



2004 THESAURUS GUIDE

A GUIDE TO KEYWORD CLASSIFICATION

PREPARED BY

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GLOSSARY of THESAURUS TERMS

Descriptors	Terms, which further define a subject area for example “Policy” always, follows a KEYWORD. “Complaint” always follows a KEYWORD.
Forbidden Terms	Synonyms which have been replaced by specific preferred terms. Forbidden terms cannot be used in file titles. Eg. General, Miscellaneous.
Homographs	Words with the same spelling, but with a different meaning, eg. PLANT (Botanical) and PLANT (Equipment).
Indexing	Listing particular file details, eg. Title words, numbers etc. to enable file retrieval.
<u>KEYWORDS</u>	<p>Broad subject areas. Only one Keyword is to be used in a file title and this Keyword should always be used in conjunction with a descriptor or descriptors to further define the correspondence contained in that file</p> <p>A short file title may follow using local terms such as</p> <p>CURRICULUM DEVELOPMENT – <i>COURSE</i> – <i>SUBJECT</i> – <i>UNIT</i></p> <p>Where the words, course, subject & unit are replace by the actual names of a teaching module.</p>
INCLUDES	Descriptors that bear some relationship with each other. A related descriptor may prove more appropriate in the titling of a file than the descriptor first considered or it may be a suitable lower level descriptor and further enhance a file’s title.
OR	
See Also	<p>SECURITY</p> <p>Measures taken to make any item safe from accidental damage, sabotage or observation and also the security classification of personnel. Includes all precautions, electronic devices etc. Use as a descriptor after the subject, eg. PREMISES - SECURITY. If necessary, specify the purpose of the security by using the descriptors ACCESS, FIRES, BOMBS etc., eg. PREMISES - SECURITY - FIRES.</p> <p>See SAFETY for measures taken to prevent accidents to individuals.</p> <p>See Also ACCESS, FIRES, ACCESS – UNAUTHORISED, FLOODS, BOMBS, HOLIDAYS – PUBLIC, CLASSIFICATION, IDENTIFICATION CARDS, CONFIDENTIALITY, SAFETY, EXPLOSIONS, VANDALISM.</p> <p>Words that are considered related in some way to other subject areas. A related Keyword may provide a more appropriate solution than the one first considered.</p>
Scope Notes	A unique definition and/or usage of a given term in the Thesaurus.
Synonyms	<p>A word that has the same, or near the same, meaning as another word.</p> <p>The entry will usually contain a descriptor word and a “see” reference only</p> <p>Eg. PERSONNEL see HUMAN RESOURCES MANAGEMENT.</p>
Titling	Assigning a unique title to files in order to reflect accurately their subject matter.



THE FORMAT

All entries in this document are listed in alphabetical order. These entries will comprise:

- KEYWORDS, which are always UNDERLINED in the text.
- Descriptors that will be followed by instructions concerning their specific use.
- **Forbidden Terms** will direct the user of the document to a preferred term.

STEPS FOR USING THE THESAURUS

TO CLASSIFY AND INDEX INFORMATION

- 1) Read the correspondence carefully in order to deduce its nature accurately.
- 2) Form a view, in natural language, of the subject matter contained in the document. Be certain that the view formed *INCLUDES* those important words that relate to both the broad and specific aspects of the correspondence under review.
- 3) Apply these natural language words/phases to the text of the thesaurus. Upon locating these natural language entries, the thesaurus will direct the user to either "Use" a particular Keyword and Descriptor sequence or to "See" a preferred entry contained elsewhere in the document.
- 4) Consult other aspects of the subject matter and convert them into lower level descriptors. ie. individuals, organisations or those mentioned in the list.
- 5) Arrange the file title in correct order.
- 6) Check FilCONTROL or the index for the existence of an existing file. If none exists, create a new file and title that file.

NOTE:-

Ensure that the hierarchy is kept consistent when indexing information on related matters, eg.

- (a) PUBLICATIONS - BOOKS
 - (b) PUBLICATIONS - BOOKS - GOVERNMENT
 - (c) PUBLICATIONS - BOOKS - GOVERNMENT - FEDERAL
 - (d) PUBLICATIONS - BOOKS - GOVERNMENT - FEDERAL - 1993
- and not:

- (a) PUBLICATIONS - BOOKS

(b) PUBLICATIONS - GOVERNMENT - BOOKS

- (c) PUBLICATIONS - BOOKS - GOVERNMENT - FEDERAL
- (d) PUBLICATIONS - FEDERAL - GOVERNMENT - BOOKS - 1993

A

ACADEMIES

See INSTITUTES / INSTITUTIONS.

ACCESS

Any means of approach or admittance.

Use as a descriptor after the subject, eg. PREMISES - ACCESS.

Refer to FREEDOM OF INFORMATION for matters pertaining to the provision of access to official government documents.

ACCIDENT PREVENTION

See SAFETY.

ACCIDENT REPORTS

Place the documents on the PERSONNEL HISTORY file. If additional copies are retained for reporting purposes place under SAFETY.

ACCIDENTS

Place correspondence on accidents sustained by individual persons on the appropriate personal file. Place correspondence sustained by accidents to individual motor vehicles on the appropriate VEHICLES file. Use the descriptor ACCIDENTS after the subject to classify correspondence of a general nature on accidents, eg. PERSONNEL - ACCIDENTS, VEHICLES - ACCIDENTS.

See SAFETY AND SECURITY for measures to prevent accidents sustained by personnel and items respectively. For implementation and coordination of Workplace Health and Safety and associated legislation, use WORKPLACE HEALTH AND SAFETY.

ACCIDENTS (FATAL)

See FATAL ACCIDENTS.

ACCIDENTS (NON EMPLOYEE - NON FATAL)

Use COMPENSATION - PRIVATE - ACCIDENTS and, if necessary, specify further by the individual's name.

ACCOMMODATION

When the correspondence refers to offices, residences, buildings etc., see the keyword PREMISES. However, should the correspondence refer to animal accommodation, see the descriptor ANIMAL ACCOMMODATION.

ACCOUNT (PAYABLE/RECEIVABLE/RENDERED)

See ACCOUNTS.

ACCOUNTABLE BOOKS/FORMS

Use ACCOUNTING - ACCOUNTABLE DOCUMENTS and specify the type of document.

ACCOUNTING

All records required for the maintenance, auditing and analysing of the financial position and operating results of the company.

Process of effecting, analysing and recording, in money terms, transactions and events of a financial nature. Use this keyword for classifying correspondence on accounts such as Cash Credit Accounts, Collection Accounts etc. Individual accounts for items purchased should be placed on the appropriate subject file, eg. an



account for the purchase of equipment should be classified under EQUIPMENT. Similarly an account for the purchase of stationery should be classified under STATIONERY.

Use BUDGETING for Financial Estimates concerning the future needs.

INCLUDES

annual accounts, audits, Group Reporting System, monthly expenditure, petty cash vouchers, receipts, working papers and computer cheques.

EXCLUDES

taxation, banking, capital expenditure, expense payments

See Also FINANCE

ACCOUNTS PAYABLE

See CREDITORS

ACCOUNTS RECEIVABLE

See DEBTORS

ACT

Decree, edict, statute or law.

INCLUDES Acts of parliament both state and federal.

Use LEGAL - REGULATIONS

ADMINISTRATION

The management & functional authority needed to make an organisation function. These files relate to the Administration of the organisation from a Legal and Corporate point of view.

Routine day-to-day organisation and running. Includes long term administrative objectives and planning as well as Staff Meetings, Reports and Returns required on a regular basis.

Use ADMINISTRATION - MEETINGS when referring to Staff Meetings and, if necessary, specify further by the name of the meeting.

Consider other keywords for more specific aspects of administration for which those keywords have been created, eg. BUDGETING.

Use POLICY as a descriptor for administrative decisions and precedents. Specify Groups/Divisions to which the administration relates after the keyword and/or descriptors.

DO NOT USE ORGANISATION (ADMINISTRATION), RE-ORGANISATION,

INCLUDES

Directions, formulation of policy, office equipment, corporate and business unit affairs. Committees of all types to which the organisation is represented.

Correspondence with other bodies corporate or government departments.

See also GOVERNANCE (Company Secretary) (When not included by itself), Board agenda, meetings, and minutes Public relations and corporate image.

EXCLUDES

Staff administration. Use PERSONNEL Security, Tenancy matters See Facilities Management

Travel - See area using travel or personnel files - MARKETING, SALES, TRAINING.

ADVANCES

To supply or pay in expectation of reimbursement.

ADVERTISING

Advertisements their preparation and publishing.

Use as a descriptor after the subject, eg. TRAINING - CADETSHIPS - ADVERTISING.

See Also MEDIA

EXCLUDES

public relations stories or announcements

See Also publications, media/press releases, corporate image, listings

AFFIRMATIVE ACTION

Taking positive steps, by means of legislative reform and management programs, to achieve demonstrable progress towards equal employment opportunity.

Use as a descriptor after the subject, eg. DISCRIMINATION - AFFIRMATIVE ACTION.



AGENTS

Those persons or firms (AGENCIES) whom our firm has appointed to represent it officially or act on its behalf.

eg. PERSONNEL - ALLOWANCES - HIGHER DUTIES.

