RISK MANAGEMENT	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – RISK MANAGEMENT STRATEGIC MANAGEMENT – RISK MANAGEMENT TECHNOLOGY & TELECOMMUNICATIONS – RISK MANAGEMENT	
ROYAL COMMISSION	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INQUIRIES STRATEGIC MANAGEMENT - AGREEMENTS	
ROYALTIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INTELLECTUAL PROPERTY	
ROYALTY	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – VISITS	

S

SAFES	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - SECURITY
SALARIES	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS
SALE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL
SCANNING	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – DATA ADMINISTRATION
SECURITY	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – SECURITY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY TECHNOLOGY & TELECOMMUNICATIONS - SECURITY
SECURITY PASSES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – SECURITY
SEMINARS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - PRESENTATIONS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS - PRESENTATIONS
SERVICE AGREEMENTS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTRACTING-OUT SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – CONTRACTING-OUT EQUIPMENT & STORES – CONTRACTING-OUT FLEET MANAGEMENT – CONTRACTING-OUT LEGAL SERVICES – CONTRACTING-OUT PROPERTY MANAGEMENT – CONTRACTING-OUT PUBLISHING – CONTRACTING-OUT STRATEGIC MANAGEMENT – CONTRACTING-OUT TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING- OUT

SERVICE LEVEL AGREEMENTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – AGREEMENTS
SHOWS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – EXTENSION SERVICES
SOCIAL FUNCTIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – FUNCTIONS (social)
SOFTWARE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION TECHNOLOGY & TELECOMMUNICATIONS – INTELLECTUAL PROPERTY
SPEECHES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – PRESENTATIONS GOVERNMENT RELATIONS – LEGISLATION GOVERNMENT RELATIONS – PRESENTATIONS STRATEGIC MANAGEMENT - LEGISLATION
STAFF	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS

STANDARDS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – COMPLIANCE
INFORMATION MANAGEMENT – INSPECTIONS
INFORMATION MANAGEMENT – RESEARCH
INFORMATION MANAGEMENT – STANDARDS

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS - RESEARCH
EQUIPMENT & STORES – COMPLIANCE
GOVERNMENT RELATIONS – COMPLIANCE
GOVERNMENT RELATIONS – RESEARCH
INDUSTRIAL RELATIONS – COMPLIANCE
INDUSTRIAL RELATIONS – RESEARCH
LEGAL SERVICES – COMPLIANCE
LEGAL SERVICES – INFRINGEMENTS
LEGAL SERVICES – RESEARCH
PROPERTY MANAGEMENT – COMPLIANCE
PUBLISHING – COMPLIANCE
PUBLISHING – RESEARCH
STRATEGIC MANAGEMENT – COMPLIANCE
STRATEGIC MANAGEMENT – IMPLEMENTATION
STRATEGIC MANAGEMENT – RESEARCH
STRATEGIC MANAGEMENT – STANDARDS
TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE
TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH
TECHNOLOGY & TELECOMMUNICATIONS - STANDARDS

STATIONERY:

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
EQUIPMENT & STORES - ACQUISITION
PUBLISHING – CORPORATE STYLE

**- ACQUISITION
- DESIGN**

STATISTICS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – REPORTING
INFORMATION MANAGEMENT – RESEARCH

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS - RESEARCH
COMMUNITY RELATIONS – SUBMISSIONS
EQUIPMENT & STORES – REPORTING
FLEET MANAGEMENT – REPORTING
GOVERNMENT RELATIONS – RESEARCH
INDUSTRIAL RELATIONS – RESEARCH
LEGAL SERVICES – REPORTING
LEGAL SERVICES – RESEARCH
PROPERTY MANAGEMENT – REPORTING
PUBLISHING – RESEARCH
STRATEGIC MANAGEMENT – RESEARCH
TECHNOLOGY & TELECOMMUNICATIONS – REPORTING
TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH

**STATUTES (SEE
LEGISLATION)**

STOCKTAKE	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – STOCKTAKE	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – STOCKTAKE	
STORAGE	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – CONTRACTING-OUT INFORMATION MANAGEMENT – CONTROL INFORMATION MANAGEMENT – DISPOSAL INFORMATION MANAGEMENT - SECURITY	
STRATEGIC PLAN	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS STRATEGIC MANAGEMENT - PLANNING	
STRIKES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – DISPUTES	
STYLE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PUBLISHING – CORPORATE STYLE	
SUBMISSIONS	LOCAL GOVERNMENT COMMONWEALTH GRANTS - SUBMISSIONS	1.9
	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – SUBMISSIONS	
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – SUBMISSIONS LEGAL SERVICES – SUBMISSIONS PROPERTY MANAGEMENT – SUBMISSIONS STRATEGIC MANAGEMENT – SUBMISSIONS TECHNOLOGY & TELECOMMUNICATIONS - SUBMISSIONS GOVERNMENT RELATIONS - SUBMISSIONS	
- CABINET		
SUBPOENAS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – INQUIRIES LEGAL SERVICES – INQUIRIES LEGAL SERVICES - LITIGATION	
SUBSCRIPTIONS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – ACQUISITION	
SURVEILLANCE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – SECURITY	

SURVEYS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – RESEARCH

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – CLIENT SERVICE
COMMUNITY RELATIONS – RESEARCH
GOVERNMENT RELATIONS – CLIENT SERVICE
GOVERNMENT RELATIONS – RESEARCH
INDUSTRIAL RELATIONS - RESEARCH
LEGAL SERVICES – RESEARCH
PUBLISHING – RESEARCH
STRATEGIC MANAGEMENT – CLIENT SERVICE
STRATEGIC MANAGEMENT – RESEARCH
TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH

SYSTEMS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – DATA ADMINISTRATION
INFORMATION MANAGEMENT – EVALUATION
INFORMATION MANAGEMENT – IMPLEMENTATION
INFORMATION MANAGEMENT – INSPECTIONS
INFORMATION MANAGEMENT – SECURITY

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
*TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION
DEVELOPMENT*
TECHNOLOGY & TELECOMMUNICATIONS – AUDIT
TECHNOLOGY & TELECOMMUNICATIONS – COMMITTEES
TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION
TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION
TECHNOLOGY & TELECOMMUNICATIONS – MODELLING
TECHNOLOGY & TELECOMMUNICATIONS – SECURITY
TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS
ADMINISTRATION

**SYSTEMS
ADMINISTRATION**

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS
ADMINISTRATION

T

TECHNICAL MANUALS (SEE PROCEDURES)

TECHNICAL MODELS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS – MODELLING

TELEPHONES (SEE TECHNOLOGY & TELECOMMUNICATIONS)

TENANCY AGREEMENTS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PROPERTY MANAGEMENT – LEASING
PROPERTY MANAGEMENT – LEASING-OUT

TENDERING SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – TENDERING

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
EQUIPMENT & STORES – TENDERING
FLEET MANAGEMENT – TENDERING
PROPERTY MANAGEMENT – TENDERING
PUBLISHING – TENDERING
TECHNOLOGY & TELECOMMUNICATIONS – TENDERING

TENDERS (SEE TENDERING)

TESTING SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION
DEVELOPMENT
TECHNOLOGY & TELECOMMUNICATIONS – MODELLING

THANKS (LETTERS OF) SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – CLIENT SERVICE
GOVERNMENT RELATIONS – CLIENT SERVICE
STRATEGIC MANAGEMENT – CLIENT SERVICE

THEFTS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
EQUIPMENT & STORES – SECURITY
PROPERTY MANAGEMENT - SECURITY

THESAURUS SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – CONTROL

TITLE DEEDS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE

	RECORDS PROPERTY MANAGEMENT – ACQUISITION.	
TOURS (SEE VISITS)		
TOXIC WASTE	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT – MAINTENANCE	
TRADEMARKS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INTELLECTUAL PROPERTY	
TRADE SECRETS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS LEGAL SERVICES – INTELLECTUAL PROPERTY	
TRAINING	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS	
- EXTERNAL GROUPS	COMMUNITY RELATIONS – TRAINING	
- STAFF	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS	
TRANSCRIPTS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – INQUIRIES LEGAL SERVICES - INQUIRIES	
TRANSFERS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - DISPOSAL	
TRANSPORT (SEE FLEET MANAGEMENT)		
TRAVEL	LOCAL GOVERNMENT COMMONWEALTH GRANTS – VISITS	1.10
	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – ARRANGEMENTS GOVERNMENT RELATIONS – VISITS	

