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# Records and Information Management: Records Plan

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June Naviti

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## Acknowledgement

The RTI Unit acknowledges PARBCIA to allow the Vanuatu Government to use the Records Keeping toolkit for good governance to better manage our records. This Records plan has been developed using the PARBICA records plan.

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## Purpose of this Record Plan

This Record Plan is designed to help the RTI Unit to create titles for their administrative files so that everyone can understand what each file is about. This Record Plan covers administrative actions that the RTI Unit carries out, such as engaging with the civil society to promote the use and understanding of the RTI Act by the Public and providing secretarial support to the RTI Committee.

Good file titling makes it easier for staff to see if there is already a file on the subject they need. If everyone understands the file's title it is easier to make sure that staffs don't create new files when the right file is already available. It is also easier to make sure that all of the information about a topic is in the one place, so that you have the whole history of the process on one file.

## The Parts of a File Title

Each file title should have three parts. The first is a very broad heading from the list in this Record Plan that describes a part of the major work the RTI Unit does. These are often called functions.

The second part is another heading from this Record Plan that narrows down the topic in the first heading. These are often called activities.

The third part of the title is a more specific description of the file which you can create when you need the file, using the guidelines in this Record Plan.

## How to Title a File Using This Record Plan

When you need a new file, find the main heading in the Record Plan that best describes the file you need. For example, if you are working on a new brochure that explains the Records and Information Management to the agencies you would choose the heading *Records and Information Management*.

Under each main heading is a series of secondary headings which belong to that heading. Choose the secondary heading from this group that best describes the work you are doing. There are descriptions of the types of records that belong under this heading that may help you.

For example, if you are filing drafts of a public information brochure, you should already have chosen the main heading of *Records and Information Management*. From the group of



secondary headings, *Publishing* would best describe the work of drafting the text of a brochure.

Under the secondary heading you have chosen you will find some suggestions of how to make up a third level of heading for your file. Decide on a third level of heading that fits in with this description.

The Records Management staff can then create a new file for you using the headings you have chosen. Your new file title should look something like this:

***Records and Information Management – Publishing – Brochure about Records and Information Management***

## **General Hints**

Finally some general rules and hints for titling and numbering files:

- For your second heading, you can only use titles that belong with your first heading.
- If none of the headings in the Record Plan suit the file that you need, talk to the Records Management Staff. It is ok to come up with new headings, but only the records management staff should do this, and they should talk to their supervisor and get his or her approval first.
- If you have more than one file with the same title because the first file became too big, call the first one volume one, the second one volume two, and so on.



## The Main Functions

There are seventeen main functions in this Record Plan:

1. ***Asset and Resources Management (ARM)*** – for files about managing the physical resources the Unit needs to carry out its business, including vehicles, land, buildings, equipment, services, technology (including software) and supplies
2. ***External Relations (ER)*** – for files about RTI Unit communicating with external groups, including the public, professional and industry groups, and international sister organisations.
3. ***Financial Management (FM)*** – for files about the managing of the Unit’s financial resources
4. ***Personnel and Establishment(PE)*** – for files about the creation, acquiring and managing the RTI Unit’s staff, their entitlements and the structures they are employed in.
5. ***Records and Information Management(RIM)*** – for files about managing records and information
6. ***Strategic Management (SM)*** – for files about the setting long term goals for the RTI Unit and directing and managing the RTI Unit’s overall activities, processes and resources so that it can achieve them.
7. ***Agency Action Plans (AAP)*** – for files about planning by agencies to implementing RTI
8. ***Agency Baseline Assessments (ABA)***– for files about RTI baseline (readiness) assessments in agencies
9. ***Agency Proactive Publications (APP)***—for files about RTI publication activities by agencies
10. ***Agency Reports (AR)*** – for files about reports produced by agencies relating to RTI
11. ***RTI advice to agencies (ADV)*** – for files about advice provided to agencies by the RTI Unit
12. ***RTI Legislation and Regulations (LAW)*** – for files about RTI legislation, and regulations
13. ***RTI Implementation Plan(RIP)*** – for files about the RTI implementation plan
14. ***RTI Information Commissioner(RIC)*** – for files about the office of the Information Commissioner
15. ***RTI Information Portal and Website(IPW)*** – for files about the RTI Information portal and Website
16. ***RTI Steering Committee(RSC)*** – for files about the RTI Steering Committee
17. ***Training(TRG)*** – for files about training activities carried out by the RTI Unit





Function			
<b>01 Asset and Resource Management (ARM)</b>			
Activity	Description	Examples of tasks	Example of records
<b>Acquisition</b>	The activity of adding materials to the Unit’s physical resources.	Renting office space; buying vehicles, office equipment or consumables.	Tender documents; leasing, hiring and purchase contracts; letters and emails regarding donation of assets or other equipment and stores.
<p><i>Example of file titles</i>                      The third section of the file title should describe the things being acquired. For example:  <b>Asset and Resource Management—Acquisition—Filing Cabinets</b>  <b>Asset and Resource Management—Acquisition—photocopier</b></p>			
<b>Consultation and Advice</b>	The activity of communicating with others within the Unit and DSPAC and externally about how its assets and other physical resources are managed.	Meeting with building owners and landlords; consulting with staff on their resource needs.	Agenda and minutes of meetings; emails, circulars and instructions to staff on how to use office equipment.
<p><i>Example of file titles</i>                      The third section of the file title should describe the advice being given. For example:  <b>Asset and Resources Management – Consultation and Advice – Instructions to staff on stationery orders</b>  <b>Asset and Resources Management – Consultation and Advice – Advice from Asset Management Unit on Management of Advice</b></p>			
<b>Disposal</b>	The activity of discarding assets and physical resources the Unit no longer needs.	Selling or donating unwanted vehicles or equipment; terminating building leases.	Copies of sales advertisements; emails and letters offering to buy assets; vehicle registration transfer documentation.
<p><i>Example of file titles</i>                      The third section of the file title should describe the assets being disposed of. For example:</p>			



<b>Asset and Resources Management – Disposal – Sale by tender of office car</b>			
<b>Asset and Resources Management – Disposal – Donation of old furniture to community groups</b>			
<b>Evaluation and Reporting</b>	The activity of assessing the Unit’s assets and resources and the way they are managed, and reporting the results to others.	Gathering user statistics; reviewing equipment requirement	Internal and external reports on assets and resources; condition reports on buildings and equipment; asset valuations.
<i>Example of file titles</i> The third section of the file title should describe the kind of evaluation being done or give the name of the report. For example: <b>Asset and Resources Management – Evaluation and Reporting – Condition reports for RTI Unit’s laptop</b> <b>Asset and Resources Management – Evaluation and Reporting – Valuation of filing cabinets</b>			
<b>Maintenance and Operation</b>	The activity of using, caring for, servicing and repairing assets and resources to ensure they remain in working order.	Repairing damaged vehicles or equipment; cleaning buildings; arranging regular servicing of vehicles; authorising staff to drive government vehicles; allocating telephones to staff.	Maintenance contracts; renovation plans; vehicle log books; office occupancy plans; utilities supply contracts; software license agreements.
<i>Example of file titles</i> The third section of the file title should describe the thing being operated or maintained and/or the kind of repairs being made. For example: <b>Asset and Resources Management – Maintenance and Operation – Contract with Ella Motors for routine servicing of office vehicles</b> <b>Asset and Resources Management – Maintenance and Operation – Roster for staff cleaning office filing cabinets</b>			
<b>Planning</b>	The activity of developing strategies and systems to manage the Unit’s assets and resources.	Conducting risk assessments; developing asset lifecycle plans; developing project plans.	Records documenting the outcome of risk assessments; final drafts of plans; building plans; disaster plans.
<i>Example of file titles</i> The third section of the file title should describe the kind of plans being made. For example: <b>Asset and Resources Management – Planning – Emergency evacuation plans for head office building</b>			

<b>Asset and Resources Management – Planning – Asset lifecycle plan for building air-conditioners</b>			
<b>Policy</b>	The activity of developing and deciding on the Unit’s asset and resources management priorities and directions.	Developing asset and resources management policies, such as office allocation policies and a use of official telephones policy.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Example of file titles</i>                  The third section of the file title should describe the policy. For example:  <b>Asset and Resources Management – Policy – Policy on the allocation of office telephones</b>  <b>Assets and Resources Management – Policy – Software use policy</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the Unit’s asset and resources management processes and activities.	Developing asset and resources management procedures, such as meeting room booking procedures, instructions for cleaners and car maintenance procedures.	Draft and final copies of procedures manuals, handbooks and guidelines.
<p><i>Example of file titles</i>                  The third section of the file title should describe the procedures. For example:  <b>Asset and Resources Management – Procedures – Bomb threat procedures</b>  <b>Asset and Resources Management – Procedures – Office cleaning procedures</b></p>			
<b>Registration and Monitoring</b>	The activity of recording the assets and equipment the Unit owns and keeping track of their location and condition.	Stocktaking; taking inventories of supplies; registering assets.	Asset registers; vehicle registration certificates; inspection reports.
<p><i>Example of file titles</i>                  The third section of the file title should describe the types of resources being registered. For example:  <b>Asset and Resources Management – Registration and Monitoring – Asset register</b>  <b>Asset and Resources Management – Registration and Monitoring – 2016 office furniture stocktake</b></p>			
<b>Function</b>			