AGREEMENTS

Legal arrangements, contracts or agreements entered into by the organisation with other parties. Descriptors should include our party-their party-nature of agreement-length of agreement-expiry date-option for renewal

Agreements are mutual understandings on a particular subject and include Industrial Agreements. Use as a descriptor after the subject, eg. PUBLICATIONS - COPYRIGHT - AGREEMENTS.

Classify correspondence on Industrial Agreements under INDUSTRIAL RELATIONS - AGREEMENTS.

AMENITIES

Recreational areas, equipment and stores provided for personnel and visitors. Includes playing fields, recreation rooms, snack bars etc. If necessary, specify by the Project name/location of the Amenity and specify the types by using descriptors, eg. AMENITIES - TOILETS or AMENITIES - SPORTS or AMENITIES - VISITORS etc.

Use AMENITIES - SPORTS for equipment provided for recreational purposes.

See RECREATIONAL USE for the use of properties other than recreational areas, equipment etc.,

AGREEMENTS (CONSULTANCY AGREEMENT)

See CONSULTANCIES or CONSULTANTS depending on the nature of the correspondence.

ALLOWANCE.

Additional payment made to a person above their normal award or remuneration

See Also COMMISSIONS

ANALYSIS

To examine in detail in order to discover meaning and essential features of value to the organisation.

See Also BUSINESS ANALYSIS

ACQUISITIONS

Legal and investigative processes of obtaining assets for the organisation

ALLOWANCES

All ALLOWANCES for which personnel are eligible under the Various Acts, Regulations, Awards and Agreements. Use as a descriptor after the subject,

ASSETS

For assets in the accounting sense of listing depreciating valuing or revaluing of assets

See Also

FACILITIES, PLANT & EQUIPMENT

ASSET MANAGEMENT

The identification of assets. Includes assessment of the asset's condition and its future replacement. Use the keyword ASSET MANAGEMENT and, if necessary, specify further by the project name.

INCLUDES

Asset development, asset maintenance, asset maintenance (special works, asset register and maintenance, asset replacement and enhancement

See Also BUDGETING, FACILITIES

ASSOCIATIONS

Used for all relationships created by subscription to an outside organisation for the purpose of mutual interest / benefit

See Also EXTERNAL ORGANISATIONS, subscriptions, memberships, clubs



ATTORNEY

All powers of attorney given to any person by the organisation to act on its behalf.

See Also solicitor, legal, consultants

AUDIT

All correspondence with auditors relating to their responsibilities under various acts & legislation. For responsibilities of both internal and external auditors.

Use ACCOUNTING

AUTHORITIES

All authorities given by the organisation both internally & externally.

INCLUDES

power of attorney, appointment of agents

AUTOMATION

The implementation of processes by automatic means. It includes mechanisation, but excludes applications that are solely related to computerisation.

Use as a descriptor after the subject, eg. ENGINEERING - AUTOMATION.

For matters relating solely to computerisation, use the keyword COMPUTERISATION and specify further as required, eg. COMPUTERISATION - NETWORKS - LAN.

KW COMPUTERISATION

AUTOMOBILE INSURANCE

Use VEHICLES - INSURANCE or place on individual MV File.

AWARD

Statutory minimum wage or conditions for an occupation in a particular industry as Determined by the Industrial Relations Commission. Use INDUSTRIAL RELATIONS

See Also Restructuring

See Remuneration

AWARDS (HONOURS)

See HONOURS.

AWARDS (JUDICIAL)

Awards are made by various elements of the judicial system.

Use AWARDS as a descriptor after the subject, eg. INDUSTRIAL RELATIONS - AWARDS.

AWARDS (SCHOLARSHIPS)

Use SCHOLARSHIPS.

B

individual housing loan and share scheme records.

[See Also](#) EMPLOYEE

BAD DEBTS

Use ACCOUNTING - ACCOUNTS - ARREARS and, if necessary, create Individual files by specifying further the name and address of the bad debtors.

BAD TAX

An acronym for Bank Administration Debit Tax. Use TAXATION - BAD as descriptors after the subject, eg. PAYROLL - SALARIES - TAXATION - BAD.

BANK ACCOUNTS

Use ACCOUNTING - ACCOUNTS then specify by using one of the descriptors shown below.

[See Also](#) CASH CREDITS, SUSPENSE, COLLECTIONS, EXPENDITURE, IMPREST

BANK ADMINISTRATION DEBIT TAX

[See](#) BAD TAX.

BANKING

All matters relating to the organisations banking activities

BARGAINING (ENTERPRISE BARGAINING)

Use INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING.

BENEFIT

Schemes provided by the organisation in which employees may choose to participate at their own discretion.

INCLUDES

Diamond purchase scheme, housing loans, sick leave and investment service.

EXCLUDES

BEREAVEMENT LEAVE

Use LEAVE - SPECIAL.

BRIEFING NOTES (for Ministerial Correspondence)

Briefing notes dealing with Ministerial matters should be filed according to the subject matter of the correspondence, eg. individual client files.

For matters pertaining to actual procedures and guidelines regarding the creation and distribution of the Briefing Notes, use CORRESPONDENCE - MINISTERIAL - BRIEFING NOTES

BRIEFINGS (STAFF)

Use ADMINISTRATION - MEETINGS.

BUSINESS ANALYSIS

matters pertaining to the economic & financial evaluation of business prospects, projects, products, formulations, countries, market places, economic communities

INCLUDES

annual plan, competitors, forecasts, strategic studies, acquisitions & internal feasibility studies.

Annual Reports on other companies, countries, states or economic regions.

EXCLUDES

existing business adventures use PROJECTS

BUSINESS INTELLIGENCE [See](#) BUSINESS ANALYSIS

[See Also](#) - COMPETITORS

BUDGETING

Provision of financial estimates of future needs that are calculated for a definite period. Specify further, if necessary the period covered by the budget, eg. BUDGETING - 97/98. Correspondence on forward planning of budgets should be classified under BUDGETING -



PLANNING - (then specify the planning period, eg. 1980/85.) Use ACCOUNTING for the process of recording, analysing etc. transactions and events of a financial nature.

INCLUDE

Catalogues, resource management, estimates, expenditure, expenditure-balance, strategy, loan, statements, loan funds, supplementation,. Operation and maintenance, trust funds, programs, programs, capital works.

EXCLUDE

Finance, Anticipated Expenditure.

the Governor in Council and published in the Government Gazette. Use as a descriptor after the subject, eg. LEGISLATION - ACTS - BYLAWS.

See Also ACTS, BILLS, PROCLAMATIONS, REGULATIONS

BUILDINGS

Where absolutely necessary, use as a descriptor after the subject, followed by the name and/or number of the building where applicable.

BUREAUS

If the correspondence is of an informational nature ONLY and no action is required, classify under ORGANISATIONS then specify the name of the organisation. However, if action is required on the correspondence then classify under the SUBJECT of the correspondence.

BURGLAR ALARMS

See SECURITY.

BURGLARIES

See THEFTS.

BUSINESS

ASSOCIATIONS/FIRMS

If the correspondence is of an information nature ONLY and no action is required, classify under ORGANISATIONS then specify the name of the organisation. However, if action is required on the correspondence then classify under the SUBJECT of the correspondence

BYLAWS

Subordinate legislation, made in relation to Statutory Bodies, that is approved by



Use PUBLIC RELATIONS - EXHIBITIONS.

CALCULATIONS (FINANCIAL)

[See](#) ESTIMATES.

CAR ACCIDENTS

[See](#) ACCIDENTS.

CAR ALLOWANCES

Use ALLOWANCES as a descriptor after the subject then specify the name of the allowance.

CAR PARKING SPACES

Use VEHICLES - PARKING.

CAR POOLS

[See](#) VEHICLES.

CAREER ADVICE

[See](#) COUNSELLING.

CAREER DEVELOPMENT

The career of an individual is enhanced/developed by himself/herself or by organisational initiatives.

Use TRAINING - STAFF DEVELOPMENT - CAREER and, if necessary, specify further by the name of the program.

CAREER GUIDANCE

[See](#) COUNSELLING.

CAREER PLANNING

[See](#) STAFF DEVELOPMENT.

CAREERS

For addresses to schools etc. on careers, use PUBLIC RELATIONS. For correspondence relating to careers, use PERSONNEL.

CAREERS MARKET

CERTIFICATES

Use as a descriptor after the subject

[See Also](#) LICENSES, LICENSING

CERTIFICATES OF TITLE

[See](#) TITLE DEEDS

CHAMBERS OF COMMERCE

If the correspondence is of an informational nature ONLY and no action is required, classify under ORGANISATIONS then specify the name of the organisation. However, if action is required on the correspondence then classify under the SUBJECT of the correspondence.

CHARGES

Use FEES.

CHARGES (ELECTRICITY)

Use FEES - ELECTRICITY as descriptors after the subject, eg. PREMISES - FEES - ELECTRICITY.

CHEQUES

Use as a descriptor after the subject, eg. ACCOUNTING - CHEQUES or PAYROLL - SALARIES - CHEQUES.

CIRCULARS

Regular notices. Use as a descriptor after the subject. However, the descriptor CIRCULARS should normally appear after the Keyword ADMINISTRATION irrespective of the subject of the circular. Specify further, if necessary, by the title of the circular, eg. ADMINISTRATION - CIRCULARS - INFORMATION BULLETIN. Circulars issued by organisations should be either filled separately or placed on the appropriate ORGANISATIONS file.

