

**Records Disposal Schedule
Arts Development Records**

**Department of Natural Resources
Environment and the Arts**

Disposal Schedule No. 2007/3

January 2007

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/>

| | |
|-------------------------------------|----------|
| TABLE OF CONTENTS | 1 |
| ABOUT THIS DISPOSAL SCHEDULE | 2 |
| Purpose | 2 |
| Scope | 2 |
| Regulatory Framework | 2 |
| Related Documents | 2 |
| Responsibility | 3 |
| Authority | 3 |
| Explanation | 3 |
| NT Government Disposal Schedules | 3 |
| Sentencing Records | 3 |
| Normal Administrative Practice | 4 |
| Notification of Destruction | 4 |
| Acknowledgment | 4 |
| Compliance | 5 |
| Compliance Checklist | 5 |
| 1. ARTS DEVELOPMENT | |
| 1.1 ADVICE | 6 |
| 1.2 AGREEMENTS | 7 |
| 1.3 COMMITTEES | 8 |
| 1.4 EVALUATION | 9 |
| 1.5 GRANT ALLOCATION | 10 |
| 1.6 JOINT VENTURES | 11 |
| 1.7 LIAISON | 12 |
| 1.8 POLICY | 13 |
| 1.9 RESEARCH | 14 |

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Arts Development records of the Department of Natural Resources Environment and the Arts.

Scope

Application of this Disposal Schedule is mandatory for records created by the Department of Natural Resources Environment and the Arts relating to the Arts Development function.

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

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

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

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Local Government, Housing and Sport
- ▶ current authorised disposal schedules for Department of Natural Resources Environment and the Arts

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

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

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

Responsibility

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 Natural Resources Environment and the Arts.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of Natural Resources Environment and the Arts January 2007 and is effective immediately.

Explanation

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

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

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to 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 Natural Resources Environment and the Arts 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.



ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

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 comments on proposed public policy and/or community strategies formulated by other public sector organisations and/or local governing bodies in relation to arts development in the Northern Territory. | TEMPORARY Destroy 10 years after action completed |
| 1.1.2 | Records documenting advice and opinions given or received regarding arts development in the Northern Territory. | TEMPORARY Destroy 3 years after action completed |

Use GOVERNMENT RELATIONS – ADVICE where the organisation is responding to the government's request for advice or comments.

Use LEGAL SERVICES – ADVICE for legal advice furnished to the organisation by external or internal sources.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.2 AGREEMENTS

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

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.2.1 | Records documenting the development and/or review of funding agreements in relation to the arts development function, for example the Regional Arts Australia Funding Agreement. Includes signed agreement. | PERMANENT Transfer to 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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.3 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 |
|-----------|---|---|
| 1.3.1 | Records documenting committees convened by the agency to consider matters regarding policy development and/or implementation of NT Government strategies in relation to arts development in the Northern Territory. Includes: <ul style="list-style-type: none">• agenda• documents establishing the committee• final version of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers | PERMANENT Transfer to NT Archives Service 4 years after action completed |
| 1.3.2 | Records documenting membership of committees not convened by the agency formed to consider matters relating to the arts development function. Includes: <ul style="list-style-type: none">• agenda• documents establishing the committee• final version of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers | TEMPORARY Destroy 5 years after committees or membership dissolved |

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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.4 EVALUATION

The process of determining the suitability of potential or existing personnel; programs; systems; services; or items of equipment in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.4.1 | Records documenting the evaluation of potential services, systems and/or events on behalf of or in-conjunction with external organisations in relation to the arts development function. May include analysis of business processes. | TEMPORARY Destroy 7 years after evaluation completed |

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.5 GRANT ALLOCATION

The process of administering the provision of grants to other organisations, individuals or groups.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.5.1 | Records documenting decision making process in relation to arts development throughout the Northern Territory. Includes Assessment Report compiled after each round of funding. | PERMANENT Transfer to NT Archives Service 4 years after action completed |
| 1.5.2 | Records documenting the distribution of grants to individuals, groups and organisations that provide financial support for arts and cultural activities throughout the Northern Territory where the grant is not acquitted. Includes applications, payment approvals, progress reports and financial statements. Also includes funding agreements. | TEMPORARY Destroy 10 years after grant allocated |
| 1.5.3 | Records documenting the distribution of grants to individuals, groups and organisations that provide financial support for arts and cultural activities throughout the Northern Territory where the grant is acquitted. Includes applications, payment approvals, progress reports, financial statements and acquittal information. Also includes funding agreements. | TEMPORARY Destroy 7 years after grant acquitted |
| 1.5.4 | Records documenting applications by individuals and organisations seeking access to financial support for arts related and cultural activities where the application is unsuccessful, cancelled or withdrawn. | TEMPORARY Destroy 2 years after application not approved, cancelled or withdrawn |
| | Use GRANT FUNDING for the activities associated with the organisation applying for grants. | |
| | Use COMMUNITY RELATIONS – GRANT FUNDING for grant applications made by the organisation for non-government funding. | |
| | Use STRATEGIC MANAGEMENT – GRANT FUNDING for the overall management of grant applications made by the organisation. | |