<b>02 External Relations (ER)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of Tasks</b>	<b>Examples of records</b>
<b>Ceremonies, Events and Visits</b>	The activity of arranging formal or informal events of a ceremonial nature.	Organising building openings, awards ceremonies and VIP visits; drafting guest lists, itineraries and speeches; booking performers and entertainers; arranging catering; making security arrangements for events.	Drafts of speeches; emails, letters and other correspondence with caterers and other suppliers; emails, minutes and other correspondence with VIPs and their staff.
<p><i>Example of file titles</i>                      The third part of the file title should describe the type of ceremony, event or visit. For example:  <b>External Relations – Ceremonies, Events and Visits – Official opening of new office building</b>  <b>External Relations – Ceremonies, Events and Visits – Speeches drafted for the Minister 2016</b></p>			
<b>Conferences, Seminars and Workshops</b>	The activity of arranging formal or informal events of a business nature that are designed to educate or allow discussion.	Organising local or international professional conferences; inviting speakers; researching and drafting speeches and conference papers; booking venues; arranging catering; making security arrangements for events.	Drafts of speeches; emails, letters and other correspondence with caterers and other suppliers; itineraries and other travel arrangements for speakers; conference resolutions and declarations; agenda and minutes of meetings.
<p><i>Example of file titles</i>                      The third part of the file title should describe the type of conference being held. For example:  <b>External Relations – Conferences, Seminars and Workshops – Arrangements for Ministry to host government workshop on stakeholder management</b>  <b>External Relations – Conferences, Seminars and Workshops – Catering arrangements for stakeholder management workshop</b>                      Note: This heading should only be used for conferences, seminars and workshops arranged by the RTI Unit.                      For records about conferences arranged by someone else that the RTI Unit’s staffs attend, use ‘Personnel and Establishment – Staff Case Management’ or ‘Personnel and Establishment – Staff Development and Training’.</p>			

<b>Complaints and Feedback</b>	The activity of receiving and responding to criticisms of, and suggestions for, the Unit’s services and performance from members of the public or other external bodies.	Designing and setting up suggestion boxes and feedback forms; keeping registers of complaints; forwarding feedback and suggestions to other areas of the Unit for response; answering general inquiries from the public.	Feedback forms; complaints registers; emails, letters and other correspondence providing feedback to the Unit or responding to that feedback; survey designs, forms and results.
<p><i>Example of file titles</i>                  The third part of the file title should describe the kind of feedback being given. For example:  <b>External Relations – Complaints and Feedback – Customer satisfaction survey</b>  <b>External Relations – Complaints and Feedback – Complaints received from the public 2019</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the RTI Unit’s external relations and the way they are managed, and reporting the results to others.	Gathering visitor statistics; reviewing marketing requirements; evaluating exhibitions.	Internal and external reports on events and exhibitions; reports from staff who have represented the organisation on external or international organisations.
<p><i>Example of file titles</i>                  The third section of the file title should describe the kind of evaluation being done or give the name of the report. For example:  <b>External Relations—Evaluation and Reporting—RTI Awareness Workshop report 2019</b>  <b>External Relations—Evaluation and Reporting—RTI Survey report 2019</b></p>			
<b>Exhibitions</b>	The activity of mounting displays that inform or educate the viewer.	Planning, designing and mounting exhibitions for trade shows, fairs or other events.	Briefs for designers; draft design materials; drafts of text panels and labels; approvals of designs and text.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the exhibition being produced. For example:  <b>External Relations—Exhibitions—Display of Agency RTI posters</b>  <b>External Relations—Exhibitions—Design of text panels for stand at Anti-Corruption Day</b></p>			



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<b>Marketing</b>	The activity of promoting the RTI Unit's activities and products.	Market research; developing advertising campaigns; taking promotional photographs.	Research reports; order forms for advertising placements; photographs of the Units activities.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the type of marketing activities being carried out. For example:</p> <p><b>External Relations—Marketing—Photographs of RTI Unit activities 2015</b>  <b>External Relations—Marketing—Advertising for Government Agencies Workshop on Right to Information</b></p>			
<b>Media Relations</b>	The activity of establishing and maintaining relationships with the media.	Authorising and issuing press releases; conducting media interviews and briefings; organising media events.	Drafts of press releases; invitations to media events such as photo opportunities; press clippings; awareness campaigns.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the media activity in more detail. For example:</p> <p><b>External Relations—Media Relations—RTI Unit press releases 2015</b>  <b>External Relations—Media Relations—Transcript of RTI Unit Radio Interviews 2019</b></p>			
<b>Networking, Liaison and Membership</b>	The activity of managing the RTI Unit's membership of professional or industry bodies and making general contact with individuals or other bodies that share an interest with the RTI Unit.	Applying for membership; appointing or accepting; nomination of office holders; attending meetings of external professional and industry bodies; making submissions to inquiries or investigations being held by non-government bodies.	Emails, letters and other correspondence with professional bodies or other similar organisations; membership agreements; contact; lists; agenda and minutes of meetings; reports and resolutions of committees.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of networking taking place or name the organisation that the RTI Unit is a member of. For example:</p> <p><b>External Relations—Networking, Liaison and Membership—Nomination of RTI Unit staffs to sit on</b></p>			



<b>external committees 2016</b>			
<b>External Relations—Networking, Liaison and Membership—National Records and Information Management Committee 2019</b>			
<b>Planning</b>	The activity of developing strategies and systems to manage the RTI Unit’s media and public outreach.	Developing marketing plans, event plans and publication plans.	Working papers and draft plans; agenda, papers and minutes of consultative planning meetings.
<i>Examples of file titles</i> The third part of the file title should describe the planning activity being made. For example: <b>External Relations-Planning—Internal meeting to approve RTI Awareness plans</b> <b>External Relations—Planning—RTI Implementation Plan meeting 2016</b>			
<b>Policy</b>	The activity of developing and deciding on the RTI Unit’s Media and Public Outreach relations priorities and directions.	Developing media and public outreach policies such as communications style guides and marketing policies.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<i>Examples of file titles</i> The third part of the file title should describe the plan being developed. For example: <b>External Relations—Policy—Policy on staff communication with media</b> <b>External Relations—Policy—RTI Awareness standards</b>			
<b>Procedures</b>	The activity of setting down methods of carrying out the RTI Unit’s Media and Public Outreach processes and activities.	Developing Media and Public Outreach relations such as procedures for approving press release, event management and handling complaints.	Drafts and final copies of procedures manuals, handbooks and guidelines.
<i>Examples of file titles</i> The third part of the file title should describe the procedures being developed. For example: <b>External Relations—Procedures—Procedures for approving press releases</b> <b>External Relations—Procedures—Instructions to staff on dealing with public complaints</b>			
<b>Project, Support and</b>	The activity of working with non-	Making agreements with external	Contracts, agreements and

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<b>Cooperation</b>	government organisations to help them in carrying out projects that relate to the RTI Unit's objectives.	organisations; developing project plans; advising community groups on possible projects	memoranda of understanding; project briefs; project reviews and reports; agenda and minutes of meetings.
<p><i>Examples of file title</i> The third part of the file should describe the type of project being supported. For example <b>External Relations—Project, Support and Cooperation—Agreement with VIPAM to provide RTI trainings</b> <b>External Relations—Project, Support and Cooperation—Agreement with Education Department to work on including RTI in school curriculums.</b></p>			
<b>Presentation</b>	The activity of presenting to the public or certain audience information about Right to Information.	Drafting presentations, meetings to discuss the draft presentation	Copies of presentations; Drafts of presentations; agenda and minutes of meetings
<p><i>Examples of file titles</i> The third part of the file should describe the presentation in more details. For example: <b>External Relations—Presentations—Presentation on RTI Awareness Programs 2019</b> <b>External Relations—Presentations—Presentations on International Media Day</b></p>			
<b>Publishing and Printing</b>	The activity of producing materials that promote or inform people about Right to Information Unit.	Designing and printing brochures; workshop programs and promotional materials for the external audiences.	Briefs for designers; specifications for printers; drafts of brochures; newsletters; and other in house designs.
<p><i>Examples of file titles</i> The third part of the file title should describe the items being published or printed. For example: <b>External Relations—Publishing and Printing—Production of brochure to promote the RTI Unit's services</b> <b>External Relations—Publishing and Printing—RTI Unit T-shirts 2020</b></p>			



Function			
<b>03 Financial Management (FM)</b>			
Activity	Description	Examples of tasks	Examples of records
<b>Accounting</b>	The activity of collecting, recording and assessing information about the financial transactions and position of the RTI Unit.	Requesting and paying for purchases; authorising purchases and payments; tracking credit card payments; paying taxes.	Journals, ledgers, receipt and revenue records; sales and purchase orders; invoices, claims, vouchers, cheques and cheque butts; cash books; creditor and debtor registers and lists; credit card statements and acquittals; petty cash books and receipts; profit and loss statements; balance sheets.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the specific type of accounting records and the year they relate to. For example:</p> <p><b>Financial Management – Accounting – Purchase orders 2019</b>  <b>Financial Management – Accounting – RTI Cost Centre Statement 2019</b></p>			
<b>Audit</b>	The activity of officially checking the Unit’s activities to ensure it is meeting relevant standards.	Planning internal audit strategies; agreeing on terms of reference for audits; reporting on audit outcomes; responding to audit recommendations.	Letters of engagement; minutes of entry interviews; terms of reference documents; internal financial audit plans; financial audit reports.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the area being audited. For example:</p> <p><b>Financial Management – Audit – Ministry’s financial statements 2019</b>  <b>Financial Management – Audit – Review of security of petty cash</b></p>			
<b>Authorisations and Delegations</b>	The activity of deciding and documenting which officers within the Unit are permitted to authorise financial transactions.	Setting rules for which officers are allowed to authorise the spending of public money; appointing trustees to trust amounts.	Instruments of delegation; formal financial instructions to staff; lists and registers of authorised officers.



<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of authorisations being made. For example:</p> <p><b>Financial Management – Authorisations and Delegations – Appointment of RTI Unit Manager to authorise RTI Unit budget expenditure</b></p> <p><b>Financial Management – Authorisations and Delegations – Lists of delegations under the Financial Management Act</b></p>			
<b>Banking</b>	The activity of managing the Unit’s bank accounts including trust, investment and loan accounts.	Opening, operation and closing bank accounts; paying bank fees and charges; repaying loans.	Bank statements; deposit books; bank reconciliations; investment and dividend statements; loan agreements.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of banking records being kept and the period they relate to. For example:</p> <p><b>Financial Management – Banking – Bank statements 2019</b></p> <p><b>Financial Management – Banking – Register of cheque books issued 2019</b></p>			
<b>Budgeting</b>	The activity of planning for the use of the Unit’s expected funds and costs, and allocating them within the Unit.	Developing internal and external budget estimates and submissions; allocating cost centres and project codes; documenting progress against spending and revenue allocations.	Draft and final budget allocations; new spending proposals and new policy proposals; appropriations; financial transfers.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of budget being developed and the period it relates to. For example:</p> <p><b>Financial Management – Budgeting – New budget proposal for RTI awareness program in 2020</b></p> <p><b>Financial Management – Budgeting – Development of department’s budget submission 2020</b></p>			
<b>Consultation and Advice</b>	The activity of speaking with others inside the RTI Unit and externally about how its financial resources are managed.	Receiving instructions from Treasury or other financial bodies; researching accounting and other financial standards.	Copies of Treasury instructions and circulars; reports analysing relevant accounting requirements.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the kind of advice being given. For example:</p> <p><b>Financial Management – Consultation and Advice – Advice from Ministry of Finance and Economic Management on new accounting</b></p>			

<b>standards</b>			
<b>Financial Management – Consultation and Advice – Treasury circulars 2019</b>			
<b>Donor Funds Management</b>	The activity of managing, monitoring and accounting for the use of funds provided by aid donors and other external bodies.	Accounting for funds provided by aid donors and other external bodies.	Acquittals and other accounting records; transaction ledgers, financial reports and reconciliations; donor and project registers; aid disbursement criteria.
<p><i>Example of file titles</i></p> <p>The third part of the file title should name the donor and describe the work the funding supports. For example:</p> <p><b>Financial Management—Donor Funds Management—Monthly financial reports to Aus AID on Human Rights Small Grants Scheme funding</b></p> <p><b>Financial Management—Donor Funds Management—UNDP Project</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the Unit’s financial resources and the way they are managed, and reporting the results to others.	Internal monitoring of spending against allocations; reviewing financial management arrangements and procedures.	Internal monthly and quarterly reports on income and spending; reports on reviews of financial arrangements and procedures.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of report being made. For example:</p> <p><b>Financial Management—Evaluation and Reporting—Quarterly expenditure reports</b></p> <p><b>Financial Management—Evaluation and Reporting—Review of internal financial report template</b></p> <p>Note: This heading does not include the Units formal financial reports to government—see ‘Financial Management—Financial Statements’</p>			
<b>Financial Statements</b>	The activity of formally reporting on the RTI Unit’s financial position to the government.	Formal reporting to Treasury; reporting to public accounts committees and budget estimates hearings.	Formal financial statements submitted to Treasury; briefs prepared for Public Accounts Committee hearings.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe who the financial statement has been prepared for and what period they relate to. For example:</p>			

<b>Financial Management—Financial Statements—Statements to Treasury 2019</b>			
<b>Financial Management—Financial Statements—Response to Public Accounts Committee questions 2019</b>			
<b>Grants</b>	The activity of providing money to external organisations to allow them to carry out specified activities and projects.	Making payment to and monitoring spending by approved grant recipients.	Copies of agreement that set out grant terms and conditions; invoices and recipients submitted by grant recipients.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the grant program being administered and/or name the organisation receiving the grant. For example:</p> <p><b>Financial Management—Grants—Selection criteria for community development grants</b>  <b>Financial Management—Grants—Funding agreement with Transparency International under community development grants program</b></p>			
<b>Insurance</b>	The activity of taking out a premium to cover the loss of, or damage to, an asset or individual for which the Unit is responsible.	Taking out and renewing insurance policies; making claims against insurance policies.	Insurance policy and renewal documents; records of investigation of claims.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of insurance and/or name the insurance company providing it. For example:</p> <p><b>Financial Management—Insurance—Public Liability insurance with QBE Insurance</b>  <b>Financial Management—Insurance—Works compensation claims</b></p>			
<b>Investigations</b>	The activity of looking into possible corruption, fraud or mismanagement of government money or property.	Research into and assessment of reports of fraud, corruption or mismanagement.	Emails, letters and other correspondence claiming that corruption or fraud has occurred; instructions or advice to investigating; authorities including police and auditors; evidence collected as part of an investigation; reports of investigations.



<p><i>Example of file titles</i>                  The third part of the file title should describe the type of investigation taking place. For example:  <b>Financial Management—Investigations—Allegation by member of the public of misuse of Units vehicle</b>  <b>Financial Management—Investigations—Report to police of office break-in</b></p>			
<p><b>Payroll Administration</b></p>	<p>The activity of making regular or casual payments of salary, wages and allowances to staff members.</p>	<p>Paying salaries and wages; taking deductions from staff payments; calculating allowances and other payments; making Superannuation or Provident Fund payments.</p>	<p>Authorisations from staff to make deductions from salaries; spread sheets and calculations of allowances payable; receipts and statements from provident funds or other payees.</p>
<p><i>Example of file titles</i>                  The third part of the file title should describe the type of payment being made or authorised and the period this relates to. For example:  <b>Financial Management—Payroll Administration—Overtime calculations April 2019</b>  <b>Financial Management—Payroll Administration—Staff authorisations of National Provident Fund deductions 2019</b></p>			
<p><b>Planning</b></p>	<p>The activity of developing strategies and systems to manage the Unit’s financial resources.</p>	<p>Making preliminary investigations of the costs involved in major projects; overall financial plans for the Unit.</p>	<p>Working papers and drafts of plans; agenda, papers and minutes of consultative planning meetings.</p>
<p><i>Example of file titles</i>                  The third part of the file title should describe the plans being made. For example:  <b>Financial Management—Planning—Internal budget preparation calendar 2019</b>  <b>Financial Management—Planning—Minutes of internal financial management planning meetings 2019</b></p>			
<p><b>Policy</b></p>	<p>The activity of developing and deciding on the Unit’s financial management priorities and directions.</p>	<p>Developing financial policies such as chief executive financial instructions and accounting policies.</p>	<p>Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.</p>



<p>Example of file titles</p> <p>The third part of the file title should describe the type of policy being developed. For example:</p> <p><b>Financial Management—Policy—Government accounting policy</b></p> <p><b>Financial Management—Policy—Debt recovery policy</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the Unit’s financial management processes and activities.	Developing financial procedures, such as banking procedures, petty cash procedures, and procedures for approving the spending of public money.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p>Example of file titles</p> <p>The third part of the file title should describe the procedures being developed. For example:</p> <p><b>Financial Management—Procedures—Official travel approval procedures</b></p> <p><b>Financial Management—Procedures—Contracting procedures</b></p>			
<b>Tendering</b>	The activity of receiving and assessing offers to supply goods and services to the Unit.	Advertising for tenders or quotations; assessing and selecting suppliers; approving suppliers.	Requests for tender or quotation; specifications; agenda and minutes of tender boards and committees; lists of approved vendors.
<p>Example of file titles</p> <p>The third part of the file title should describe the type of goods or services the successful tenderer will provide. For example:</p> <p><b>Financial Management—Tendering—Internal audit services</b></p> <p><b>Financial Management—Tendering—Financial consultant</b></p>			
<b>Function</b>			
<b>04 Personnel and Establishment (PE)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others inside the RTI Unit,	Receiving instructions from the Public Service Commission or	Copies of Public Service Commission instructions and

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	DSPPAC and externally about how the RTI Unit staffs are managed.	Human Resource Officer; researching occupational health and safety and other human resource management standards.	circulars; internal instructions to staff on personal procedures; reports analysing relevant personnel requirements.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the kind of advice being given. For example:  <b>Personnel and Establishment—Consultation and Advice—Public Service Commission Circulars 2015</b>  <b>Personnel and Establishment—Consultation and Advice—Consultation with staff on proposed performance management system</b></p>			
<b>Grievances</b>	The activity of hearing, judging and resolving complaints made by and disputes between individual employees.	Receiving complaints; arranging for arbitration or mediation sessions; investigating complaints; making decisions on disputes and recommending actions.	Letters, emails and other correspondence about complaints; documents appointing review panels; investigation reports.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of grievance being lodged. For example:  <b>Personnel and Establishment—Grievances—Complaint about appointment process for Information Commissioners position</b>  <b>Personnel and Establishment—Grievances—Dispute resolution arrangements for staff</b></p>			
<b>Industrial Relations</b>	The activity of formally dealing with employees and their representatives as a group.	Negotiating agreements with unions or other staff representatives; establishing staff representation committees; responding to strikes or other industrial action.	Agenda, papers and minutes of meetings with unions or other staff representative groups; internal emails, minutes and memos discussing the Unit’s response to industrial disputes.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the negotiations being carried out. For example:  <b>Personnel and Establishment—Industrial Relations—Workers Union claim for pay rise</b>  <b>Personnel and Establishment—Industrial Relations—Workers Union representation on Occupational Health and Safety Committee</b></p>			



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<b>Meetings</b>	The activity of getting the Unit staff together or external people together to discuss issues relating to Personal and Establishment of the RTI Unit.	Weekly RTI Unit meetings; RTI Steering Committee meetings.	Includes agendas and minutes of internal meetings and external meetings attended by the RTI Unit staffs that discuss Personnel and establishment matters.
<p><b>Special Note:</b> If a meeting covers a wide range of very different topics, you may need to put copies of the minutes and agenda on more than one file.</p> <p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the main topic covered by the meeting. For example:  <b>Personnel and Establishment—Meetings—RTI Unit meeting with CIO</b>  <b>Personnel and Establishment—Meetings—RTI Steering Committee Meeting</b></p>			
<b>Occupational Health and Safety</b>	The activity of ensuring that the RTI Unit complies with requirements to provide a safe and healthy workplace.	Reporting accidents and injuries; establishing OH & S committees; conducting workplace inspections.	Accident and incident reports; reports of accident investigations; agenda, papers and minutes of OH & S Committee meetings; inspection reports.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the occupational health and safety issue being documented. For example:  <b>Personnel and Establishment—Occupational Health and Safety—Meetings of the OH &amp; S Committee 2019</b>  <b>Personnel and Establishment—Occupational Health and Safety—Accident and incident report 2019</b></p>			
<b>Planning</b>	The activity of developing strategies and systems to manage the RTI Unit’s personnel and establishment.	Developing equal opportunity plans, succession plans, and learning and development plans.	Working papers and drafts of plans; agenda, papers and minutes of consultative planning meetings.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the plan being developed. For example:  <b>Personnel and Establishment—Planning—Staff Development Plan</b>  <b>Personnel and Establishment—Planning—Equal Opportunity Plan</b></p>			



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<b>Policy</b>	The activity of developing and deciding on the RTI Unit's personnel and establishment priorities and directions.	Developing personnel and establishment policies such as values statements, code of conduct and performance management policies.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Examples of file titles</i> The third part of the file title should describe the policy being developed. For example: <b>Personnel and Establishment—Policy—Policy on staff eligible for scholarships</b> <b>Personnel and Establishment—Policy—Performance management policy</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the RTI Unit's personnel and establishment processes and activities.	Developing personnel and establishment procedures such as recruitment procedures, accident reporting procedures and guidelines on selecting staffs for learning and development opportunities.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i> The third part of the file title should describe the procedures being developed. For example: <b>Personnel and Establishment—Procedures—Recruitment Procedures</b> <b>Personnel and Establishment—Procedures—Accident reporting procedures</b></p>			
<b>Recruitment and Selection</b>	The activity of choosing the most appropriate person to hold a post within the RTI Unit organisational structure.	Advertising vacancies; appointing selection panels; writing interview questions; writing	Recruitment request forms and approvals; copies of interview questions; selection reports; Copies of contracts with staffs; letters to successful and unsuccessful candidates.
<p><i>Examples of file titles</i> The third part of the file title should describe the positions being filled. For example:</p>			





<b>Personnel and Establishment—Recruitment and Selection—Recruitment of RTI Unit Manager</b>			
<b>Personnel and Establishment—Recruitment and Selection—Recruitment of RTI Unit Publications Officer</b>			
<b>Restructuring</b>	The activity of deciding the number and level for staff required for the RTI Unit to meet its goals.	Implementing ministerial or Public Service Commission instructions on the structure of the Unit; implementing reviews of the organisation's structure.	Organisation charts; directives from Public Service Commission or the Minister on organisation structures; structure review reports.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the structure being examined. For example:</p> <p><b>Personnel and Establishment—Restructuring—PMO Organisation chart October 2019</b></p> <p><b>Personnel and Establishment—Restructuring—DSPPAC Organisation chart October 2019</b></p> <p><b>Personal and Establishment—Restructuring—RTI Unit Organisation chart October 2019</b></p>			
<b>Staff Case Management</b>	The activity of administering the rights, responsibilities and entitlements of individual employees throughout their careers.	Appointing, transferring or promoting staff; approving leave; approving allowances such as overtime or travel allowance; approving entitlements such as access to housing or studies assistance; reviewing and reporting on the performance of a staff member; counselling, reprimanding or disciplining staff.	Letters of appointment; probation reports; medical reports; leave records; performance agreements and review reports.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should be the name of the individual staff member. For example:</p> <p><b>Personnel and Establishment—Staff Case Management—Mr. John Smith</b></p> <p><b>Personnel and Establishment—Staff Case Management—Ms. Jane Smith</b></p>			
<b>Staff Development and Training</b>	The activity of analysing the RTI Unit's skills needs and arranging	Conducting training needs analyses for the whole RTI Unit;	Training needs analyses report; course evaluations; contracts and



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	training or other opportunities for staff.	designing and delivering internal training courses; researching and enrolling in external training courses; designing staff development schemes such as rotations and mentoring.	other agreements with training providers.
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*Examples of file titles*

The third part of the file title should describe the training being developed or delivered. For example:

**Personnel and Establishment—Staff Development and Training—RTI Unit training needs analysis**

**Personnel and Establishment—Staff Development and Training—Computer training registry for staff**

Note: For records of individual staff members attending training courses, use ‘Personnel and Establishment—Staff Case Management’.

**Function**

**05 Records and Information Management (RIM)**

Activity	Description	Examples of tasks	Examples of records
<b>Access</b>	The activity of providing access to the RTI Unit’s information resources to staffs or members of the public.	Registering Right to Information requests; Copying information	Registers of RTI clients; Request forms; letters and emails about Right to Information cases.

*Examples of file titles*

The third part of the file title should describe more clearly the type of access being provided. For example:

**Records and Information Management--Access—Right to Information Request from Mr Mahit**

**Records and Information Management--Access—Register of users**

<b>Acquisition</b>	The activity of adding materials to the RTI Unit’s information resources.	Corresponding with donors of the RTI Unit; placing orders for information materials such as books, newspapers	Letters and emails offering and accepting information resources; acquisition forms.
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*Examples of file titles*



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<p>The third part of the file title should describe the type of information resources being acquired. For example:  <b>Records and Information Management—Acquisition—Donation of RTI Agency Reports</b>  <b>Records and Information Management—Acquisition—Donation of Newspapers from the Daily Post</b></p>			
<p><b>Control</b></p>	<p>The activity of keeping track of the organisation’s information resources.</p>	<p>Cataloguing; Indexing; registering ISSNs and ISBNs; registering new files; tracking file movements.</p>	<p>File registers; file movement cards; library catalogues.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of information being controlled. For example:  <b>Records and Information Management—Control—List of files transferred to National Archives</b>  <b>Records and Information Management—Control—RTI Unit File register</b></p>			
<p><b>Consultation and Advice</b></p>	<p>The activity of speaking with others inside the organisation and externally about how its information resources are managed.</p>	<p>Meeting with Records Committees, receiving feedback from users; giving advice to staff on Records Management.</p>	<p>Agenda and minutes of meetings; emails and instructions to staff on how to use records systems.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the kind of advice being given or who is giving it. For example:  <b>Records and Information Management—Consultation and Advice—Advice from National Archives on file-titling systems</b>  <b>Records and Information Management—Consultation and Advice—Advice from National Records and Information Management Development Committee on National Records Management Policy</b></p>			
<p><b>Disposal</b></p>	<p>The activity of discarding information the organisation no longer needs.</p>	<p>Sentencing files; weeding library collections.</p>	<p>Lists of destroyed records; lists of records sent to the Archives.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the information being disposed of. For example:  <b>Records and Information Management—Disposal—Authorisation from the Government CIO to destroy RTI Unit’s promotional</b></p>			



<b>brochures</b> <b>Records and Information Management—Disposal—Annual sale of de-accessioned collection of the RTI Unit library</b>			
<b>Evaluation and Reporting</b>	The activity of assessing the organisations information resources and the way they are managed and reporting the results to others.	Gathering user statistics; reviewing information services.	Internal and external reports on RTI and registry performance; progress and final reports on implementation of new library and records management systems.
<i>Examples of file titles</i> The third part of the file title should describe the type of report being made. For example: <b>Records and Information Management—Evaluating and Reporting—Report on options for a new records database</b> <b>Records and Information Management—Evaluation and Reporting—Annual RTI report</b>			
<b>Intellectual Property</b>	The activity of protecting the organisation’s intellectual property and of using the intellectual property of others.	Applying for registration of patents for designs developed by the organisation; paying copyright fees; paying royalties to authors.	Copyright registers; copyright declaration forms.
<i>Examples of file titles</i> The third part of the file title should describe clearly the type of intellectual property being managed. For example: <b>Records and Information Management—Intellectual Property—Request for permission to translate training materials into Bislama</b> <b>Records and Information Management—Intellectual Property—Payment of copyright fees</b>			
<b>NRIMD Committee</b>	Activity of the National Records and Management Committee	Meetings with agencies about the NRIMDC.	Letters, draft briefings,
<i>Examples of file titles</i> The third part of the file should describe the activity involved with NRIMD Committee. For example: <b>Records and Information Management—NRIMD Committee—Briefings</b> <b>Records and Information Management—NRIMD Committee—Minutes of Meetings</b>			
<b>Planning</b>	The activity of developing strategies and systems to manage	Conducting risk assessments; developing records and	Records documenting the outcome of risk assessments; final



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	the organisation’s information resources.	information management plans; conducting information needs analyses.	drafts of plans.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of plan being developed. For example:  <b>Records and Information Management—Planning—Records security plan</b>  <b>Records and Information Management—Planning—Records Plan</b></p>			
<b>Policy</b>	The activity of developing and deciding on the organisation’s information management priorities and directions.	Developing information management policies such as records management policies, library acquisition policies or computer use policies.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of policy being developed. For example:  <b>Records and Information Management—Policy—Records and Information Management Policy</b>  <b>Records and Information Management—Policy—Code of Practice on Records Management</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the organisation’s information management processes and activities.	Developing information management procedures such as records and information management procedures.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of procedures being developed. For example:  <b>Records and Information Management—Procedure—Record Management Procedures</b>  <b>Records and Information Management—Procedure—Record and Information Management Guidelines</b></p>			
<b>Publishing and Printing</b>	The activity of producing	Drafting user manuals; designing	Final drafts of manuals and other



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	materials that inform people about the information resources of the organisation.	forms; printing internal promotional posters.	internal publications; letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of item being published or printed. For example:  <b>Records and Information Management—Publishing and Printing—Design Records Management guidelines for printing</b>  <b>Records and Information Management—Publishing and Printing—Design Records Management brochures for handing out</b></p>			
<b>Research</b>	The activity of investigating into and study of Records and Information Management in order to establish facts and reach new conclusions.	Conducting research on Records and Information Management in an agency.	Draft research outcomes, Final research outcomes letters, agenda and minutes of meetings.
<p><i>Examples of file titles</i>                  The third part of the file should describe the type of research conducted. For example:  <b>Records and Information Management—Research—Agency research report</b></p>			
<b>Training</b>	The activity of teaching a person a particular type of skill in Records and Information Management.	A Records Management workshop with different government agencies	Invitation letters; Training guides; Training manuals; Power point presentations.
<p><i>Examples of file titles</i>                  The third part of the file should describe the training in more detail. For example:  <b>Records and Information Management—Training—PARBICA Toolkit workshop with agencies</b>  <b>Records and Information Management—Training—Presentation on Records Management Policy</b></p>			
<b>Function</b>			
<b>06 Strategic Management (SM)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Audit</b>	The activity of officially checking the RTI Unit’s activities to ensure	Planning internal audit strategies; agreeing on terms of reference for	Letters of engagement; minutes of entry interviews; terms of



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	it is meeting relevant standards.	audits; reporting on audit outcomes; responding to audit recommendations	reference documents; internal performance audit plans; performance audit reports; agenda, papers and minutes of Internal Audit Committee meetings.
<p><i>Example of file titles</i>                  The third part of the file title should describe the audit being undertaken. For example:  <b>Strategic Management – Audit – Internal audit review of the Ministry’s management of community grants</b>  <b>Strategic Management – Audit – Audit Office performance audit of the Ministry’s compliance with the Archives Act</b>                  Note: For audits of financial statements, use ‘Financial Management – Audit’.</p>			
<b>Consultation and Advice</b>	The activity of speaking with others inside the RTI Unit and externally about how its strategic directions are managed.	Receiving instructions from the Prime Minister’s office or other strategic management bodies; researching governance and other strategic management standards.	Copies of Prime Minister’s instructions and circulars; reports analysing relevant governance and compliance requirements.
<p><i>Example of file titles</i>                  The third part of the file title should describe the advice being given. For example:  <b>Strategic Management – Consultation and Advice – Prime Minister’s circulars</b>  <b>Strategic Management – Consultation and Advice – Advice from Attorney-General on Ministry’s responsibilities under the Privacy Act</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the RTI Unit’s strategic directions and the way they are managed, and reporting the results to others.	Non-financial reporting to the CIO, the Steering Committee; the Prime Minister’s Office.	Statements of Intent to the Minister; quality assurance reports; non-financial reports to the CIO, Steering Committee, Prime Minister or other high-level government bodies.
<p><i>Example of file titles</i>                  The third part of the file title should describe the type of report being developed. For example:  <b>Strategic Management—Evaluation and Reporting—RTI Unit Weekly Report 2015</b></p>			



<b>Strategic Management – Evaluation and Reporting – RTI Unit Annual Report 2015</b>			
Note: Does not include the organisation’s formal financial reports to government – see ‘Financial Management – Financial Statements’.			
<b>Legislation</b>	The activity of advising on and assisting with the development of laws and regulations.	Preparing drafting instructions; briefing ministers on proposed new laws relevant to the organisation; consulting with other bodies on the organisation’s own legislation; commenting on legislation administered by other government bodies	Briefs, letters, emails, minutes and other correspondence with the Minister’s office regarding legislation; drafting instructions prepared for the Attorney-General; agenda, papers and minutes of consultation meetings and forums.
<i>Example of file titles</i>			
The third part of the file title should describe the legislation being developed. For example: <b>Strategic Management – Legislation – Prime Minister’s comments on exposure draft of RTI Bill</b> <b>Strategic Management – Legislation – Drafting instructions for Agencies enabling legislation</b>			
<b>Meetings</b>	The activity of getting DSPPAC-RTI Unit Officers together for discussion.	Meetings	Includes agendas and minutes of internal meetings and external meetings attended by RTI Unit Officers that discuss Strategic Management matters.
<i>Example of file titles</i>			
The third section of the title should describe the main topics covered by the meeting. If the meeting is held regularly, for example every week or once a month, start a new file each year. For example: <b>Strategic Management – Meetings – RTI Unit Weekly Meeting</b> <b>Strategic Management – Meetings – special meeting to discuss new corporate plan development process</b>			
<b>Planning</b>	The activity of developing strategies and systems to manage the RTI Unit’s overall directions	Developing business plans, mission statements, business continuity plans, risk management	Working papers and drafts of plans; agenda, papers and minutes of consultative planning meetings.





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	and activities.	plans and key performance indicators for the organisation.	
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the plan being developed. For example:  <b>Strategic Management – Planning – RTI Unit Annual plan 2019</b>  <b>Strategic Management – Planning – DSPPAC-RTI Unit Business Plan 2019-2020</b></p> <p>Note: Use this heading for high-level plans that span the whole organisation. For plans related to a particular function of the organisation, use the heading for that function, for example ‘Personnel and Establishment – Planning’.</p>			
<b>Policy</b>	The activity of developing and deciding on the RTI Unit’s strategic management priorities and directions.	Developing organisation-wide corporate policies such as Right to Information policies.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the policy being developed. For example:  <b>Strategic Management – Policy – Drafting of RTI Unit’s vision statement</b>  <b>Strategic Management – Policy – National Right to Information Policy</b></p> <p>Note: Use this heading for high-level policies that span the whole organisation. For policies related to a particular function of the organisation, use the heading for that function, for example ‘Personnel and Establishment – Policy’.</p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the RTI Unit’s strategic management processes and activities.	Developing organisation-wide corporate procedures such as risk assessment procedures, fraud investigation procedures and strategic planning procedures.	Drafts and final copies of procedures manuals, handbooks and guidelines.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the procedures being developed. For example:  <b>Strategic Management – Procedures – Annual strategic planning calendar</b>  <b>Strategic Management – Procedures – Internal communication protocols</b></p> <p>Note: Use this heading for high-level procedures that span the whole organisation. For procedures related to a particular function of the organisation, use the heading for that function, for example ‘Personnel and Establishment – Procedures’.</p>			



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<b>Publishing and Printing</b>	The activity of producing materials that inform people about the information resources of the organisation.	Drafting user manuals; designing forms; printing internal promotional posters.	Final drafts of manuals and other internal publications; letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the type of item being published or printed. For example:</p> <p><b>Strategic Management—Publishing and Printing—Design RTI Unit promotional posters</b>  <b>Strategic Management—Publishing and Printing—Publication of a Unit logo</b>  <b>Strategic Management—Publishing and Printing—Printing of RTI Unit reports</b></p>			
<b>Relationship Management</b>	The activity of communicating with other government bodies, including overseas governments, and non-government organisations.	Preparing briefings and arranging meetings for advisory boards and committees; negotiating and signing agreements with overseas aid bodies and non-government organisations.	Briefings, agenda, papers and minutes of advisory board meetings; emails, minutes, letters and other correspondence about negotiating agreements with government bodies; memoranda of understanding and other agreements signed with government bodies.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the organisation involved in the relationship. For example:</p> <p><b>Strategic Management – Relationship Management – Briefing Notes for Director 2019</b>  <b>Strategic Management – Relationship Management – MOU Between RTI Unit, OGCIO &amp; Ministry of Education</b></p> <p>Note: For relationships with professional bodies, use ‘External Relations – Networking Liaison and Membership’. For relationships with the public, use the appropriate heading under ‘External Relations’. For relationships with the media, use ‘External Relations – Media Relations’.</p>			
<b>Function</b>			

<b>07 Agency Action Plan (AAP)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others within the Unit or externally about Agencies Action Plan	Meeting with agencies or RTI Committee; receiving feedback from Agencies on action plans; giving advice to Agencies on Action Plan	Agenda and minutes of meetings; emails, circulars on Agency Action Plan.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the kind of advice being given or who is giving it. For example:  <b>Agency Action Plan—Consultation and Advice—Advice from RTI Unit to Agencies on Agency Action Plan</b>  <b>Agency Action Plan—Consultation and Advice—Meetings of agencies 2015</b></p>			
<b>Evaluating and Reporting</b>	The activity of assessing the Agency’s Action Plan and how it is being implemented and reporting the result to others.	Reporting to the RTI Steering Committee, the RTI Unit Management or DSPPAC	Reports from Agencies on their Agency Action Plan progress. Reports by RTI Unit on the progress of Agency Actions Plans.
<p><i>Examples of file titles</i></p> <p>The third section of the title should describe the report content or which agency the report is from. For example:  <b>Agency Action Plan—Evaluating and Reporting—Progress reports on Agencies Action Plans 2019</b>  <b>Agency Action Plan—Evaluating and Reporting—RTI reports on action plans 2019</b></p>			
<b>Planning</b>	The activity of developing strategies and systems to manage an organisations direction or activities to implement RTI.	Developing Agency Action Plans including the RTI Unit’s contribution to agencies on developing Agency Action Plans	Working papers and drafts of plans; agenda and minutes of consultative planning meetings.
<p><i>Examples of file titles</i></p> <p>The third section of the file title should describe the plan being developed. For plans that are updated or reissued regularly include the year the plan is being developed and start a new file each year. For example:  <b>Agency Action Plan—Planning—Agencies Action Plan 2019</b></p>			

<b>Agency Action Plan—Planning—Agency Action Plan template 2015</b> <b>Agency Action Plan—Planning—Agencies Action Plan 2020</b>			
<b>Function</b>			
<b>08 Agency Baseline Assessment (ABA)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others within the Unit or externally about Agencies Baseline Assessment.	Meeting with agencies or RTI Committee; receiving feedback from Agencies on baseline assessments; giving advice to Agencies on Baseline Assessment.	Agenda and minutes of meetings; emails, circulars on Agency Baseline Assessment.
<i>Examples of file titles</i> The third part of the file title should describe the kind of advice being given or who is giving it. For example: <b>Agency Baseline Assessment—Consultation and Advice—Circular from PMO to agencies on Agency Baseline Assessment</b> <b>Agency Baseline Assessment —Consultation and Advice—Instruction to RTI officers on Agency Baseline Assessment</b>			
<b>Evaluating and Reporting</b>	The activity of assessing the Agencies status towards implementing RTI	Reporting to the RTI Steering Committee, the RTI Unit Management or DSPPAC	Reports by the RTI Unit or agencies on about the Agency Baseline Awareness.
<i>Examples of file titles</i> The third section of the title should describe the report content or which agency the report is from. For example: <b>Agency Baseline Assessment—Evaluating and Reporting—Progress reports from agencies 2019</b> <b>Agency Baseline Assessment—Evaluating and Reporting—RTI Assessment reports</b>			
<b>Planning</b>	The activity of developing strategies and systems to carrying out the Agency Baseline Assessment.	Developing Agency Baseline Assessment templates including the RTI Unit’s contribution to agencies on readiness to implement RTI.	Working papers and drafts of plans; agenda and minutes of consultative planning meetings.

*Examples of file titles*  
 The third section of the file title should describe the plan being developed. For plans that are updated or reissued regularly include the year the plan is being developed and start a new file each year. For example:  
**Agency Baseline Assessment—Planning—Agency Baseline Annual Plan 2016**  
**Agency Baseline Assessment—Planning—Agency Baseline Assessment template 2015**

<b>Procedures</b>	The activity of setting down methods of carrying out the RTI Unit’s Agency Baseline Assessment processes and activities.	Developing procedures for carrying out assessments.	Drafts of agency baseline assessment procedures; final copies of baseline assessments; manuals; handbooks and guidelines.
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*Examples of file titles*  
 The third section of the file title should describe the procedures being developed. For example:  
**Agency Baseline Assessment—Procedures—Agency Baseline Assessment Template**  
**Agency Baseline Assessment—Procedures—Guide to carrying out Agency Baseline Assessment**

**Function**

**09 Agency Proactive Publications (APP)**

<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others within the Unit or externally about Agencies Publications	Meeting with agencies or RTI Committee; receiving feedback from Agencies on different publications by agencies; giving advice to Agencies on Publishing information	Agenda and minutes of meetings; emails, circulars on Agency’s Proactive Publication

*Examples of file titles*  
 The third part of the file title should describe the kind of advice being given or who is giving it. For example:  
**Agency Proactive Publications—Consultation and Advice—Circular from RTI Unit to Agencies**  
**Agency Baseline Assessment —Consultation and Advice—Weekly RTI Unit Meeting**  
**Agency Baseline Assessment—Consultation and Advice—Workshop with agencies to provide guidance on proactively publishing**

<b>information</b>			
<b>Complaints and feedbacks</b>	The activity of receiving and responding to criticisms of, and suggestions for, the organisation's services and performance from members of the public or other external bodies.	Designing and setting up suggestion boxes and feedback forms; keeping registers of complaints; forwarding feedback and suggestions to other areas of the RTI Unit or other agencies for response; answering general inquiries from the public.	Feedback forms; complaints registers; emails; letters and other correspondence providing feedback to the RTI Unit or responding to that feedback; survey designs, forms and results.
<p><i>Examples of file titles</i></p> <p>The third part of the title should include the nature of the complaint or feedback. For example:</p> <p><b>Agency Proactive Publications—Complaint and feedbacks—Customers satisfactory survey</b>  <b>Agency Proactive Publications—Complaints and feedbacks—Complaints received from the public 2019</b>  <b>Agency Proactive Publications—Complaints and feedbacks—Complaints received from agencies 2019</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the Agencies status towards proactively publishing information.	Reporting to the RTI Steering Committee, the RTI Unit Management or a survey conducted by RTI Unit.	RTI Unit reports and external reports on the proactive publication of information by agencies.
<p><i>Examples of file titles</i></p> <p>The third part of the file should describe the type of report being made. For example:</p> <p><b>Agency Proactive Publications—Evaluating and Reporting—Agency Proactive Publication Survey Report</b></p>			
<b>Publication and Printing</b>	The activity of producing materials that promote or inform people about the different organisations.	Designing and printing materials for external audience.	Newsletters, Brochures and flyers.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the items being published or printed. For example:</p> <p><b>Agency Proactive Publications—Publication and Printing—RTI Brochure on Agency Proactive Publication</b></p>			



<b>Agency Proactive Publications—Publication and Printing—RTI Press Release</b>			
<b>Research</b>	The activity of investigating into and study of Agency Proactive Publications in order to establish facts and reach new conclusions.	Conducting research on Agency Proactive Publication.	Draft research outcomes, Final research outcomes letters, agenda and minutes of meetings.
<p><i>Examples of file titles</i>                      The third part of the file should describe the type of research conducted. For example:  <b>Agency Proactive Publication—Research—Australia Governor General Information guide</b>  <b>Agency Proactive Publication—Research—Agency Information Guide</b></p>			
<b>Function</b>			
<b>10 Agency Reports (AR)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others within the Unit or externally about Agency reports.	Meeting with agencies or RTI Committee; receiving feedback from Agencies; giving advice to Agencies on how to agency reports.	Agenda and minutes of meetings; emails, circulars on Agency’s Report templates
<p><i>Examples of file titles</i>                      The third part of the file title should describe the kind of advice being given or who is giving it. For example:  <b>Agency Reports—Consultation and Advice—Advice from RTI to agencies on new Agency Report template</b>  <b>Agency Reports—Consultation and Advice—Meetings of Agencies</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the Agencies activities in implementing Right to Information.	Reporting to the RTI Unit and public.	Internal and external reports on Agencies RTI activities.
<p><i>Examples of file titles</i>                      The third section of the file title should describe the kind of evaluation being done and give the name of the report. For example:  <b>Agency Reports—Evaluation and Report—RTI Officers reports 2019</b></p>			

<b>Agency Reports—Evaluation and Report—Agency RTI activities evaluation reports</b>			
<b>Procedures</b>	The activity of setting down methods of writing an Agency report.	Developing agency report procedures.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the types of procedures being developed. For example:  <b>Agency Reports—Procedures—Guide to writing agency reports</b>  <b>Agency Reports—Procedures—Template for writing agency reports</b></p>			
<b>Publishing and Printing</b>	The activity of producing materials that inform the public about the Agency’s activities in RTI.	Drafting reports; designing templates; designing manuals; drafts of manuals; printing agency reports	Final drafts, copies of agency reports; letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of item being published or printed. For example: <b>Agency Reports—Publishing and Printing—Design of agency reports</b>  <b>Agency Reports—Publishing and Printing—Printing of agency reports</b></p>			
<b>Function</b>			
<b>11 RTI advice to agencies (ADV)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others inside the organisation and externally about Right to Information.	Meeting with agencies; RTI Unit meeting; consultation with agencies	Agenda and minutes of meetings; emails, circulars and instructions to staff on how to use the office equipment.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the type of advice being given. For example:  <b>RTI Advice to agencies—Consultation and Advice—Circulars to Agencies on RTI</b></p>			