RE NEWSLETTERS

CIRCULATION (DISTRIBUTION)

[See](#) DISTRIBUTION



CLASSIFICATION (BUILDINGS)

Grouping of buildings that are considered by the National Trust as essential to the heritage of Australia and should therefore be preserved. Place correspondence on classification of buildings occupied, on the relevant PREMISES - CLASSIFICATION file and further specify, if necessary, by the address of the building. For specific buildings that have been accepted as part of the national heritage,

[See](#) RECORDED ITEMS.

[See Also](#) RECORDED ITEMS

CLASSIFICATION (CATEGORIES OF PERSONNEL)

[See](#) PERSONNEL

CLASSIFICATION (DOCUMENTS)

Process or technique of deciding a file's title according to its subject. Classification is an intellectual process that precedes indexing. Use CLASSIFICATION as a descriptor after ADMINISTRATION - INSURANCE. Further qualify the type of classification by using a further descriptor as required.

[See Also](#) INDEXING, KEYWORD

CLEANING SERVICES

[See](#) MAINTENANCE.

CLOTHING

Clothes collectively. Includes uniforms etc. Use as a descriptor after the subject, eg. PERSONNEL - CLOTHING.

[See also](#) UNIFORMS

COMMUNICATIONS

Means by which information is conveyed from one place to another, eg. telephones, telex, courier and postal services.

INCLUDES

installation, maintenance and repair of services of equipment. For provision of official telephones in private residences,

use COMMUNICATIONS - TELEPHONES - PRIVATE and, if necessary, specify further by locality. Correspondence on the installation etc. of telephones in vehicles should be placed on the appropriate VEHICLES file.

EMAIL

EXCLUDES

Cabling, antenna, satellite dishes, microwave equipment etc

[See](#) FACILITIES

Newsletters, Media, Bulletins

COMPETITOR

For activity information of organisations in competition with our organisation

COMMISSIONS

Investigations carried out by persons who have been issued with either a warrant or letters patent by the Governor, or investigations carried out by individuals, eg. Jones, or a board, eg. officers of the Public Service Board who have been issued with the powers of a Commissioner. List Commissions alphabetically by name.

Correspondence relating to the implementation of recommendations of a Commission should be placed on the appropriate subject file. Copies of proceedings and reports of the Commission should be placed in the library.

DO NOT USE COMMISSIONS OF INQUIRY, ROYAL COMMISSIONS - SPECIAL INQUIRIES

COMMITTEES

Committees formed to investigate and report on a specific subject that do not have the powers of COMMISSIONS. Use this Keyword for correspondence on the committee itself, eg.

establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda papers etc. Further specify by listing committees alphabetically by name. If necessary, use the structure COMMITTEES - REPORTS to classify reports of committee meetings. Place correspondence on subjects dealt with



by the committee or copies of relevant minutes and reports that require action on the appropriate subject file. If necessary, distinguish between the types of committees by using the committee name.

Note for Government:-

The question of whether a government committee is Advisory, Select etc. should be included in its name. Enter COMMITTEES issued with either letters patent or the powers of a commissioner under COMMISSIONS.

EXCLUDES

Advisory committees, reviews (committees), advisory councils, select committees, standing committees, Consultative committees, task forces, coordinating committees, working groups, project teams, working parties, research committees

INCLUDE,

departmental, joint, federal, reports of , government, selection, inter-departmental, tribunals, water advisory

COMMITTEES OF INQUIRY

Use COMMITTEES.

COMPANY SECRETARIAL –

[See](#) GOVERNANCE

COMPENSATION

Provision of compensation for personnel, visitors, or members of the public in the form of payments for accidents or injuries incurred whilst either proceeding to or from work during working hours or whilst on our premises. Also includes compensation for damage to property where such damage is claimed as our responsibility. List claims from individuals alphabetically by surname, eg. COMPENSATION - WORKERS - CLAIMS - SMITH J. and, if necessary, specify further by the nature of the accident, eg. VEHICLE ACCIDENT 1987.

INCLUDES:-

ACCIDENTS - FATAL, CLAIMS, PROPERTY, REGISTER OF WORK INJURIES, VISITORS, WORKERS

COMPENSATION (OTHER THAN WORKERS COMP. OR LOSSES INCURRED BY STAFF)

Use as a descriptor after the subject. If compensation is required as a result of damage done, include COMPENSATION with the descriptor DAMAGE. For loss of personal property, use COMPENSATION - PROPERTY then specify further as necessary, eg. COMPENSATION - PROPERTY - THEFTS. If legal aspects are involved, include the descriptors INFRINGEMENTS - LITIGATION.

COMPENSATION (WORKERS)

Use COMPENSATION - WORKERS

COMPLAINTS

Place letters of complaint on the file to which the complaint relates. If necessary, use COMPLAINTS as a descriptor after the subject. If the subject is obscure or many-sided, use PREMISES - COMPLAINTS.

[See Also](#) ANONYMOUS

COMPUTERISATION

Integrated technology that enables electronic storage, retrieval and transmission of information and incorporates a number of data processing and communications technologies such as computerised workstations, data communication networks, word processing, optical disk storage and desktop publishing. Covers the concept of machines, people and procedures, seeking to increase efficiency in an electronic environment. The keyword COMPUTERISATION may be associated with another Keyword where the subject matter pertains directly to the computerisation of a function specifically covered by another Keyword, eg. COMPUTERISATION - VEHICLES - DATA BASE.

When referring specifically to computer hardware,

use the Keyword EQUIPMENT, eg. EQUIPMENT - COMPUTERS - PURCHASES.

Use COMMUNICATIONS - EMAIL for documents referring to Electronic Mail.



INCLUDES

Cad, data base, desktop publishing, disk capacity, Networks, networks , lan, networks - wan, office automation, optical disks, programs, security , word processors

CONDITIONS OF EMPLOYMENT

See AWARDS, AGREEMENTS, or DETERMINATIONS according to how the condition of employment is established.

CONFERENCES See **TRAINING**

Formal meetings held to discuss a subject. Includes conferences held. Conferences should be listed by title in alphabetical order. Where identical names occur, the date and/or place of the conference should be specified. Matters relating to the conference that should be placed on the appropriate conference file include arrangements to hold and/or attend conferences, programs, registrations, publicity, reports of participants. Published reports and proceedings should be deposited in the library. Where a report of a conference initiates further action, place a copy of relevant section/s of the report on the appropriate subject file. Place copies of addresses given by staff of this organisation at a conference on the CONFERENCES - ADDRESSES file and specify the name of the conference if necessary. This Keyword does not relate to regular meetings held by an organisation. These should be entered under ORGANISATIONS. Matters relating to staff meetings should be entered under ADMINISTRATION - MEETINGS.

Use LEAVE - SPECIAL for correspondence on leave to attend conferences and TRAVEL for correspondence on travel arrangements made to attend conferences.

CONFIDENTIALITY

Keeping information restricted to those who are authorised to be in possession of it.

Use as a descriptor after the subject, eg. LEAVE - SICK - CONFIDENTIALITY.

See Also SECURITY

CONSTRUCTION

Process of making or building something.

Use as a descriptor after the subject, eg. PREMISES - CONSTRUCTION.

See Also CONTRACTS, DESIGN, REGULATIONS, SPECIFICATIONS, STANDARDS, TENDERS

CONSULTANTS

Firms and individuals providing advice to our organisation for the improvement of systems, policy or advising on specialised fields for which the organisation is benefited from looking outside. Consultants related the giving and accepting of advise. It should not confused with sales personnel, and contractors who prefer to be titled consultants.

EXCLUDES Contract staff, Seconded Staff, Sales personnel.

CONSULTANCIES

The giving of professional advice for profit by us to another organisation

See Also Consultants, Advisers

CONTRACT

See AGREEMENT

CONTRACTORS

Contractors and their subcontractors used to undertake work for which a contract has been signed. Use this Keyword only for information on the contractors themselves. Correspondence on work undertaken by contractors should be classified according to the appropriate subject, eg. Correspondence on the construction of premises by contractors should be classified under PREMISES - CONSTRUCTION.

COPY



For duplicates of certificates of compliance with various statutes where originals are required to be displayed

CORRESPONDENCE

Forbidden Term

DO NOT USE THIS KEYWORD FOR CORRESPONDENCE RECEIVED. CORRESPONDENCE RECEIVED SHOULD BE CLASSIFIED ACCORDING TO THE SUBJECT OF THE LETTER.

ONLY USE THIS KEYWORD FOR THE SUBJECT OF WRITING LETTERS. THIS INCLUDES THE STYLE OF ADDRESSES TO BE USED, THE USE OF REFERENCE NUMBERS, LAYOUT, FORM LETTERS AND THE SIGNING OF CORRESPONDENCE.

Use ADMINISTRATION - CORRESPONDENCE MANAGEMENT for matters relating to procedures for the handling of correspondence within the records office. Use COMMUNICATIONS for the means by which mail is conveyed externally. Except for the procedures to be taken in writing ministerial correspondence, in which case CORRESPONDENCE - MINISTERIAL should be used, classify ministerial correspondence according to the subject.

COSTINGS

[See](#) ESTIMATES

COSTS (FEES)

[See](#) FEES

CREDITOR

Individuals or firms who are owed money by the organisation.

Replaces Accounts Payable

CUSTOMER

For individuals or companies who purchase the organisations product or services

EXCLUDES

customers who have not paid for the services or goods use DEBTORS

D

Detention of a vessel as in loading or unloading beyond the time agreed upon.

DEBIT AND CREDIT LEAVE (SPECIAL)

Use LEAVE - SPECIAL

DEBIT LIMITS/DEBITS (FLEXIBLE HOURS SYSTEM)

Use WORKING HOURS- VARIABLE

DEBTS (IRRECOVERABLE)

Use ACCOUNTING - ACCOUNTS - ARREARS - IRRECOVERABLE.

DEBTORS

Individuals or companies who owe the organisation money

DEBTS (RECOVERABLE) ***

Use ACCOUNTING - ACCOUNTS - ARREARS - RECOVERABLE.

DECEASED EMPLOYEES (AS A GROUP)

Use PERSONNEL - DECEASED

DECENTRALISATION

Action of distributing administrative powers etc., that formerly concentrated in a single area, to a number of authorities on a basis other than that of regionalisation. Use as a descriptor after the subject, eg. ORGANISATIONAL DEVELOPMENT - DECENTRALISATION.

See Also CENTRALISATION, REGIONALISATION

DEEDS

For title documents

EXCLUDES

Other arrangements under seal use LEASES or AGREEMENTS

DEMURRAGE

DEPARTMENTS

If the correspondence is of an informational nature ONLY and no action is required, classify under ORGANISATIONS then specify the name of the organisation. However, if action is required on the correspondence then classify under the SUBJECT of the correspondence.

DEPRECIATION

Loss of value. Use as a descriptor after the subject, eg. VEHICLES - DEPRECIATION.

DIRECTORS

For activities and matters relating to the directors of the organisations business ventures.

See SECRETARIAL

DESIGN

Process of conceiving a new or amended item such as furniture, stationery etc. and/or making a plan drawing of it. Use as a descriptor after the subject, eg. STATIONERY - DESIGN. Use PREMISES - PLANS for illustrating the construction of premises.

See Also CONSTRUCTION, PLANS, DESIGN - CIVIL, SPECIFICATIONS, DESIGN - ELECTRICAL STANDARDS DESIGN - MECHANICAL DESIGN - PRIVATE

DESIGN (CIVIL)

Relates to the design of structures themselves, eg. dam walls, pump station buildings etc. Use DESIGN - CIVIL as descriptors after the subject, eg. DAMS - DESIGN - CIVIL.

DESTRUCTION

Use DISPOSAL as a descriptor after the subject for the destruction of items such as records, equipment etc. Use DEMOLITION as a descriptor after the subject for the destruction of buildings etc. Use descriptors such as BOMBS,



EXPLOSIONS, FIRES, STORMS, VANDALISM etc. for the destruction of items by external forces.

See Also BOMBS, DEMOLITION, DISPOSAL, EXPLOSIONS, FIRES, FLOODS, STORMS, VANDALISM

DESTRUCTION OF RECORDS

Use ADMINISTRATION – RECORDS MANAGEMENT - DISPOSAL.

DIRECTIONS/DIRECTIVES (INSTRUCTIONS)

See INSTRUCTIONS

DIRECTORIES/DIRECTORY BOARDS

See NOTICE BOARDS

DIRECTORIES (PUBLICATIONS)

Use DIRECTORIES as a descriptor after the subject followed, if necessary, by the name of the directory, eg. PUBLICATIONS - DIRECTORIES - YELLOW PAGES.

DIRECTORS MEETINGS

Use ADMINISTRATION - MEETINGS - DIRECTORS

DISABLED PERSONS

Use DISABLED as a descriptor after the subject, eg. PERSONNEL - DISABLED.

DISAGREEMENTS (LABOUR)

Use INDUSTRIAL RELATIONS.

DISCIPLINARY ACTION (PERSONNEL ETC.)

See OFFENCES (PERSONNEL ETC.)

DISCRIMINATION

Action of making distinctions between persons on the basis of sex, race, marital status, age, religion, politics, physical and mental disabilities, sexual preference and membership or non-membership of trade unions, resulting in

one person being more favourably treated than the other, provided that all other circumstances are equal. Includes programs to eliminate discrimination, eg. affirmative action programs.

Forbidden Terms anti-discrimination, equal rights

See Affirmative Action, Age , Equal Employment Opportunities, Human Rights, Illness, Illness – Mental, Marital , Political , Racial , Religious , Sexual , Sexual Harassment, Sexual Preference , Systemic, Union Membership ,

See Also EMPLOYMENT

DISCUSSION PAPER

Classify according to the subject of the correspondence.

DISPOSAL

Deliberate action of getting rid of items such as furniture, equipment, records etc. that are no longer required. Use as a descriptor after the subject of the disposal, eg. VEHICLES - DISPOSAL and, if necessary, further specify the method of disposal and/or the place to which the items were removed, eg. ADMINISTRATION - RECORDS MANAGEMENT - DISPOSAL - STATE ARCHIVES or EQUIPMENT - DISPOSAL - SALES or FOREST ESTATES - EFFLUENT - DISPOSAL. When referring to the disposal of premises, use SALES, LEASES - TERMINATIONS or TRANSFERRALS as descriptors after the Keyword PREMISES.

See Also LEASES, TERMINATIONS, SALES TRANSFERRALS

DISPOSAL (WASTE)

Use DISPOSALS as a descriptor after the subject.

DISPOSAL OF REFUSE

See DISPOSAL (WASTE).

DOMESTIC

National as opposed to International regarding sales.



DONATIONS

Individual gifts of money or other goods
to organisations and charities

EXCLUDES

subscriptions and sponsorships and
promotions

Use as a descriptor after the subject,
eg. ORGANISATIONS - APPEALS -
DONATIONS.

See Also ASSISTANCE –
FINANCIAL, GIFTS

E

See DEPUTATIONS or REPRESENTATIVE according to whether a group or an individual is involved.

EDUCATION

Forbidden Term

Do not use this term. Use TRAINING for correspondence relating to the education of personnel.

EEO or EOE

An abbreviation of EQUAL EMPLOYMENT ORGANISATION or Equal Opportunity Employer.

See PERSONNEL

EMAIL

An acronym for Electronic Mail. Use COMMUNICATIONS - EMAIL.

EMPLOYMENT OPPORTUNITIES

Use DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNITIES

ELECTRICAL (EQUIPMENT)

Use EQUIPMENT - ELECTRICAL

Used for matters concerning the individual employee of the organisation.

INCLUDES

benefits, share scheme accounts and individual records

EXCLUDES

general staffing matters such as Human Resource Planning. Use STAFF

See Also Benefit

EMOLUMENTS

See FEES or ALLOWANCES according to the type of emolument.

EMPLOYEE ASSOCIATIONS

Use INDUSTRIAL RELATIONS - UNIONS

EMPLOYEE REPRESENTATION

EMPLOYEE

Use PERSONNEL

EMPLOYMENT

The general employment situation and the availability/unavailability of labour. Includes over-employment, underemployment, special government sponsored schemes for unemployed, eg. general recruitment procedures such as guidelines for advertisements and interviews, compositions of selection committees etc. Correspondence classified as EMPLOYMENT is generally of an informational nature and may often include the descriptor POLICY. Use EMPLOYMENT - UNIONISTS for correspondence on the employment of unionists. Use ESTABLISHMENT for correspondence on recruitment to specific positions of the establishment.

For conditions of employment after appointment to the service, use the Keyword PERSONNEL. Classify correspondence on the private employment and extra official activities of personnel as EMPLOYMENT -PRIVATE or EMPLOYMENT - EXTRA OFFICIAL. For discriminatory practices in employment, use the Keyword DISCRIMINATION.

DO NOT USE AVAILABILITY OF LABOUR, LABOUR SHORTAGES, UNDEREMPLOYMENT, FULL EMPLOYMENT OVEREMPLOYMENT, UNEMPLOYMENT, LABOUR AVAILABILITY, LEAVE – ENTITLEMENTS, WORK

EMPLOYMENT OF CONSULTANTS

Use CONSULTANTS - RECRUITMENT

EMERGENCIES

Use SECURITY for precautions taken to prevent emergencies in buildings. Use



WORKPLACE HEALTH AND SAFETY
for correspondence relating to the safety
of personnel.

EXCLUDES

instances or effects of office pollution or
personal health use OCCUPATIONAL
HEALTH & SAFETY

**EMERGENCY PREPAREDNESS
PLAN (MANUAL)**

Use PUBLICATIONS - MANUALS then
specify the name of the manual, eg.
PUBLICATIONS - MANUALS -
WIVENHOE EMERGENCY
PREPAREDNESS PLAN.

ENVIRONMENT

The aggregate of surrounding things,
conditions or influences and the effect
that factors can have on it.

INCLUDES

acid rain, ozone
depletion, sustainable
development, mine
rehabilitation,
biodiversity, greenhouse
effect and policy

EMERGENCY PROCEDURES

Use in association with the keyword
WORKPLACE HEALTH AND SAFETY.

See Also CIVIL DEFENCE

See PREMISES

EQUIPMENT

Instruments, implements, tools,
machines, plants, storage/utility
cupboards and other items of capital
equipment that enable work to be
performed and play an active part in the
production of work in offices,
laboratories and the field.

Includes any vehicles that have
equipment permanently affixed in such a
way as to solely utilise the vehicles for
transportation of the equipment, eg.
BORING PLANT and also includes
tractors, boats, cranes etc. and
excludes items of furniture, furnishings,
stationary, stores, telephone equipment,
flexible hours recording equipment and
amenities.

Specify the type of equipment where
appropriate, eg. EQUIPMENT -
TYPEWRITERS or EQUIPMENT -
LOCKERS. Place correspondence on
the evaluation, approvals for
purchase/requisition, maintenance and
repair etc. of equipment on the
appropriate EQUIPMENT file. If
necessary, create a separate file for the
disposal of equipment. Use
COMMUNICATIONS - TELEPHONES
for telephone equipment.

(Note: For smaller offices only, where
the volume of office equipment or plant
does not warrant the creation of
individual files, the following titles may
be used:

The terms OFFICE and PLANT are to
be bracketed to indicate that they are
not generally accepted descriptors.

ENGINEERING

Generally refers to a department or a
section of an organisation. Otherwise
use as a descriptor word.

ENQUIRIES

Use as a descriptor for matters
of a GENERAL nature such as letters
requesting general information eg crank
letters, anonymous letters of enquiry
and letters dealing with a wide variety of
functions that can be simply answered,
eg. PUBLICATIONS - ENQUIRIES.

**ENQUIRIES (INVESTIGATIONS
BY COMMITTEES)**

Use COMMITTEES.

ENTERTAINMENT

Provision of benefits for staff members.
Entertainment of non staff personnel
such as customers, prospects or agents
use HOSPITALITY

See EXPENSES

ENVIRONMENT

For all activities functions relating to the
environment where not project specific.

INCLUDES

Post mining rehabilitation, greenhouse,
biodiversity and sustainable
development.



ESTABLISHMENT

The number of positions and the organisation and structure of those positions. If necessary, create one ESTABLISHMENT file for each Branch/Section of the department. Place correspondence on recruitment to individual positions on the appropriate ESTABLISHMENT file. Generally, correspondence relating to staff ceilings, estimates, variations and retrenchments that relate to a number of positions in a department should be placed on the appropriate ESTABLISHMENT file. If necessary, create separate files for statements of duties, establishment returns, recruitment to vacancies and organisation charts.

See Also PERSONNEL, ORGANISATION

EXPANSION

Refers to the extension or increase in capacity of specific facilities owned or used by the organisation.

See Also PROJECT

EXECUTIVE MEETINGS

Use ADMINISTRATION - MEETINGS - EXECUTIVE

EXEMPTIONS

Action of granting to a person or organisation immunity or freedom from liability, obligation, law etc. Use as a descriptor after the subject, eg. INDUSTRIAL RELATIONS - UNIONS - FEES - EXEMPTIONS or PERSONNEL - EXAMS - EXEMPTIONS.

EXPENDITURE

Money spent on individual items NOT financial assistance. Use as a descriptor after the subject, eg. ACCOUNTING - EXPENDITURE.; BUDGETING - EXPENDITURE.

Use ASSISTANCE - FINANCIAL as descriptors after the subject for financial aid given to individuals in the form of grants or subsidies.

EXPENDITURE (REVENUE)

See REVENUE EXPENDITURE

EXPENDITURE APPROVALS

Use ACCOUNTING - DELEGATIONS.

EXPERTS

Use CONSULTANTS.

EXPLORATION

To examine or investigate systematically a natural resource.

INCLUDES

geophysical logging, coal testing, drilling, geology, drafting, mapping and survey.

EXTRACTIVE INDUSTRIES

Includes stone, gravel, sand, clay, rock, earth and soil.

Use EXTRACTIVE INDUSTRIES - QUARRY MATERIALS.

F

FREEDOM OF INFORMATION

Provision or refusal of access to official documents to members of the public, personnel. Includes conditions of access and, if necessary, specify the names of documents to which access is required.

Use FREEDOM OF INFORMATION as a descriptor after the subject keyword for specific enquires and specify further by the name of the individual making the request for information, eg.

EMPLOYMENT - FREEDOM OF INFORMATION - REQUESTS - SMITH J.

Use PRIVACY for all aspects of protecting the rights of individuals.

DO NOT USE FOI FREEDOM OF INFO

FACILITIES (Facilities Management)

Work area and generally immovable equipment provided in order to function. In general terms it is generally associated with building.

INCLUDES

Building Management, Energy Management, Lifts, Air-condition and other items necessary to be provided in order that the worker can function. eg includes the provision of the computer desk, whereas the computer is generally considered part of the computer department. eg includes the provision of telephone and data cabling but not the equipment at either end.

Building monitoring and statistics on maintenance.

EXCLUDES

Motor Vehicles, fork lifts which are considered as plant.

FATAL ACCIDENTS (WORKERS)

Place information on individual workers permanent History File

FAX

FAX means facsimile and relates both to communications and equipment.

Use as a descriptor after the subject, eg. COMMUNICATIONS - FAX.

FINANCE

for records concerning the financial management of the organisation.

INCLUDES

Insurance, taxation, banking matters, debtors, creditors, capital expenditure, accounting, budget, loans and expense payments and financial services.

EXCLUDES

individual loans to employees and employee accounts in share schemes

See PERSONNEL

FURNITURE

Tables, chairs, partitioning etc. used by personnel that play an inactive part in the production of work and that form a part of an accommodation work station. Excludes storage cupboards, bookcases etc. and items such as wall hangings, pictures etc., that are used for decoration purposes. For these items

See EQUIPMENT and FURNISHINGS.

Place correspondence on the evaluation, purchase/requisition, maintenance and repair of items on the appropriate PREMISES - FURNITURE file. If necessary, create a separate file for the disposal of furniture. Specify the type of furniture,

eg. PREMISES - FURNITURE - TABLES.

PREMISES - FURNITURE - CHAIRS etc.

DO NOT USE OFFICE FURNITURE

G

GENERAL (Forbidden Term)

DO NOT USE THIS TERM

GENERAL ELECTIONS

See ELECTIONS

GENERAL ENQUIRES/INQUIRIES

Do Not Use this word

Use ENQUIRES

GENERAL INSTRUCTIONS

Do Not Use this word

See INSTRUCTIONS

GENERAL RECORDS DISPOSAL SCHEDULE

Use ADMINISTRATION - RECORDS
MANAGEMENT - DISPOSAL -
SCHEDULES - GRDS

GENERAL REGULATIONS

See REGULATIONS

GENERAL STRIKES

See STRIKES (INDUSTRIAL ACTION)

GOVERNANCE

The management of the legal entity and integrity of the corporation. Can also be called LEGAL or COMPANY SECRETARIAL sections of a company.

INCLUDES

Legal, legislation, ethics, quality assurance, policy and procedures, organisational planning

HUMAN RESOURCES
DEVELOPMENT

[See](#) PERSONNEL DEVELOPMENT

H

HUMAN RESOURCES MANAGEMENT

[See](#) Personnel

If the politically correct usage is needed
- use as KEYWORD as a substitute for
PERSONNEL.

HUMAN RESOURCE MANAGEMENT (HRM)

Use PERSONNEL

HUMAN RIGHTS DISCRIMINATION

Use DISCRIMINATION-HUMAN
RIGHTS

HANDBOOKS

Small reference books, containing
concise information on a particular
subject. Use HANDBOOKS as a
descriptor after the subject then specify
the name of the handbook, eg.
PUBLICATIONS - HANDBOOKS.

[See Also](#) MANUALS

HANDICAP (DISCRIMINATION ON GROUNDS OF)

Use DISCRIMINATION-HANDICAP

HANDICAPPED PERSONS

[See](#) DISABLED PERSONS

HARASSMENT

Vexation or worry caused by repeated
attacks or importunities of any kind.

Use as a descriptor after the subject,
eg. PERSONNEL - HARASSMENT -
GRIEVANCES.

HAZARDOUS

Something which is potentially
dangerous. Use as a descriptor after
the subject, eg. CHEMICALS -
HAZARDOUS.

HOTELS (ACCOMMODATION AT)

Use PERSONNEL -
ACCOMMODATION

HOURS OF DUTY/EMPLOYMENT/WORK

Use WORKING HOURS

I

ID CARDS

[See](#) SECURITY

IMPREST ACCOUNT

Account for monitoring expenditure being recouped on a regular basis, eg. POSTAGE, PETTY CASH etc. Use ACCOUNTING - ACCOUNTS - IMPREST and, if necessary, specify further by the name of the Regional/District/Head Office. The entries Petty Cash, Stamps - Postal, and Stamps - Rail have been superseded by these descriptors.

IMPROVEMENTS

Use as a descriptor after the subject.

INCOME TAX

Use PAYROLL - PAYE TAX

[See](#) Personnel Working File

INDUSTRIAL AGREEMENTS

Use INDUSTRIAL RELATIONS - AGREEMENTS

INDUSTRIAL ARBITRATION

[See](#) ARBITRATION

INDUSTRIAL AWARDS

Use INDUSTRIAL RELATIONS - AWARDS

[See Also](#) AGREEMENTS

INDUSTRIAL CONCILIATION

[See](#) CONCILIATION

INDUSTRIAL RELATIONS

All matters relating to industrial relations Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled and/or notified to the Industrial

Registrar. Correspondence on arbitration, conciliation and negotiation of industrial matters on the appropriate INDUSTRIAL RELATIONS file. Specify the type of industrial issue by using the descriptors listed below and further specify the name of the industrial issue where necessary, eg. INDUSTRIAL RELATIONS - AWARDS - APPLICATIONS - and, if necessary, specify further by project name. Use INDUSTRIAL RELATIONS - REPORTS for reports on the state of industrial relations. Use LEAVE - STRIKES for correspondence on provision of leave during strikes. Use INDUSTRIAL RELATIONS - UNIONS for correspondence pertaining to particular Trade Unions.

INCLUDES

Agreements. Negotiations, arbitration. Picketing, awards, policy, boycotts. Reports, conciliation, sit ins, determinations, strikes, go slows, unions, lock outs, work to rules.

See Also

Discrimination, leave, personnel,

Industrial safety

[See](#) Workplace

Health And Safety

INDUSTRIAL SAFETY

[See](#) WORKPLACE HEALTH AND SAFETY

INFORMATION

Do Not Use THIS TERM

INFORMATION TECHNOLOGY

[See](#) Technology

INSTRUCTION (TRAINING)

Use TRAINING

INSTRUCTION MANUALS

[See](#) MANUALS (PUBLICATIONS)

INSTRUCTIONS

Communications in writing issued informing personnel of the Administration's requirements. Use as a descriptor after the subject.



See Also PROCEDURES,
REGULATIONS, STANDARDS

INSURANCE

For all matters relative to insuring the organisations assets and personnel

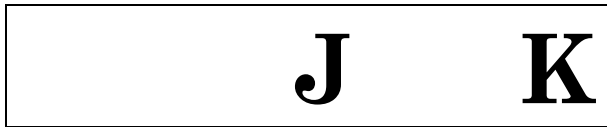
INCLUDES

claims, risk management, material damage, liability, marine, motor and travel insurance and workers compensation.

EXCLUDES

life assurance for personnel use
SUPERANNUATION

See FACILITIES, ASSETS,
EQUIPMENT, SUPERANNUATION,
KEYMAN



KEYS

[See](#) SECURITY

KEY CARDS

[See](#) SECURITY

JOB ANALYSIS

[See](#) POSITION APPRAISALS

JOB ENRICHMENT

Job enrichment means increasing the individual's involvement in his/her work through the addition to his/her job of tasks and duties that are quite different to existing ones. Use as a descriptor after the subject, eg. PERSONNEL - JOB ENRICHMENT.

JOB EVALUATION

[See](#) POSITION APPRAISALS

JOB REDESIGN

A process of redesigning the output and service of specific positions by analysing functions, objectives, organisational structures, work organisation and task allocation. Use ORGANISATIONAL DEVELOPMENT - JOB REDESIGN

JOB ROTATION

Job rotation means interchanging jobs between individuals, without modifying any of them, in order to provide job variety for each individual.

Use as a descriptor after the subject, eg. PERSONNEL - JOB ROTATION.

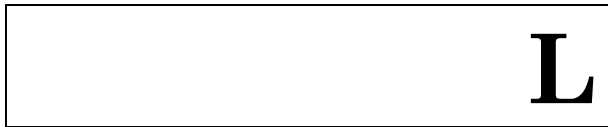
JOB SHARING

Job sharing means the sharing of a single job between two individuals, to their mutual satisfaction and convenience, as well as that of management.

Use as a descriptor after the subject, eg. WORKING HOURS - JOB SHARING.

JOB VACANCIES

Place correspondence on vacancies on the appropriate ESTABLISHMENT - VACANCIES file.



LAN

An acronym for Local Area Network. Networks in which all computers and terminals operate in a localised system. Use **COMPUTERISATION - NETWORKS - LAN** and specify further as required, eg. **COMPUTERISATION - RECORDS MANAGEMENT - NETWORKS LAN - REGIONS WEST**.

LABELS

The written, printed or graphic matter on, or attached to, the immediate container thereof, or wrapper of the retail product. Use as a descriptor after the subject, eg. **CHEMICALS - PESTICIDES - LABELS**.

LAND

For all matters on the organisation's land assets

See **FACILITIES**

LABORATORY

Use **FACILITIES - MATERIALS LAB** or **FACILITIES - HYDRAULICS LAB** as appropriate.

LAWS **See** REGULATIONS

LABORATORY (EQUIPMENT)

INCLUDES microscopes, scales, sieves, meter balances etc.

Use

EQUIPMENT - LABORATORY when referring to items of capital equipment that enable work to be performed and specify further as necessary, eg. **EQUIPMENT - LABORATORY - MICROSCOPES**. However, when referring to the development of the item, use **AGRICULTURAL ENGINEERING - LABORATORY** then specify further as necessary.

LEAVE

Types of leave for which employees are eligible and unauthorised leave taken by employees (absenteeism). Use **WORKING HOURS** for hours of work required to be worked according to conditions of employment. Use **LEAVE - STRIKES** for provisions made for leave during strikes.

Types of leave for which employees are eligible and unauthorised leave taken by employees (absenteeism).

Use **WORKING HOURS** for hours of work required to be worked according to conditions of employment.

Use **LEAVE - STRIKES** for provisions made for leave during strikes.

EXCLUDE

Absences for duty, absenteeism, furlough, leave matters, non attendance (work), uniform leave conditions, vacations

INCLUDES

Accidents, military, accrual, non pathological, compensatory, on duty, concessional, portability, competition, sports, recreation, elections, rosters, extended, short, holidays - local, sick, holidays - public, special, holy days, strikes, in lieu, study, long service, study time, maternity, without pay

See Also **WORKING HOURS**

LABOUR DISPUTES

Use **INDUSTRIAL RELATIONS**

LABOUR NEGOTIATIONS

See **NEGOTIATIONS (LABOUR)**

LABOUR SHORTAGES

Use **EMPLOYMENT**

LABOUR STRIKES

See **STRIKES**

LEASES

LABOUR UNIONS

Use **INDUSTRIAL RELATIONS - UNIONS**



Used for actual lease documents relating to land, premises, plant etc leased by the organisation. Descriptors should include : type of item, lessor, location, period, expiry date renewal option.

For the involvement of the organisation in legal actions whether as plaintiff defendant or witness. Descriptors should include our party-other party-type of action-settlement date

LEGAL

All opinions advice etc received from the organisations legal advisers; the involvement of the organisation in legal actions whether as plaintiff defendant or witness. All matters concerned with company board and statutory matters, consents, appointments and interests.

INCLUDES

All original documents from any legal agreement contract or licence issued pursuant to a statute of regulation; actual lease documents relating to land premises plant etc leased by or to the organisation. Contract administration, acquisitions

EXCLUDES

Company security and tenancy matters
USE RISK MANAGEMENT

LOANS *See* FINANCE

LEGISLATION

See LEGAL - REGULATIONS

LIBRARY

For the provision of general technical or specialised information acquired or made available from an external source and held as a library source.

INCLUDES

reports abstracts catalogues books
magazines

EXCLUDES

administration of the library use
ADMINISTRATION

LICENCES

Documents from a constituted authority giving formal permission to do something.

Use as a description after the subject, eg. VEHICLES - LICENCES.

LITIGATION

M

MACHINERY (Forbidden Term)

Do Not Use this term. Refer to the descriptors listed below, and link with either EQUIPMENT or ENGINEERING depending on the context of the correspondence.

See Also AXLES, BEARINGS, BLOWERS, BORERS, CAMS, COMPRESSORS, CYLINDERS, DISTRIBUTORS, ENGINES, MOWERS, PROPELLERS, ROBOTS,

MAINTENANCE

For all repairs & maintenance of the assets of the organisation. Preservation of internal and external conditions of premises, equipment, vehicles etc. Distinguish between maintenance carried out on a building and maintenance carried out on the grounds by using PREMISES -MAINTENANCE and PREMISES - GROUNDS - MAINTENANCE respectively. If required, specify the type of maintenance work carried out. Enter correspondence on the maintenance of vehicles on the appropriate VEHICLES file

EXCLUDES

Replacement of assets use ASSETS

MANAGEMENT

The utilisation of resources to maximise output and minimise input, in order to maintain the productivity of the administrative unit and, if possible, to improve it. Use MANAGEMENT as a descriptor after the subject only where it truly applies by definition.

MANAGEMENT (PLANNING)

Use MANAGEMENT - PLANNING as descriptors after the subject.

MANAGEMENT CONSULTANTS

Use CONSULTANTS

MANUALS (PUBLICATIONS)

A form of reference book, containing comprehensive information about a particular subject. Use MANUALS as a descriptor after the subject followed by the name of the Manual if necessary, eg. PUBLICATIONS - MANUALS - IAD.

See Also HANDBOOKS

MAPS

Used for cartographic representations of geographic areas

MARKETING

For all selling & distribution activities related to products of the business unit.

INCLUDES

EXCLUDES

legal matters concerning shipments

See CONTRACT ADMINISTRATION.

MEDIA

See Advertising, Public Relations

MEETINGS

For specific meetings agenda supporting papers assembled for the purpose of a meeting

EXCLUDES minutes

MINUTES

Actual formal recorded minutes of meetings of the organisation or other groups

Use MINUTES as a descriptor after the subject, eg. WORKPLACE HEALTH AND SAFETY LOCAL COMMITTEE - MINUTES, XYZ PTY LTD BOARD - Minutes.

MISCELLANEOUS (FORBIDDEN TERM)

Do Not Use THIS TERM

MISCELLANEOUS CORRESPONDENCE



Classify according to the subject of the correspondence.

MISPRINTS/MISTAKES (PRINTING)

See PRINTING

MISUSE

Use as a descriptor after the subject,
VEHICLES - MISUSE.

