Records and Information Management Policy Appendix 2: Records Classification Guide

Classification Title	*Sub-Classification*

ASSESSMENT:

ASSESSMENT - ADVICE
ASSESSMENT - APPEALS
ASSESSMENT - ARRANGEMENTS
ASSESSMENT - COMMITTEES & MEETINGS
ASSESSMENT - PLANNING
ASSESSMENT - REPORTING
ASSESSMENT - RESULTS
ASSESSMENT - SUPERVISION

COLLECTIONS MANAGEMENT:

COLLECTIONS MANAGEMENT - ACQUISITION
COLLECTIONS MANAGEMENT - CONSERVATION
COLLECTIONS MANAGEMENT - CONTROL
COLLECTIONS MANAGEMENT - DISPOSAL
COLLECTIONS MANAGEMENT - DONATIONS
COLLECTIONS MANAGEMENT - EXHIBITIONS
COLLECTIONS MANAGEMENT - LOANS MANAGEMENT

COMMUNITY RELATIONS:

COMMUNITY RELATIONS - ACQUISITION
COMMUNITY RELATIONS - ADDRESSES
COMMUNITY RELATIONS - ADDRESSES (PRESENTATIONS)
COMMUNITY RELATIONS - AGREEMENTS
COMMUNITY RELATIONS - ARRANGEMENTS
COMMUNITY RELATIONS - CELEBRATIONS
COMMUNITY RELATIONS - CEREMONIES
COMMUNITY RELATIONS - COMMITTEES & MEETINGS
COMMUNITY RELATIONS - CONFERENCES
COMMUNITY RELATIONS - CONTRACTING-OUT
COMMUNITY RELATIONS - CUSTOMER SERVICE
COMMUNITY RELATIONS - DONATIONS
COMMUNITY RELATIONS - ENQUIRIES
COMMUNITY RELATIONS - EVALUATION
COMMUNITY RELATIONS - EXHIBITIONS
COMMUNITY RELATIONS - FEEDBACK & COMPLAINTS
COMMUNITY RELATIONS - FUNCTIONS (SOCIAL)
COMMUNITY RELATIONS - GRANT FUNDING
COMMUNITY RELATIONS - GREETINGS
COMMUNITY RELATIONS - IMPLEMENTATION
COMMUNITY RELATIONS - JOINT VENTURES

COMMUNITY RELATIONS - LIAISON
COMMUNITY RELATIONS - MARKETING
COMMUNITY RELATIONS - MEDIA RELATIONS
COMMUNITY RELATIONS - PLANNING
COMMUNITY RELATIONS - POLICY
COMMUNITY RELATIONS - PROCEDURES
COMMUNITY RELATIONS - PUBLIC REACTION
COMMUNITY RELATIONS - REPORTING
COMMUNITY RELATIONS - REPRESENTATIVES
COMMUNITY RELATIONS - RESEARCH
COMMUNITY RELATIONS - REVIEWING
COMMUNITY RELATIONS - SUBMISSIONS
COMMUNITY RELATIONS - SUGGESTIONS
COMMUNITY RELATIONS - VISITS

COMPENSATION:

COMPENSATION - ACCIDENTS
COMPENSATION - ADVICE
COMPENSATION - AGREEMENTS
COMPENSATION - APPEALS (DECISIONS)
COMPENSATION - CASES
COMPENSATION - CLAIMS
COMPENSATION - COMMITTEES & MEETINGS
COMPENSATION - COMPLIANCE
COMPENSATION - INSURANCE
COMPENSATION - PAYMENTS
COMPENSATION - POLICY
COMPENSATION - PROCEDURES
COMPENSATION - REHABILITATION
COMPENSATION - REVIEWING

EQUIPMENT & STORES:

