



ES2003/11783

**Department of Innovation, Industry, Science & Research** ES2003/11783  
 Radioactive Waste

**MARALINGA - KULI AREA REHABILITATION ISSUES**

Date Created: 23/05/2003  
 Specific Announcement Code: Informal existing documents - Exclude from Series

Security Level <b>Unclassified</b>	Related Objects	Previous Part	Next Part
Archival or Disposal Action <b>Active</b>		Schedule Number <b>0</b>	

If re-addressing to Records Management for storage, sign-off with initials only.

DISOCS Code	Location Comment (ie action officer name, mail loc.)	before re-addressing		DISOCS Code	Location Comment (ie action officer name, mail loc.)	before re-addressing	
		Date	Initial			Date	Initial
742	DAVID JOHNS	27/5/03		<b>CLOSED</b>	FIRST PAPER	8/12/01	
F	DRET	30.1.2008			LAST PAPER	16/6/04	
	P/A SA	29.2.08			AUTHORITY	ALTO	
	Pat Jarron	6.3.09			CLASS	18375	
	Tegan Farrelley	26/9/11			DESTROY YEAR	RNA	

**Instructions for action officers and Support Staff**

- Do:**
- ensure only the papers that relate to the file title are placed on the file;
  - place papers in date order – attach the oldest papers first;
  - give each document a consecutive folio number (in red pen) at the top right hand corner;
  - when passing a file to another officer, complete the referral action on the cover;
  - when passing a file to another Section, update the location details on NARS or inform the Records Management Unit (RMU) – a regular file census is recommended;
  - return the file to the RMU when no longer in active use.
- Avoid:**
- placing numerous drafts and duplicates on the file;
  - using the file for new correspondence after 2 years – unless agreed to by RMU or specified in the file title.

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