MOTOR VEHICLE ALLOWANCES

Use ALLOWANCES - MOTOR
VEHICLE as descriptors after the
subject.

MOTOR VEHICLE INSURANCE

Correspondence on the insurance of
particular vehicles should be placed on
the appropriate VEHICLES file. If,
however, correspondence relates
generally to the insurance of motor
vehicles, classify under VEHICLES -
INSURANCE.

MOTOR VEHICLE PARKING

Use VEHICLES - PARKING.

MOTOR VEHICLES

Use VEHICLES



extension work, use EXTENSION - NEWSLETTERS.

[See Also](#) CIRCULARS

NATURAL DISASTERS

Any natural happening that causes severe damage agriculturally and, consequently, economically. Includes CYCLONES, DROUGHT, FIRES, FLOODS, FROSTS, HAIL STORMS. Includes relief aid either through loans or subsidies etc.

NEWSCUTTINGS

Articles and press reports on activities, related activities and events of interest that have been published in newspapers, news sheets or magazines. Use PUBLIC RELATIONS - NEWSCUTTINGS and specify further, for example, by Irrigation Area/Project name. In the event that the newscutting does not relate to an area or project then specify further by the name of the Region,

eg. PUBLIC RELATIONS - NEWSCUTTINGS - BURDEKIN IRRIGATION AREA

PUBLIC RELATIONS - NEWSCUTTINGS - REGIONS - NORTH.

Use ORGANISATIONS for correspondence on bodies that provide a newscutting service.

Use ADMINISTRATION - NEWSCUTTINGS - CONTRACTS for press clipping services. Use EXTENSION - NEWSCUTTINGS for EXTENSION matters.

[See Also](#) MEDIA RELEASES

NEWSLETTERS

Informal notices about staff activities. Use as a descriptor after the subject, but normally after the Keyword ADMINISTRATION, eg. ADMINISTRATION - NEWSLETTERS. Specify further, if necessary, the title of the newsletter. Newsletters issued by organisations should be either filed separately or placed on the appropriate ORGANISATIONS file. If used for

NEWSPAPER ARTICLES/CLIPPINGS

[See](#) NEWS CUTTINGS

NEWSPAPER INTERVIEWS

Use PUBLIC RELATIONS - INTERVIEWS - MEDIA

NEWSPAPERS

Use PUBLICATIONS - NEWSPAPERS. However, if used for extension work, use EXTENSION - NEWSPAPERS then specify further as necessary.

<h1>O</h1>

OBJECTIONS TO PROPOSALS

Use PROPOSALS and specify by the type of proposal followed by the descriptor OBJECTIONS, eg. PROPOSALS - AQUATIC - JETTIES - OBJECTIONS.

OCCUPATIONAL HEALTH [See](#) WORKPLACE HEALTH & SAFETY

OFFICE ACCOMMODATION/AREAS

Use Facilities Management Premises

OFFICE AUTOMATION

The integration of a number of data processing and communications technologies designed to increase the efficiency of conducting office activities in an automated environment. When dealing specifically with equipment/hardware, use the Keyword EQUIPMENT eg. EQUIPMENT - COMPUTERS - OFFICE AUTOMATION. For documents that address procedures, processes and operational matters, use COMPUTERISATION - OFFICE AUTOMATION.

OFFICE BUILDINGS

Use PREMISES

OFFICE EQUIPMENT (HEAD OFFICE)

Use EQUIPMENT - HEAD OFFICE. However, a more specific term is recommended, eg. EQUIPMENT - TYPEWRITERS - HEAD OFFICE.

OFFICE EQUIPMENT (REGIONS)

Use EQUIPMENT However, a more specific term is recommended, eg. EQUIPMENT - TYPEWRITERS .

OFFICE FURNISHINGS

Use PREMISES - FURNISHINGS

OFFICE SPACE

Use PREMISES

OFFICE STAFF

Use PERSONNEL

OFFICERS

Persons employed in any capacity but excluding temporary employees.

[See](#) PERSONNEL

OH&S

An abbreviation of Occupational Health and Safety. Use WORKPLACE HEALTH AND SAFETY and specify further as necessary eg. WORKPLACE HEALTH AND SAFETY

ON-THE-JOB TRAINING

Use TRAINING – ON-THE-JOB

OPERATIONS

A primary KEYWORD for business enterprise that can be used in Manufacturing and services where the CORE BUSINESS is the provision of a services (eg MARINA) or manufacturing where the core activity is the management of the manufacturing process eg operation of a brewery or milk plant.

[See Also](#) :- Services, Project Management.

ORGANISATION (ADMINISTRATION)

Use ADMINISTRATION

ORGANISATION CHARTS

Place organisation charts on the appropriate ESTABLISHMENT file.



ORGANISATIONS

All relationships created by membership or liaison to an outside organisation for the purpose of mutual interest.

INCLUDES

Australian and Queensland Government, international bodies and Australian bodies. Government, voluntary and non- government organisations. (NGO'S)

See Also

Associations

ORGANISATIONAL DEVELOPMENT

The management task that brings about planned and systematic changes in organisations. It includes strategic, corporate and operational planning, designing an organisation to achieve its corporate strategies, motivating people to accomplish goals, producing products and services, program management, structural efficiency and job re-design. The activities associated with organisational development are designed to increase the efficiency and effectiveness..

INCLUDES

Centralisation, decentralisation, job redesign, performance indicators, performance planning and review, planning - corporate, planning - operational, planning - strategic, program management, regionalisation, risk management, structural efficiency,

See Also

ADMINISTRATION, ESTABLISHMENT, INDUSTRIAL RELATIONS, PERSONNEL, TRAINING

OVERTIME

Time worked, before or after the usual working hours or work that from its character or from special circumstances cannot be performed during the ordinary working hours. Use WORKING HOURS - OVERTIME. For payment of overtime, use WORKING HOURS - OVERTIME - PAYMENTS. Use ALLOWANCES - MEALS as descriptors after the subject for the payment of meal money.

<h1>P</h1>

An acronym for PAY AS YOU EARN TAXATION.

Use PAYROLL - SALARIES - TAXATION

PABX SYSTEM (COMMUNICATIONS)

Use COMMUNICATIONS - SWITCHBOARDS - PABX.

PACKAGING

Use as a descriptor after the subject, eg. EXPORT - TECHNOLOGY - PACKAGING.

PAGING SYSTEMS

Use COMMUNICATIONS - PAGING SYSTEMS.

PANELS DISCUSSIONS (CONFERENCES)

Use CONFERENCES

PAPERS (OF ADDRESSES)

[See](#) ADDRESSES (SPEECHES)

PAPER SIZES (STATIONERY)

Use STATIONERY - PAPER SIZES

PARKING (VEHICLES)

Use VEHICLES - PARKING

PARKING INFRINGEMENTS (VEHICLES)

Use VEHICLES - PARKING - INFRINGEMENTS

PARKING SPACE ALLOCATIONS (VEHICLES)

Use VEHICLES - PARKING

PASSES (SECURITY)

[See](#) SECURITY

PAYE TAX

PAYMENTS

Action of paying money, except in cases of payment of membership fees and subscriptions to journals etc. Use as a descriptor after the subject, eg.

PAYROLL - SALARIES - PAYMENTS or ACCOUNTING - PAYMENTS or PAYROLL - SALARIES - LOADINGS - PAYMENTS.

[See](#) MEMBERSHIP for payments of fees made to organisations or unions and SUBSCRIPTIONS for fees payable for serial publications.

[See Also](#) FEES, MEMBERSHIP, OVERPAYMENTS, SUBSCRIPTIONS

PAYROLL

Payment in the form of monetary remuneration to all personnel, but does NOT include consultants or contractors. Includes method of payment such as cheques, ex gratia payments etc.

EXCLUDES money paid in addition to base salary such as allowances which should be classified under PERSONNEL - ALLOWANCES.

Use PAYROLL - SALARIES then specify further as required, eg. PAYROLL - SALARIES - APPORTIONMENTS.

For payment of wages employees, use PAYROLL - WAGES then specify further as required.

Use PAYROLL - OVERTIME - PAYMENTS for correspondence on the payment of overtime. Use ACCOUNTING for procedures used for recording transactions.

PERMIT [See](#) LEGAL REGULATIONS

PERFORMANCE AND DEVELOPMENT

[See](#) PERFORMANCE PLANNING AND REVIEW



PERFORMANCE INDICATORS

Performance Indicators detailed in Premiers budget statement on the economy. Use as a descriptor after the subject eg. ORGANISATIONAL DEVELOPMENT - PERFORMANCE INDICATORS

PERFORMANCE PLANNING AND REVIEW

Performance Planning and Review is results orientated, with links to corporate/strategic planning activities. The process uses an objective setting methodology of individual job responsibilities and is based on the Corporate, Program and Operational Plans. It also recognises that developmental and career planning activities are important elements of any performance management system. The system also outlines clear links to procedures for the management of unsatisfactory work performance and other human resource management systems.

Use ORGANISATIONAL DEVELOPMENT - PERFORMANCE PLANNING AND REVIEW

PERIODICALS (PUBLICATIONS)

A publication with a distinctive title which appears at stated or regular intervals, without a prior decision as to when the last issue shall appear. Use PERIODICALS as a descriptor after the subject, eg. PUBLICATIONS - PERIODICALS.

PERMISSION

[See](#) AUTHORISATIONS.