U

UNAUTHORISED ACCESS

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PROPERTY MANAGEMENT – SECURITY
TECHNOLOGY & TELECOMMUNICATIONS – SECURITY

UNIFORMS

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
EQUIPMENT & STORES – ALLOCATION

URL ADDRESSES

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PUBLISHING – COMPLIANCE

USER MANUALS (SEE PROCEDURES)

V

VACANCIES	SEE GENERAL DISPOSAL SCHEDULE FOR HUMAN RESOURCE MANAGEMENT RECORDS	
VALUATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – DISPOSAL FLEET MANAGEMENT – DISPOSAL PROPERTY MANAGEMENT – DISPOSAL TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL	
VANDALISM	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – SECURITY PROPERTY MANAGEMENT – SECURITY	
VEHICLE HIRE (SEE FLEET MANAGEMENT)		
VEHICLE MAINTENANCE LOGS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT - MAINTENANCE	
VEHICLE RUNNING SHEETS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS FLEET MANAGEMENT – REPORTING	
VENDORS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – ACQUISITION	
VENUE BOOKINGS (SEE COMMITTEES; CONFERENCES; TRAINING)		
VERSION CONTROL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS TECHNOLOGY & TELECOMMUNICATIONS – CONTROL	
VEXATIOUS APPLICANTS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT - AUTHORISATION	
VIDEOS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – MARKETING & PROMOTION	
VIP's (SEE DIGNITARIES)		
VISITS	LOCAL GOVERNMENT COMMONWEALTH GRANTS – VISITS SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – VISITS GOVERNMENT RELATIONS – VISITS	1.10

VITAL RECORDS

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – RISK MANAGEMENT

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS – RISK
MANAGEMENT

VOICE-MAIL

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS – SYSTEMS
ADMINISTRATION

W

WASTE REMOVAL	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT - MAINTENANCE
WEBSITES (SEE INTERNET)	
WHOLE OF GOVERNMENT SOLUTIONS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – POLICY SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – POLICY INDUSTRIAL RELATIONS – POLICY TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION TECHNOLOGY & TELECOMMUNICATIONS – POLICY
WORKING PAPERS	SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – RESEARCH INFORMATION MANAGEMENT – REVIEWING SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – RESEARCH COMMUNITY RELATIONS – REVIEWING COMMUNITY RELATIONS – SUBMISSIONS EQUIPMENT & STORES – REVIEWING GOVERNMENT RELATIONS – LEGISLATION GOVERNMENT RELATIONS – RESEARCH GOVERNMENT RELATIONS – REVIEWING INDUSTRIAL RELATIONS – RESEARCH LEGAL SERVICES – RESEARCH LEGAL SERVICES – REVIEWING PUBLISHING – RESEARCH PUBLISHING – REVIEWING STRATEGIC MANAGEMENT – LEGISLATION STRATEGIC MANAGEMENT – RESEARCH STRATEGIC MANAGEMENT – REVIEWING TECHNOLOGY & TELECOMMUNICATIONS – RESEARCH TECHNOLOGY & TELECOMMUNICATIONS - REVIEWING
WORKING PARTIES	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS COMMUNITY RELATIONS – REPRESENTATIVES GOVERNMENT RELATIONS - REPRESENTATIVES
WORKPLACE RELATIONS	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS INDUSTRIAL RELATIONS – COMMITTEES

WORKS (BUILDING)	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS PROPERTY MANAGEMENT - CONSTRUCTION
WRITE-OFF	SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES - DISPOSAL FLEET MANAGEMENT - DISPOSAL

Y

**YEAR 2000
REMEDATION**

**SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PROPERTY MANAGEMENT - COMPLIANCE
TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE**



DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES