IN-CONFIDENCE

Department of Resources, Energy and Tourism

In Confidence
Resources

RET10/03655

GOVERNMENT RELATIONS - ADVICE - Ministerial Briefings - Maralinga (British Nuclear Tests Program/Handback) - 2010-2013

Previous Part

File to be stored in secure container when not being viewed

Folio No	Recipient	Signature & Date	Folio No	Recipient	Signature & Date
	Virginia Leitch	23/11/10			

Assignee Responsibilities

File recipients are responsible for the care and security of files in their custody in accordance with departmental guidelines.
Any file **NOT** needed for current operational use should be returned to Records Management Unit (RMU) for proper storage. Before returning a file to RMU the assignee must ensure:

- All current action is completed (eg all projects and responses are finalised).
- In the 'Recipient' field on the cover, mark Put Away (PA) and sign and date.
- There are no loose papers, bull-dog clips, tabs, paper clips or plastic covers etc.
- Post-it notes that hold information should be copied or stapled to an A4 folio.
- The documents in the file are not of a higher security classification than the cover. If there are such documents, the file must be re-classified accordingly. Contact RMU on x47236 for assistance.
- It is recommended that each document on the file is numbered (folioed).

Transferring files:
Every file movement must be recorded in the TRIM Records Management system.
Officers are responsible for advising RMU of any transfer taking place between officers, states, or if the file is leaving the building.

Retention Details:

Disposal Authority:	Entry:	Destruction Due:
	Date Created:	Date Closed:

IN-CONFIDENCE

RET10/03655

3 3 6 3 0 RET10/03655 2010 RET