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<b>Policy</b>	The activity of developing and deciding on the RTI priorities and directions.	Developing RTI policies	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the policy. For example:  <b>RTI Advice to Agencies—Policy—National Policy on Right to Information</b></p>			
<b>Procedure</b>	The activity of setting down methods of carrying out the RTI Unit’s advice to agencies.	Developing procedures for the RTI Unit’s communication and providing advice to agencies.	Draft and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the procedures. For example:  <b>RTI Advice to Agencies—Procedure—Agency Consultation guidelines</b></p>			
<b>Function</b>			
<b>12 RTI Legislation and Regulation (LAW)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others inside the organisation and externally about the RTI legislation or other related legislations.	Meeting with RTI Unit staffs or other external agencies, consulting with other agencies on RTI legislation	Agenda and minutes of meetings; emails, circulars regarding Right to Information legislation
<p><i>Examples of file titles</i>                  The third part of the file title should describe the advice being given. For example:  <b>RTI Legislation and Regulation—Consultation and Advice—Circular on RTI Bill to RTI Steering Committee</b>  <b>RTI Legislation and Regulation—Consultation and Advice—Advice notes from State Law Office</b></p>			
<b>Complaints and Feedbacks</b>	The activity of receiving and responding to criticism of, and suggestions for, the RTI legislation	Designing and setting up suggestion boxes and feedback forms; keeping registers of	Feedback forms; complaints registers; emails, letters and other correspondence providing



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	and regulation's performance and achievements from members of the public.	complaints; forwarding feedback and suggestions to the RTI Unit, RTI Steering Committee for response; answering general enquiries from the public.	feedback to the organisation or responding to that feedback; survey designs, forms and results.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the kind of feedback being given. For example:</p> <p><b>RTI Legislation and Regulation—Complaints and Feedback—Complaints received from the public 2019</b>  <b>RTI Legislation and Regulation—Complaints and Feedback—Public satisfaction survey</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the effectiveness of the RTI Legislation and reporting the result to others.	Gathering agencies statistics; reviewing the legislation implementation.	Internal and external reports on the RTI Legislation and regulation.
<p><i>Examples of file titles</i></p> <p>The third section of the file title should describe the type of report being made. For example:</p> <p><b>RTI Legislation and Regulation—Evaluating and Reporting—RTI Country study report</b>  <b>RTI Legislation and Regulation—Evaluating and Reporting—RTI Legislation and Regulation Study reports</b></p>			
<b>Policy</b>	The activity of developing and deciding on RTI Legislations and regulations priorities and directions.	Developing RTI policies	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements; policy briefings
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the policy being developed. For example:</p> <p><b>RTI Legislation and Regulation—Policy—National RTI Policy</b>  <b>RTI Legislation and Regulation—Policy—Policy Briefings</b></p>			
<b>Research</b>	The activity of investigating into and study of RTI Legislation and Regulation in order to establish facts and reach new conclusions.	Conducting research on RTI Legislation and Regulation.	Draft research outcomes, Final research outcomes letters, agenda and minutes of meetings.



<p><i>Examples of file titles</i></p> <p>The third part of the file should describe the type of research conducted. For example:  <b>RTI Legislation and Regulation—Research—Australia RTI Act</b>  <b>RTI Legislation and Regulation—Research—South Africa RTI Act update</b></p>			
<b>Function</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others inside the RTI Unit and externally about the RTI Implementation Plan.	RTI Unit meeting; consulting with RTI experts.	Agenda, minutes of meetings; emails, circulars and instructions to staff on RTI Implementation Plan.
<p><i>Examples of file titles</i></p> <p>The third section of the file title should describe the advice being given. For example:  <b>RTI Implementation Plan—Consultation and Advice—Circular to government departments on the implementation of National RTI Policy</b></p>			
<b>Complaints and Feedbacks</b>	The activity of receiving and responding to criticisms of, and suggestion for the RTI Implementation Plan.	Designing and setting up, suggestion boxes and feedback forms; keeping registers for complaints; forwarding feedback and suggestions regarding the RTI Implementation Plan.	Feedback forms; Complaints registers; emails, letters and other correspondence providing feedback to the organisation or responding to that feedback; survey designs, forms and results.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the kind of feedback being given. For example:  <b>RTI Implementation Plan—Complaints and Feedback—Customer satisfaction survey</b>  <b>RTI Implementation Plan—Complaints and Feedback—Complaints received from the public 2019</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the RTI Implementation Plan and reporting the result to others.	Gathering statistics; reviewing the activities implemented in the plan	Internal and external reports on the RTI Implementation Plan; Progress reports on the activities

			implemented in the plan.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the type of report being made. For example:  <b>RTI Implementation Plan—Evaluating and Reporting—Report on RTI Implementation progress</b></p>			
<b>Planning</b>	The activity of developing strategies and systems to manage the RTI Legislation	Conducting risk assessments; developing information management plans; conducting information needs analyses.	Record documenting the outcome of risk assessments; final drafts of plans.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the type of plan being developed. For example:  <b>RTI Implementation Plan—Planning—RTI Implementation Plan draft</b></p>			
<b>Publishing and Printing</b>	The activity of producing materials that inform people about the RTI Implementation Plan	Drafting RTI guidelines; designing forms; printing internal and external promotional posters.	Final drafts of guides and other internal publications, letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i></p> <p>The third part of the file should describe the item being published or printed. For example:  <b>RTI Implementation Plan—Publishing and Printing—Printing of Final RTI Implementation Plan</b>  <b>RTI Implementation Plan—Publishing and Printing—Media release 2019</b></p>			
<b>Research</b>	The activity of investigating into and study of RTI Implementation Plan in order to establish facts and reach new conclusions.	Conducting research on RTI Implementation Plan.	Draft research outcomes, Final research outcomes letters, agenda and minutes of meetings.
<p><i>Examples of file titles</i></p> <p>The third part of the file should describe the type of research conducted. For example:  <b>RTI Implementation Plan—Research—Impacts of RTI Implementation in Asia</b>  <b>RTI Implementation Plan—Research—RTI Implementation difficulties :India</b></p>			



Function			
<b>14 RTI Information Commissioner (RIC)</b>			
Activity	Description	Examples of tasks	Examples of records
<b>Consultation and Advice</b>	The activity of speaking with others inside the RTI Unit and externally about RTI.	Meeting with agencies, RTI Unit meeting; receiving feedback from agencies or public, giving advice to agencies or public on RTI legislation.	Agenda and minutes of meetings; emails and circulars to agencies on the RTI legislation.
<p><i>Examples of file titles</i></p> <p>The third part of the file should describe the kind of advice being given or who is giving it. For example:</p> <p><b>RTI Information Commission—Consultation and Advice—Meeting with agencies</b>  <b>RTI Information Commission—Consultation and Advice—Community awareness 2020</b></p>			
<b>Complaints and Feedbacks</b>	The activity of receiving and responding to criticisms of, and suggestions for, the RTI legislation.	Designing and setting up suggestion boxes and feedback forms; keeping registers of complaints; forwarding feedback and suggestion to other organisation to deal with the issue; answering general enquiries from the public.	Feedback forms; complaints registers; emails, letters and other correspondence providing feedback about RTI; survey designs, forms and results.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the kind of feedback being given. For example:</p> <p><b>RTI Information Commission—Complaints and Feedback—Customer satisfaction survey</b>  <b>RTI Information Commission—Complaints and Feedback—Complaints received from the public 2020</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the RTI legislation implementation and the progress and reporting the results to others.	Gathering statistics; reviewing marketing requirements; evaluating public engagement with the RTI Information	Internal and external reports on events; reports from the Information Commissioner; Agencies reports.



		Commission.	
<p><i>Examples of file titles</i></p> <p>The third section of the file title should describe the kind of evaluation being done or given the name of the report. For example:  <b>RTI Information Commission—Evaluation and Reporting—Report on Agencies proactive publication of information</b>  <b>RTI Information Commission—Evaluation and Reporting—Report on the use of RTI request tracking system</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out activities by the Information Commission.	Developing complaint and appeal procedures, issuing guidelines on proactive publications and codes of records management.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the plan being developed. For example:  <b>RTI Information Commission—Procedures—Procedures for lodging a complaint</b>  <b>RTI Information Commission—Procedures—Procedures for agencies to proactively publish information</b></p>			
<b>Publishing and Printing</b>	The activity of producing materials that promote or inform people about the Information Commission	Drafting complaint or appeal procedures; printing promotional flyers or posters.	Final drafts of manuals and other internal publications; letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the type of item being published or printed. For example:  <b>RTI Information Commission—Publishing and Printing—Manual on best practices and duty of Agencies and Entities to proactively publish information</b>  <b>RTI Information Commission—Publishing and Printing—Guide on the RTI Act</b></p>			
<b>Research</b>	The activity of investigating into and study of RTI Information Commission in order to establish facts and reach new conclusions.	Conducting research on RTI Implementation Plan.	Draft research outcomes, Final research outcomes, letters, agenda and minutes of meetings.
<p><i>Examples of file titles</i></p>			