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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.6 JOINT VENTURES

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.6.1 | Records documenting management of arts focused joint operations between the organisation and other public sector organisations private sector organisations and/or community groups, where there is joint contribution of funds and/or time. | PERMANENT Transfer to the NT Archives Service 4 years after joint venture 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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.7 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 |
|-----------|--|---|
| 1.7.1 | Records documenting contact with other public sector organisations, local governing bodies, professional associations, private sector organisations, community groups and individuals in relation to the arts development in 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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.8 POLICY

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

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.8.1 | Records documenting the formulation, evaluation and review of arts development policy within the Northern Territory. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and the final policy document. | 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.

ARTS DEVELOPMENT

The function of supporting and developing the artistic and cultural potential of the Territory through policy development, financial and operational support and advice to the arts sector to ensure Territorians have access to a variety of arts and cultural activities.

1.9 RESEARCH

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

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.9.1 | Records documenting research of arts focused initiatives, activities and/or events in other jurisdictions and/or organisations. | 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.

Index
Disposal Schedule
Arts Development Records

Disposal Schedule No. 2007/3

A

| | |
|--|---|
| ACCESS TO: | SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS |
| - RECORDS | INFORMATION MANAGEMENT – AUTHORISATION |
| | SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS |
| - PREMISES | PROPERTY MANAGEMENT - SECURITY |
| - SYSTEMS | 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) | ARTS DEVELOPMENT - ADVICE 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 | 1.1 |
| AGENDA (SEE COMMITTEES; MEETINGS) | | |
| AGREEMENTS: | ARTS DEVELOPMENT - AGREEMENTS | 1.2 |
| - CONFIDENTIALITY - GENERAL | SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS INFORMATION MANAGEMENT – AGREEMENTS INFORMATION MANAGEMENT – CONTRACTING OUT | |
| - CONTRACTS | SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS 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 | |
| - SERVICING - SERVICE LEVEL AGREEMENTS | PROPERTY MANAGEMENT – LEASING PROPERTY MANAGEMENT – LEASING-OUT 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: - LIBRARY | SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION MANAGEMENT RECORDS 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) | ARTS DEVELOPMENT - 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 | 1.3 |
| 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 | 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 | |
| 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 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
PROPERTY MANAGEMENT – CONTRACTING-OUT
TECHNOLOGY & TELECOMMUNICATIONS – CONTRACTING-
OUT

CONTRACTS SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT-TENDERING

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

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

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
TECHNOLOGY & TELECOMMUNICATIONS - CONTROL

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

CONVENTIONS (SEE
CONFERENCES)

COPYRIGHT SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
LEGAL SERVICES – INFRINGEMENTS
LEGAL SERVICES – INTELLECTUAL PROPERTY
PUBLISHING – INTELLECTUAL PROPERTY

| | |
|--------------------------------------|--|
| 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) | ARTS DEVELOPMENT - EVALUATION | 1.4 |
| | 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 ALLOCATION | ARTS DEVELOPMENT – GRANT ALLOCATION | 1.5 |
| 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 |
| - RECORDS | INFORMATION MANAGEMENT – INSPECTIONS |
| - EQUIPMENT | SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS EQUIPMENT & STORES – INSPECTIONS |
| - PROPERTY | TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE PROPERTY MANAGEMENT – INSPECTIONS |
| - TECHNOLOGY | PROPERTY MANAGEMENT - MAINTENANCE |
| - WORKPLACE | TECHNOLOGY & TELECOMMUNICATIONS – INSPECTIONS 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 | 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 | ARTS DEVELOPMENT – JOINT VENTURES | 1.6 |
| | 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 | ARTS DEVELOPMENT - LIAISON | 1.7 |
| | 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) | 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 |
| 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 | SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE RECORDS GOVERNMENT RELATIONS – REPRESENTATIONS |
| 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) | ARTS DEVELOPMENT - POLICY 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 | 1.8 |
| 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 |
| 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 |
| 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 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 | ARTS DEVELOPMENT - RESEARCH | 1.9 |
| | 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 | 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 | 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 | 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) | |

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