EQUIPMENT & STORES - ACQUISITION
EQUIPMENT & STORES - AGREEMENTS
EQUIPMENT & STORES - ALLOCATION
EQUIPMENT & STORES - ARRANGEMENTS
EQUIPMENT & STORES - AUDIT
EQUIPMENT & STORES - CLAIMS
EQUIPMENT & STORES - COMPLIANCE
EQUIPMENT & STORES - CONTRACTING-OUT
EQUIPMENT & STORES - DISPOSAL
EQUIPMENT & STORES - DISTRIBUTION
EQUIPMENT & STORES - EVALUATION
EQUIPMENT & STORES - FINANCIAL ASSISTANCE
EQUIPMENT & STORES - FURNITURE REUSE
EQUIPMENT & STORES - INSPECTIONS
EQUIPMENT & STORES - INSTALLATION
EQUIPMENT & STORES - INSURANCE
EQUIPMENT & STORES - INVENTORY
EQUIPMENT & STORES - LEASING

EQUIPMENT & STORES - LEASING-OUT
EQUIPMENT & STORES - MAINTENANCE
EQUIPMENT & STORES - POLICY
EQUIPMENT & STORES - PROCEDURES
EQUIPMENT & STORES - REPORTING
EQUIPMENT & STORES - REVIEWING
EQUIPMENT & STORES - SECURITY
EQUIPMENT & STORES - STOCKTAKE
EQUIPMENT & STORES - TENDERING

ESTABLISHMENT:

ESTABLISHMENT - COMMITTEES & MEETINGS
ESTABLISHMENT - EVALUATION
ESTABLISHMENT - PLANNING
ESTABLISHMENT - POLICY
ESTABLISHMENT - PROCEDURES
ESTABLISHMENT - REPORTING
ESTABLISHMENT - RESTRUCTURING
ESTABLISHMENT - REVIEWING
ESTABLISHMENT - VACANCIES
ESTABLISHMENT - VARIATIONS

FINANCIAL MANAGEMENT:

FINANCIAL MANAGEMENT - ACCOUNTING
FINANCIAL MANAGEMENT - ACQUISITION
FINANCIAL MANAGEMENT - ADVICE
FINANCIAL MANAGEMENT - AGREEMENTS
FINANCIAL MANAGEMENT - ALLOCATION
FINANCIAL MANAGEMENT - ASSET REGISTER
FINANCIAL MANAGEMENT - AUDIT
FINANCIAL MANAGEMENT - AUTHORISATION
FINANCIAL MANAGEMENT - BUDGETING
FINANCIAL MANAGEMENT - COMMITTEES & MEETINGS
FINANCIAL MANAGEMENT - COMPLIANCE
FINANCIAL MANAGEMENT - CONTRACTING-OUT
FINANCIAL MANAGEMENT - CORRUPTION
FINANCIAL MANAGEMENT - DONATIONS
FINANCIAL MANAGEMENT - EVALUATION
FINANCIAL MANAGEMENT - FINANCIAL ASSISTANCE
FINANCIAL MANAGEMENT - FINANCIAL STATEMENTS
FINANCIAL MANAGEMENT - GRANT FUNDING
FINANCIAL MANAGEMENT - INVENTORY
FINANCIAL MANAGEMENT - PAYMENTS
FINANCIAL MANAGEMENT - PLANNING
FINANCIAL MANAGEMENT - POLICY
FINANCIAL MANAGEMENT - PROCEDURES
FINANCIAL MANAGEMENT - REASONABLE ADJUSTMENT
FINANCIAL MANAGEMENT - REPORTING
FINANCIAL MANAGEMENT - REVIEWING
FINANCIAL MANAGEMENT - RISK MANAGEMENT

FINANCIAL MANAGEMENT - SALARIES
FINANCIAL MANAGEMENT - STANDARDS
FINANCIAL MANAGEMENT - TENDERING
FINANCIAL MANAGEMENT - TREASURY MANAGEMENT

FLEET MANAGEMENT:

FLEET MANAGEMENT - ACCIDENTS
FLEET MANAGEMENT - ACQUISITION
FLEET MANAGEMENT - ALLOWANCES
FLEET MANAGEMENT - ARRANGEMENTS
FLEET MANAGEMENT - AUTHORISATION
FLEET MANAGEMENT - CLAIMS
FLEET MANAGEMENT - COMMITTEES & MEETINGS
FLEET MANAGEMENT - COMPLIANCE
FLEET MANAGEMENT - CONTRACTING-OUT
FLEET MANAGEMENT - DISPOSAL
FLEET MANAGEMENT - INFRINGEMENTS
FLEET MANAGEMENT - INSURANCE
FLEET MANAGEMENT - LEASING
FLEET MANAGEMENT - LEASING-OUT
FLEET MANAGEMENT - MAINTENANCE
FLEET MANAGEMENT - PLANNING
FLEET MANAGEMENT - POLICY
FLEET MANAGEMENT - PROCEDURES
FLEET MANAGEMENT - REPORTING
FLEET MANAGEMENT - TENDERING

FUNDRAISING & PROMOTION:

FUNDRAISING & PROMOTION - CELEBRATIONS
FUNDRAISING & PROMOTION - COMMITTEES & MEETINGS
FUNDRAISING & PROMOTION - DONATIONS
FUNDRAISING & PROMOTION - ENQUIRIES
FUNDRAISING & PROMOTION - FOUNDATION MEMBERSHIP
FUNDRAISING & PROMOTION - FUNDRAISING
FUNDRAISING & PROMOTION - MARKETING
FUNDRAISING & PROMOTION - MEDIA RELATIONS
FUNDRAISING & PROMOTION - PLANNING
FUNDRAISING & PROMOTION - POLICY
FUNDRAISING & PROMOTION - REPORTING
FUNDRAISING & PROMOTION - SPONSORSHIP
FUNDRAISING & PROMOTION - VISITS

GOVERNMENT RELATIONS:

GOVERNMENT RELATIONS - ADDRESSES
GOVERNMENT RELATIONS - ADDRESSES (PRESENTATIONS)
GOVERNMENT RELATIONS - ADVICE
GOVERNMENT RELATIONS - AGREEMENTS
GOVERNMENT RELATIONS - AUTHORISATION
GOVERNMENT RELATIONS - COMMITTEES & MEETINGS
GOVERNMENT RELATIONS - COMPLIANCE
GOVERNMENT RELATIONS - IMPLEMENTATION

GOVERNMENT RELATIONS - INQUIRIES
GOVERNMENT RELATIONS - JOINT VENTURES
GOVERNMENT RELATIONS - LEGISLATION
GOVERNMENT RELATIONS - POLICY
GOVERNMENT RELATIONS - PROCEDURES
GOVERNMENT RELATIONS - REPORTING
GOVERNMENT RELATIONS - REPRESENTATIONS
GOVERNMENT RELATIONS - REPRESENTATIVES
GOVERNMENT RELATIONS - RESEARCH
GOVERNMENT RELATIONS - REVIEWING
GOVERNMENT RELATIONS - SUBMISSIONS
GOVERNMENT RELATIONS - VISITS

INDUSTRIAL RELATIONS:

INDUSTRIAL RELATIONS - ADVICE
INDUSTRIAL RELATIONS - AGREEMENTS
INDUSTRIAL RELATIONS - ALLOWANCES
INDUSTRIAL RELATIONS - APPEALS
INDUSTRIAL RELATIONS - APPEALS (DECISIONS)
INDUSTRIAL RELATIONS - CLAIMS
INDUSTRIAL RELATIONS - COMMITTEES & MEETINGS
INDUSTRIAL RELATIONS - COMPLIANCE
INDUSTRIAL RELATIONS - DISPUTES
INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING
INDUSTRIAL RELATIONS - GRIEVANCES
INDUSTRIAL RELATIONS - INDUSTRIAL ACTION
INDUSTRIAL RELATIONS - INSURANCE
INDUSTRIAL RELATIONS - PLANNING
INDUSTRIAL RELATIONS - POLICY
INDUSTRIAL RELATIONS - PROCEDURES
INDUSTRIAL RELATIONS - REPORTING
INDUSTRIAL RELATIONS - RESEARCH

INFORMATION MANAGEMENT:

INFORMATION MANAGEMENT - ACCESS & COPYING REQUESTS
INFORMATION MANAGEMENT - ACQUISITION
INFORMATION MANAGEMENT - ADVICE
INFORMATION MANAGEMENT - AGREEMENTS
INFORMATION MANAGEMENT - APPEALS
INFORMATION MANAGEMENT - APPEALS (DECISIONS)
INFORMATION MANAGEMENT - AUDIT
INFORMATION MANAGEMENT - AUTHORISATION
INFORMATION MANAGEMENT - CASES
INFORMATION MANAGEMENT - COLLECTION & ORGANISATION
INFORMATION MANAGEMENT - COMMITTEES & MEETINGS
INFORMATION MANAGEMENT - COMPLIANCE
INFORMATION MANAGEMENT - CONSERVATION
INFORMATION MANAGEMENT - CONTRACTING-OUT
INFORMATION MANAGEMENT - CONTROL
INFORMATION MANAGEMENT - CUSTOMER SERVICE

INFORMATION MANAGEMENT - DATA ADMINISTRATION
INFORMATION MANAGEMENT - DATABASE MANAGEMENT
INFORMATION MANAGEMENT - DISPOSAL
INFORMATION MANAGEMENT - DISTRIBUTION
INFORMATION MANAGEMENT - DONATIONS
INFORMATION MANAGEMENT - ENQUIRIES
INFORMATION MANAGEMENT - EVALUATION
INFORMATION MANAGEMENT - IMPLEMENTATION
INFORMATION MANAGEMENT - INSPECTIONS
INFORMATION MANAGEMENT - INTELLECTUAL PROPERTY
INFORMATION MANAGEMENT - INVENTORY
INFORMATION MANAGEMENT - MARKETING
INFORMATION MANAGEMENT - PLANNING
INFORMATION MANAGEMENT - POLICY
INFORMATION MANAGEMENT - PRIVACY
INFORMATION MANAGEMENT - PROCEDURES
INFORMATION MANAGEMENT - REPORTING
INFORMATION MANAGEMENT - RESEARCH
INFORMATION MANAGEMENT - REVIEWING
INFORMATION MANAGEMENT - RISK MANAGEMENT
INFORMATION MANAGEMENT - SECURITY
INFORMATION MANAGEMENT - STANDARDS
INFORMATION MANAGEMENT - SUGGESTIONS

LEGAL SERVICES:

LEGAL SERVICES - ADVICE
LEGAL SERVICES - AGREEMENTS
LEGAL SERVICES - CLAIMS
LEGAL SERVICES - COMMITTEES & MEETINGS
LEGAL SERVICES - COMPLIANCE
LEGAL SERVICES - CONTRACTING-OUT
LEGAL SERVICES - INFRINGEMENTS
LEGAL SERVICES - INQUIRIES
LEGAL SERVICES - INTELLECTUAL PROPERTY
LEGAL SERVICES - LITIGATION
LEGAL SERVICES - PLANNING
LEGAL SERVICES - POLICY
LEGAL SERVICES - PROCEDURES
LEGAL SERVICES - REPORTING
LEGAL SERVICES - RESEARCH
LEGAL SERVICES - REVIEWING
LEGAL SERVICES - SUBMISSIONS

LIBRARY MANAGEMENT:

LIBRARY MANAGEMENT - ACQUISITION
LIBRARY MANAGEMENT - AGREEMENTS
LIBRARY MANAGEMENT - AUDIT
LIBRARY MANAGEMENT - AWARDS (PRIZES)
LIBRARY MANAGEMENT - COLLECTION & ORGANISATION
LIBRARY MANAGEMENT - COMMITTEES & MEETINGS