<p>The third part of the file should describe the type of research conducted. For example:  <b>RTI Information Commission—Research—Office of the Information Commission Australia</b>  <b>RTI Information Commission—Research—The Impact of the Information Commission in Asia</b></p>			
<b>Function</b>			
<b>15 RTI Information Portal and Website (IPW)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice (CA)</b>	The activity of speaking with others inside the RTI Unit and externally about the RTI Information Portal and Website.	Meeting with IT officers; consulting with RTI Unit staff and externally about RTI Information Portal and Website	Agenda and Minutes of Meetings; emails, circulars and instructions to staff on RTI Information Portal and Website.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the advice being given. For example:  <b>RTI Information Portal and Website—Consultation and Advice—Instruction to RTI Unit staff to use RTI Information Portal and Website</b>  <b>RTI Information Portal and Website—Consultation and Advice—Circular to Agencies and Entities 2019</b></p>			
<b>Evaluation and Reporting</b>	The activity of assessing the RTI Information Portal and Website and reporting the result to others.	Gathering statistics and evaluate the performance of the RTI Information Portal and Website	Draft of reports; Reports to RTI Steering Committee
<p><i>Examples of file titles</i>                  The third part of the file title should describe the report being developed. For example:  <b>RTI Information Portal and Website—Evaluating and Reporting—RTI Unit Weekly report</b>  <b>RTI Information Portal and Website—Evaluating and Reporting—Information Portal user statistics 2019</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out relating to RTI Information Portal and Website.	Developing a guideline to using the RTI Information Portal and Website	Drafts and final copies of the procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i></p>			



<p>The third part of the file title should describe the procedures being developed. For example:  <b>RTI Information Portal and Website—Procedures—Guideline to using the RTI Information Portal and Website</b>  <b>RTI Information Portal and Website—Procedures—Staff manual</b></p>			
<p><b>Research</b></p>	<p>The activity of investigating into and study of RTI Information Portal and Website in order to establish facts and reach new conclusions.</p>	<p>Conducting research on RTI Information Portal and Website.</p>	<p>Draft research outcomes, Final research outcomes letters, agenda and minutes of meetings.</p>
<p><i>Examples of file titles</i>                  The third part of the file should describe the type of research conducted. For example:  <b>RTI Information Portal and Website—Research—Agency research report</b></p>			
<p><b>Function</b></p>			
<p><b>16 RTI Steering Committee (RSC)</b></p>			
<p><b>Activity</b></p>	<p><b>Description</b></p>	<p><b>Examples of tasks</b></p>	<p><b>Examples of records</b></p>
<p><b>Consultation and Advice</b></p>	<p>The activity of speaking with others inside the RTI Unit and externally about the RTI.</p>	<p>RTI Steering Committee Meeting;</p>	<p>Agenda and Minutes of Meetings; emails, circulars and instructions to staff on RTI Information Portal and Website.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the advice being given. For example:  <b>RTI Steering Committee—Consultation and Advice—Circular to RTI Unit staff</b></p>			
<p><b>Evaluation and Reporting</b></p>	<p>The activity of assessing the RTI Steering Committee and reporting the results to others.</p>	<p>Gathering statistics; reviewing RTI Steering Committee activities.</p>	<p>Internal and external reports on RTI Steering Committee.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the kind of evaluation being done or give the name of the report. For example:  <b>RTI Steering Committee—Evaluating and Reporting—RTI Unit weekly reports</b></p>			





<b>RTI Steering Committee—Evaluating and Reporting—RTI Steering Committee annual report</b>			
<b>Networking, Liaison and Membership</b>	The activity of managing the RTI Steering Committee’s membership of professional representatives of Government Ministries & Departments or NGO’s and making general contact with individuals or other bodies that share an interest on Right to Information.	Letters of appointment of membership; appointing or accepting; nomination of office holders; attending meetings of external professional and industry bodies; making submissions to inquiries or investigations being held by non-government bodies.	Emails, letters and other correspondence with professional bodies or other similar organisations; membership agreements; contact; lists; agenda and minutes of meetings; reports and resolutions of committees.
<p><i>Example of file titles</i></p> <p>The third part of the file title should describe the type of networking taking place or name the organisation that the RTI Unit is a member of. For example:</p> <p><b>RTI Steering Committee—Networking, Liaison and Membership—Appointment letters to Committee Members</b>  <b>RTI Steering Committee—Networking, Liaison and Membership—Nomination letters for Committee members</b></p>			
<b>Planning</b>	The activity of developing strategies and systems to manage the organisation’s assets and resources.	Developing plans; event plans and publication plans.	Working papers and drafts of plans; agenda, papers and minutes of consultative planning meetings.
<p><i>Examples of file titles</i></p> <p>The third part of the file title should describe the plan being developed. For example:</p> <p><b>RTI Steering Committee—Planning—RTI Unit annual plan</b>  <b>RTI Steering Committee—Planning—RTI Day planning</b></p>			
<b>Policy</b>	The activity of developing and deciding on the RTI Steering Committee’s priorities and directions.	Developing RTI policies such as customer service guides and other policies.	Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.
<p><i>Examples of file titles</i></p>			



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<p>The third part of the file title should describe the type of policy being developed. For example:  <b>RTI Steering Committee—Policy—Customer service standards</b>  <b>RTI Steering Committee—Policy—RTI Policy</b></p>			
<b>Procedures</b>	The activity of setting down methods of carrying out the RTI Unit’s processes and activities.	Developing procedures for approving publications, event management and handling customer complaints.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the procedures being developed. For example:  <b>RTI Steering Committee—Procedures—Procedures for approving RTI Unit officers training</b>  <b>RTI Steering Committee—Procedures—Instructions to RTI Unit staff on dealing with complaints</b></p>			
<b>Publishing and Printing</b>	The activity of producing materials that promote or inform people about the RTI Steering Committee and its activities.	Designing and printing promotional materials for external audiences.	Briefs for designers; specifications for printers; drafts of certificates; newsletters and other in house designs.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the items being published or printed. For example:  <b>RTI Steering Committee—Publishing and printing—Production of brochure to promote the RTI Steering Committee and its activities</b>  <b>RTI Steering Committee—Publishing and printing—Printing of annual calendar</b></p>			
<b>Function</b>			
<b>17 Training (TRG)</b>			
<b>Activity</b>	<b>Description</b>	<b>Examples of tasks</b>	<b>Examples of records</b>
<b>Consultation and Advice</b>	The activity of communicating with others within the RTI Unit and externally about the Trainings conducted by the RTI Unit or attended by the RTI Unit staffs.	Meeting with stakeholders and agencies; consulting with others on their training needs and meeting to develop training handbooks.	Agenda and minutes and meetings; emails, circulars and instructions about RTI Unit Trainings.



<p><i>Examples of file titles</i>                  The third section of the file title should describe the advice being given. For example:  <b>Training—Consultation and Advice—Instructions to Agencies on RTI Trainings</b>  <b>Training—Consultation and Advice—Minutes of meeting with agencies</b></p>			
<p><b>Evaluation and Reporting</b></p>	<p>The activity of assessing the RTI Unit’s training activities and reporting the result to others internally and externally.</p>	<p>Gathering statistics; reviewing training handbooks; reviewing training programs.</p>	<p>Internal and external reports on the Training activities and programs carried out by the RTI Unit.</p>
<p><i>Examples of file titles</i>                  The third section of the file title should describe the kind of evaluation being done or give name of report. For example:  <b>Training—Evaluation and Reporting—Review of RTI training guides</b>  <b>Training—Evaluation and Reporting—Agencies Training report</b></p>			
<p><b>Planning</b></p>	<p>The activity of developing strategies to carry out RTI Unit’s training programs.</p>	<p>Developing training plans.</p>	<p>Working papers and drafts of plans; agenda, papers and minutes of consultative planning meetings.</p>
<p><i>Examples of file titles</i>                  The third section of the file title should describe the plan being developed. For example:  <b>Training—Planning—RTI Officers Records Management Training Plan 2020</b>  <b>Training—Planning—RTI Officers Training schedule 2020</b></p>			
<p><b>Policy</b></p>	<p>The activity of developing and deciding on the RTI Unit’s training priorities and directions.</p>	<p>Developing training policies such as policy for conducting trainings.</p>	<p>Drafts of policies and working papers; policy proposals; research papers and reports; final policy statements.</p>
<p><i>Examples of file titles</i>                  The third part of the file title should describe the policy being developed. For example:  <b>Training—Policy—Policy on conducting RTI trainings</b>  <b>Training—Policy—Policy on creating training manuals</b></p>			



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<b>Procedures</b>	The activity of setting down methods and processes of conducting RTI trainings.	Developing training procedures for RTI, handling complaints, proactively publishing information and records management.	Drafts and final copies of procedures, manuals, handbooks and guidelines.
<p><i>Examples of file titles</i>                  The third part of the file title should describe the procedures being developed. For example:  <b>Training—Procedures—RTI proactive publication guide</b>  <b>Training—Procedures—Records and Information Management Policy guide</b></p>			
<b>Publishing and Printing</b>	The activity of producing training materials to be used by the RTI Unit and agencies implementing RTI.	Drafting training manuals; designing training manuals; printing manuals and other training promotional materials.	Final drafts of manuals and other internal and external publications on trainings; letters and emails giving instructions to designers and printers.
<p><i>Examples of file titles</i>                  The third part of the file title should the item being published or printed. For example:  <b>Training—Publishing and Printing—Design of RTI training promotional flyers</b>  <b>Training—Publishing and Printing—Printing Training manuals</b></p>			