LIBRARY MANAGEMENT - CONSERVATION
LIBRARY MANAGEMENT - CONTROL
LIBRARY MANAGEMENT - CUSTOMER SERVICE
LIBRARY MANAGEMENT - DATA ADMINISTRATION
LIBRARY MANAGEMENT - DATABASE MANAGEMENT
LIBRARY MANAGEMENT - DISPOSAL
LIBRARY MANAGEMENT - DONATIONS
LIBRARY MANAGEMENT - EVALUATION
LIBRARY MANAGEMENT - FUNCTIONS (SOCIAL)
LIBRARY MANAGEMENT - IMPLEMENTATION
LIBRARY MANAGEMENT - INTELLECTUAL PROPERTY
LIBRARY MANAGEMENT - INVENTORY
LIBRARY MANAGEMENT - JOINT VENTURES
LIBRARY MANAGEMENT - LIAISON
LIBRARY MANAGEMENT - LOANS MANAGEMENT
LIBRARY MANAGEMENT - MARKETING
LIBRARY MANAGEMENT - OUTREACH (JISC)
LIBRARY MANAGEMENT - PLANNING
LIBRARY MANAGEMENT - POLICY
LIBRARY MANAGEMENT - PROCEDURES
LIBRARY MANAGEMENT - REFORMATTING
LIBRARY MANAGEMENT - REVIEWING
LIBRARY MANAGEMENT - RISK MANAGEMENT
LIBRARY MANAGEMENT - SECURITY
LIBRARY MANAGEMENT - STANDARDS
LIBRARY MANAGEMENT - STOCKTAKE
LIBRARY MANAGEMENT - SUGGESTIONS
LIBRARY MANAGEMENT - TRAINING

OCCUPATIONAL HEALTH & SAFETY (OH&S):

OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS
OCCUPATIONAL HEALTH & SAFETY (OH&S) - APPEALS
OCCUPATIONAL HEALTH & SAFETY (OH&S) - AUDIT
OCCUPATIONAL HEALTH & SAFETY (OH&S) - CASES
OCCUPATIONAL HEALTH & SAFETY (OH&S) - CLAIMS
OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMMITTEES & MEETINGS
OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE
OCCUPATIONAL HEALTH & SAFETY (OH&S) - CONTRACTING-OUT
OCCUPATIONAL HEALTH & SAFETY (OH&S) - HEALTH PROMOTION
OCCUPATIONAL HEALTH & SAFETY (OH&S) - INSPECTIONS
OCCUPATIONAL HEALTH & SAFETY (OH&S) - PLANNING
OCCUPATIONAL HEALTH & SAFETY (OH&S) - POLICY
OCCUPATIONAL HEALTH & SAFETY (OH&S) - PROCEDURES
OCCUPATIONAL HEALTH & SAFETY (OH&S) - REPORTING
OCCUPATIONAL HEALTH & SAFETY (OH&S) - REPRESENTATIVES
OCCUPATIONAL HEALTH & SAFETY (OH&S) - RESEARCH
OCCUPATIONAL HEALTH & SAFETY (OH&S) - REVIEWING
OCCUPATIONAL HEALTH & SAFETY (OH&S) - RISK MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY (OH&S) - STANDARDS

PERSONNEL:

PERSONNEL - ALLOWANCES
PERSONNEL - APPEALS (DECISIONS)
PERSONNEL - ARRANGEMENTS
PERSONNEL - AUTHORISATION
PERSONNEL - COMMITTEES & MEETINGS
PERSONNEL - COMPLIANCE
PERSONNEL - CONTRACTING-OUT
PERSONNEL - COUNSELLING
PERSONNEL - DISCIPLINE
PERSONNEL - EMPLOYMENT CONDITIONS
PERSONNEL - EVALUATION
PERSONNEL - GRIEVANCES
PERSONNEL - INFRINGEMENTS
PERSONNEL - INSURANCE
PERSONNEL - LEAVE
PERSONNEL - MARKETING
PERSONNEL - PERFORMANCE MANAGEMENT
PERSONNEL - PLANNING
PERSONNEL - POLICY
PERSONNEL - PROCEDURES
PERSONNEL - RECOGNITION OF SERVICE
PERSONNEL - RECRUITMENT
PERSONNEL - REPORTING
PERSONNEL - REPRESENTATIVES
PERSONNEL - SALARIES
PERSONNEL - SECURITY
PERSONNEL - SEPARATIONS
PERSONNEL - SOCIAL CLUBS
PERSONNEL - SUGGESTIONS

PROPERTY MANAGEMENT:

PROPERTY MANAGEMENT - ACQUISITION
PROPERTY MANAGEMENT - ARRANGEMENTS
PROPERTY MANAGEMENT - AUDIT
PROPERTY MANAGEMENT - CASES
PROPERTY MANAGEMENT - CLAIMS
PROPERTY MANAGEMENT - COMMEMORATIVE PLAQUES
PROPERTY MANAGEMENT - COMMITTEES & MEETINGS
PROPERTY MANAGEMENT - COMPLIANCE
PROPERTY MANAGEMENT - CONSERVATION
PROPERTY MANAGEMENT - CONSTRUCTION
PROPERTY MANAGEMENT - CONTRACTING-OUT
PROPERTY MANAGEMENT - CONTRACTS
PROPERTY MANAGEMENT - DISPOSAL
PROPERTY MANAGEMENT - EVALUATION
PROPERTY MANAGEMENT - FIT-OUTS
PROPERTY MANAGEMENT - FLORA & FAUNA MANAGEMENT
PROPERTY MANAGEMENT - INSPECTIONS

PROPERTY MANAGEMENT - INSTALLATION
PROPERTY MANAGEMENT - INSURANCE
PROPERTY MANAGEMENT - LEASING
PROPERTY MANAGEMENT - LEASING-OUT
PROPERTY MANAGEMENT - MAINTENANCE
PROPERTY MANAGEMENT - MAPS
PROPERTY MANAGEMENT - MOVING
PROPERTY MANAGEMENT - PLANNING
PROPERTY MANAGEMENT - POLICY
PROPERTY MANAGEMENT - PROCEDURES
PROPERTY MANAGEMENT - REPORTING
PROPERTY MANAGEMENT - RISK MANAGEMENT
PROPERTY MANAGEMENT - SECURITY
PROPERTY MANAGEMENT - TENDERING
PROPERTY MANAGEMENT - TRAFFIC MANAGEMENT
PROPERTY MANAGEMENT - USAGE

PUBLICATION:

PUBLICATION - AGREEMENTS
PUBLICATION - AUTHORISATION
PUBLICATION - COMMITTEES & MEETINGS
PUBLICATION - COMPLIANCE
PUBLICATION - CORPORATE STYLE
PUBLICATION - DISTRIBUTION
PUBLICATION - DRAFTING
PUBLICATION - ENQUIRIES
PUBLICATION - EVALUATION
PUBLICATION - INTELLECTUAL PROPERTY
PUBLICATION - JOINT VENTURES
PUBLICATION - MARKETING
PUBLICATION - MEDIA RELATIONS
PUBLICATION - PLANNING
PUBLICATION - POLICY
PUBLICATION - PROCEDURES
PUBLICATION - PRODUCTION
PUBLICATION - REPORTING
PUBLICATION - RESEARCH
PUBLICATION - REVIEWING
PUBLICATION - STOCKTAKE
PUBLICATION - TENDERING

RESEARCH MANAGEMENT:

RESEARCH MANAGEMENT - COMMITTEES & MEETINGS
RESEARCH MANAGEMENT - Contracts
RESEARCH MANAGEMENT - Ethics
RESEARCH MANAGEMENT - ETHICS & SAFETY
RESEARCH MANAGEMENT - GRANT FUNDING
RESEARCH MANAGEMENT - GRANTS
RESEARCH MANAGEMENT - INTELLECTUAL PROPERTY
RESEARCH MANAGEMENT - MONITORING

RESEARCH MANAGEMENT - POLICY
RESEARCH MANAGEMENT - PROCEDURES
RESEARCH MANAGEMENT - Product Management
RESEARCH MANAGEMENT - RISK MANAGEMENT

STAFF DEVELOPMENT:

STAFF DEVELOPMENT - ACQUISITION
STAFF DEVELOPMENT - ADDRESSES (PRESENTATIONS)
STAFF DEVELOPMENT - ALLOWANCES
STAFF DEVELOPMENT - AUDIT
STAFF DEVELOPMENT - COMMITTEES & MEETINGS
STAFF DEVELOPMENT - COMPLIANCE
STAFF DEVELOPMENT - CONFERENCES
STAFF DEVELOPMENT - EVALUATION
STAFF DEVELOPMENT - PLANNING
STAFF DEVELOPMENT - POLICY
STAFF DEVELOPMENT - PROCEDURES
STAFF DEVELOPMENT - REPORTING
STAFF DEVELOPMENT - REVIEWING
STAFF DEVELOPMENT - TRAINING

STRATEGIC MANAGEMENT:

STRATEGIC MANAGEMENT - AGREEMENTS
STRATEGIC MANAGEMENT - AUDIT
STRATEGIC MANAGEMENT - AUTHORISATION
STRATEGIC MANAGEMENT - COMMERCIAL ACTIVITIES
STRATEGIC MANAGEMENT - COMMITTEES & MEETINGS
STRATEGIC MANAGEMENT - COMPLIANCE
STRATEGIC MANAGEMENT - CONTRACTING-OUT
STRATEGIC MANAGEMENT - CORRUPTION
STRATEGIC MANAGEMENT - CUSTOMER SERVICE
STRATEGIC MANAGEMENT - DISASTER RESPONSE
STRATEGIC MANAGEMENT - EVALUATION
STRATEGIC MANAGEMENT - GRANT FUNDING
STRATEGIC MANAGEMENT - IMPLEMENTATION
STRATEGIC MANAGEMENT - INTELLECTUAL PROPERTY
STRATEGIC MANAGEMENT - JOINT VENTURES
STRATEGIC MANAGEMENT - LEGISLATION
STRATEGIC MANAGEMENT - PERFORMANCE MANAGEMENT
STRATEGIC MANAGEMENT - PLANNING
STRATEGIC MANAGEMENT - POLICY
STRATEGIC MANAGEMENT - PROCEDURES
STRATEGIC MANAGEMENT - REPORTING
STRATEGIC MANAGEMENT - RESEARCH
STRATEGIC MANAGEMENT - REVIEWING
STRATEGIC MANAGEMENT - RISK MANAGEMENT
STRATEGIC MANAGEMENT - STANDARDS

STUDENT SERVICES:

STUDENT SERVICES - ACCOMMODATION SERVICES
STUDENT SERVICES - ADMISSION

STUDENT SERVICES - ADMISSION & ENROLMENT
STUDENT SERVICES - ADVOCACY
STUDENT SERVICES - CAREERS ADVICE
STUDENT SERVICES - CHAPLAINCY
STUDENT SERVICES - CHILDCARE SERVICES
STUDENT SERVICES - COUNSELLING SERVICES
STUDENT SERVICES - FINANCIAL ASSISTANCE
STUDENT SERVICES - GRADUATION
STUDENT SERVICES - LIAISON
STUDENT SERVICES - OTHER SERVICES
STUDENT SERVICES - SCHOLARSHIPS/PRIZES/BURSARIES/FELLOWSHIPS
STUDENT SERVICES - SPECIAL NEEDS SUPPORT
STUDENT SERVICES - STUDENT DISCIPLINE
STUDENT SERVICES - STUDENT ORIENTATION
STUDENT SERVICES - STUDENT RECRUITMENT / EXCHANGE

TEACHING & LEARNING:

TEACHING & LEARNING - ACCESS & COPYING REQUESTS
TEACHING & LEARNING - COMMITTEES & MEETINGS
TEACHING & LEARNING - COURSE DELIVERY
TEACHING & LEARNING - CURRICULUM APPROVAL
TEACHING & LEARNING - CURRICULUM DEVELOPMENT
TEACHING & LEARNING - CURRICULUM REVIEW
TEACHING & LEARNING - ETHICS & SAFETY
TEACHING & LEARNING - JOINT VENTURES

TECHNOLOGY & TELECOMMUNICATIONS:

TECHNOLOGY & TELECOMMUNICATIONS - ACQUISITION
TECHNOLOGY & TELECOMMUNICATIONS - ADVICE
TECHNOLOGY & TELECOMMUNICATIONS - AGREEMENTS
TECHNOLOGY & TELECOMMUNICATIONS - ALLOCATION
TECHNOLOGY & TELECOMMUNICATIONS - APPLICATION DEVELOPMENT
TECHNOLOGY & TELECOMMUNICATIONS - APPLICATION DEVELOPMENT & MANAGEMENT
TECHNOLOGY & TELECOMMUNICATIONS - ARRANGEMENTS
TECHNOLOGY & TELECOMMUNICATIONS - AUDIT
TECHNOLOGY & TELECOMMUNICATIONS - COMMITTEES & MEETINGS
TECHNOLOGY & TELECOMMUNICATIONS - COMPLIANCE
TECHNOLOGY & TELECOMMUNICATIONS - CONTRACTING-OUT
TECHNOLOGY & TELECOMMUNICATIONS - CONTROL
TECHNOLOGY & TELECOMMUNICATIONS - CUSTOMER SERVICE
TECHNOLOGY & TELECOMMUNICATIONS - DATA ADMINISTRATION
TECHNOLOGY & TELECOMMUNICATIONS - DATABASE MANAGEMENT
TECHNOLOGY & TELECOMMUNICATIONS - DISPOSAL
TECHNOLOGY & TELECOMMUNICATIONS - EVALUATION
TECHNOLOGY & TELECOMMUNICATIONS - IMPLEMENTATION
TECHNOLOGY & TELECOMMUNICATIONS - INSPECTIONS
TECHNOLOGY & TELECOMMUNICATIONS - INSTALLATION
TECHNOLOGY & TELECOMMUNICATIONS - INTELLECTUAL PROPERTY

TECHNOLOGY & TELECOMMUNICATIONS - LEASING
TECHNOLOGY & TELECOMMUNICATIONS - LEASING-OUT
TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE
TECHNOLOGY & TELECOMMUNICATIONS - MODELLING
TECHNOLOGY & TELECOMMUNICATIONS - OPERATIONS
TECHNOLOGY & TELECOMMUNICATIONS - PLANNING
TECHNOLOGY & TELECOMMUNICATIONS - POLICY
TECHNOLOGY & TELECOMMUNICATIONS - PRIVACY
TECHNOLOGY & TELECOMMUNICATIONS - PROCEDURES
TECHNOLOGY & TELECOMMUNICATIONS - REPORTING
TECHNOLOGY & TELECOMMUNICATIONS - RESEARCH
TECHNOLOGY & TELECOMMUNICATIONS - RESTRUCTURING
TECHNOLOGY & TELECOMMUNICATIONS - REVIEWING
TECHNOLOGY & TELECOMMUNICATIONS - SECURITY
TECHNOLOGY & TELECOMMUNICATIONS - STANDARDS
TECHNOLOGY & TELECOMMUNICATIONS - TENDERING

UNIVERSITY GOVERNANCE:

UNIVERSITY GOVERNANCE - AUDIT
UNIVERSITY GOVERNANCE - BY LAWS
UNIVERSITY GOVERNANCE - COMMITTEES & MEETINGS
UNIVERSITY GOVERNANCE - COMPLIANCE
UNIVERSITY GOVERNANCE - ELECTIONS
UNIVERSITY GOVERNANCE - INCORPORATION
UNIVERSITY GOVERNANCE - LEGISLATION
UNIVERSITY GOVERNANCE - PLANNING
UNIVERSITY GOVERNANCE - POLICY

*Tips for deciding on whether a message is a record:

Ask yourself the following questions:

- *Does it approve or authorise actions?*
- *Is it a formal communication between staff relating to work?*
- *Does it signify a policy change or development?*
- *Does it commit my organisation to an arrangement or to a business deal?*
- *Does it contain advice, provide guidance or constitute formal communications with people inside or outside the organisation?*
- *Am I required to act upon it?*
- *Is it external correspondence I have received relating to work?*
- *Is it something that I have sent for a business purpose?*
- *Is it something I have used at work to make a decision?*
- *If I left this job tomorrow, would my successor need the information in this message to continue with this matter?*
- *Is the matter to which the message relates one which may be reviewed or audited later?*

*If the answer to any of these questions is **yes**, then save the message into an official recordkeeping system.*