PERMITS

Use LICENSING

PERSONAL ACCIDENT INSURANCE

[See](#) INSURANCE

PERSONAL DATA SYSTEMS (PRIVACY ISSUE)

Use COMPUTERISATION - DATA SYSTEMS - PERSONAL

PERSONAL EFFECTS

[See](#) PROPERTY

PERSONAL INJURIES

[See](#) ACCIDENTS

PERSONAL RECORDS

[See](#) PERSONNEL

PERSONNEL

For people as a group who are employees of the organisation. In politically correct speak this is sometimes called Human Resources Management. or HRM.

INCLUDES

training, recruitment, remuneration industrial relations, employee benefits, performance management, human resource planning and individual files for housing loans, share schemes and employee records.

EXCLUDES

individual expense and travel claims.

[See](#) FINANCE

PERSONNEL ALLOWANCES

[See](#) ALLOWANCES

PERSONNEL DEVELOPMENT

Use TRAINING - STAFF DEVELOPMENT

PHONE BOOKS

[See](#) DIRECTORIES

PHONE/PHONES (COMMUNICATIONS)

Use COMMUNICATIONS - TELEPHONES

PHOTOCOPIER



Use EQUIPMENT - PHOTOCOPYING

PHOTOCOPYING

Use as a descriptor after the subject, eg. PUBLICATIONS - PHOTOCOPYING.

See Also PRINTING

PHOTOCOPYING MATERIAL

See STATIONERY.

PHOTOGRAPHS

Use as a descriptor after the subject, eg. PREMISES - CONSTRUCTION - PHOTOGRAPHS.

PLANNING

Process of formulating the ways in which an objective can be carried out.

See Also PROCEDURES, PROGRAMS, PROPOSALS

PLANT **See** Equipment

PLUMBING

Use as a descriptor after the subject, eg. PREMISES - PLUMBING.

See Also MAINTENANCE, REPAIRS, TOILETS, WATER SUPPLY

POLICY

For all policy formulation and decisions of the organisation

Decisions and precedents established that act as a reference for future decision-making and that are the basis from which operating procedures are determined. Correspondence initiating policy and recording the drafting of policy should normally be placed on the appropriate file. Once policy has been formulated a copy should be placed on the POLICY file. Implementation of policy should be recorded on the relevant subject file. POLICY will always be associated with another Keyword to which the subject of the policy relates, eg. MARKETING - POLICY.

PREMISES

As a primary keyword use FACILITIES MANAGEMENT.

Buildings either owned, rented or leased by the department. Includes offices, repositories, workshops etc. Also includes the inspection of premises for prospective use. List premises alphabetically by addresses after the Keyword and/or descriptors.

Use PREMISES - RESIDENTIAL for houses, flats etc. controlled by the department

PRESCRIBED PAYMENTS SYSTEM

See TAXATION - PPS

PRESENTATIONS (ADDRESSES)

Use as a descriptor after the subject, eg. ADMINISTRATION - PLANNING

See ADDRESSES (SPEECHES)

PRESS CLIPPINGS/COMMENTS

See NEWS CUTTINGS

PRESS CONFERENCES (PUBLIC RELATIONS)

Use PUBLIC RELATIONS - INTERVIEWS - MEDIA

PROCEDURE MANUALS

A step by step guide to policies and/procedures, either administrative or practical.

PROCEDURE HANDBOOKS

A small concise guide to procedures. Use PUBLICATIONS - HANDBOOKS then specify further as necessary by the name of the handbook.

PROCEDURE MANUALS

A step by step guide to policies and/procedures, either administrative or practical.

Use PUBLICATIONS -MANUALS then specify the name of the manual if necessary.

PROCEDURES



Standard methods of operating laid down according to established policy formulated. Use as a descriptor after the subject, eg. ADMINISTRATION – MINUTES - PROCEDURES.

See Also INSTRUCTIONS, PLANNING, REGULATIONS

PROCEEDINGS **See** CONFERENCES.

PROCUREMENT

See PURCHASES.

PROGRAMS

Relating to specific planned items in the RESEARCH area.

PROMOTIONS

To further or encourage the progress and image of the organisation.

INCLUDES

preparation and procurement of corporate gifts and brochures.

EXCLUDES

Entertainment of customers and financial promotions .

See Also HOSPITALITY, SPONSORSHIP, DONATIONS

PROJECTS

Used for the segregation of all activities relating to an existing business venture. This incorporates any venture over which the organisation holds a title or ownership or is a part shareholder of same.

INCLUDES

related mining leases and exploration permits

EXCLUDES

ventures under investigation for acquisition. Use BUSINESS ANALYSIS

PROPERTY **See** FACILITIES

PROFESSIONAL CONSULTANTS/SPECIALISTS

Use CONSULTANTS

PROFESSIONAL SERVICES

Consultancy and professional advice and expertise. Use as a descriptor after the subject.

PROPOSALS

A scheme or plan for an intended course of action prior to it being accepted as an objective. Use as a descriptor after the subject of the proposal.

PUBLICATIONS

For all documents published by the organisation

EXCLUDES

Promotional brochures and external publications which should be noted under reference library.

See Also promotions, reports

PUBLIC RELATIONS

For presenting & improving the organisations image in the eyes of the public and customers.

INCLUDES

sponsorships, scholarships, prizes, donations, advertising, gifts, hospitality and promotions

Press and Media Releases

EXCLUDES

Advertising, Uniforms

See Also Marketing

PUBLICATIONS

Use this Keyword for correspondence on the production, printing and distribution of publications, as well as the acquisition of publications. If necessary, enter publications by title in alphabetical order. Requisitions for printing of publications produced should be placed on the appropriate PUBLICATIONS file.

PURCHASES

Purchase of items or services from any source by way of orders. Also includes



the purchase of items or services by
Petty Cash.

See Also ACQUISITIONS,
RECEIPTS, SUBSCRIPTIONS,
TAXATION

Q

QUALITY

The composite of those characteristics that differentiate individual units of a product and have significance in determining the acceptability of that unit to the user, eg. in wool it is the fineness of wool fibres and sometimes its strength and colour. In meat it is colour, texture, grain and the degree of marbling. In milk it may refer to flavour, chemical or bacteriological analysis. Use as a descriptor after the subject.

See Also STANDARDS

QUALITY ASSURANCE

For the process of ensuring that materials comply with a set of standards.

Where this has not become a sub-topic in itself it is generally placed under the area or function that seeks or is quality assured.

INCLUDES

Manuals, procedures, accreditation, partial accreditation and

EXCLUDES

QUALITY IMPROVEMENT

Use QUALITY MANAGEMENT as a descriptor after the subject.

QUARTERS

Use PREMISES

R

RECRUITMENT

Use ESTABLISHMENT.

REGULATIONS [See](#) LEGAL

REMUNERATION

Reward or payment given by the employer to the employee for work or services rendered

INCLUDES

salary, wages, employment conditions, superannuation and allowances.

EXCLUDES

awards use INDUSTRIAL RELATIONS benefits employees elect to participate in eg education assistance use EMPLOYEE BENEFITS, Payroll use FINANCE

RENTAL

Process of paying rent for an item on a continuing basis without a lease being signed. Use as a descriptor after the subject, eg. COMMUNICATIONS - TELEPHONES - RENTAL or PREMISES - RENTAL.

Use LEASES as a descriptor for rent payments made in accordance with contracts signed.

REPAIRS

Renewal of decayed or worn out parts. Use as a descriptor after the subject, eg. PREMISES - REPAIRS. Enter correspondence on repairs to vehicles on the appropriate VEHICLES file.

REPORT

An account prepared for the benefit of others providing information obtained through investigation or as a statement of progress or account of a happening.

[See Also](#) LIBRARY, PUBLICATIONS

REQUESTS (PUBLICATIONS)

Use PUBLICATIONS - ENQUIRIES.

REQUISITIONS

[See](#) PURCHASES.

RESEARCH

For search inquiry or endeavour to discover new facts etc by scientific study of a subject

INCLUDES specific programs and laboratories

RESOURCE MANAGEMENT

Use as a descriptor after the subject, eg. ORGANISATIONAL DEVELOPMENT - RESOURCE MANAGEMENT.

RESTORATION

[See](#) REPAIRS.

RESOURCE ASSESSMENT

For exploration & investigation relating to a natural resource not specifically project oriented

INCLUDES

exploration, industry information and studies.

RETURNS

Responses to official requests for information by external organisations

INCLUDES

Taxation returns, completion of surveys and ABS (Australian Bureau of Statistics) information.

REVENUE (COLLECTIONS)

Use ACCOUNTING - ACCOUNTS - COLLECTIONS.

REVIEWS

The process of retrospective examination, with a view to correction or improvement.



Use as a descriptor after the subject,
eg. ADMINISTRATION - REVIEWS -
AUDITS.

See Also INSPECTIONS,
RESEARCH, SURVEYS

RISK MANAGEMENT

The identification of major risks and the development, monitoring and review of appropriate ways to manage them. Use as a descriptor after the subject e.g. BUDGETING - LOANS - RISK MANAGEMENT.

If there is a separate risk management section in a large organisation it can be a key section by itself.

RISK ASSESSMENT

The assessment of a potential risk relation to the safety of workers, OR the risk associated with a potential process eg. Bungee jumping, an aircraft taking off etc.

See Also Workplace Health and Safety

RISK MANAGEMENT

The identification of major risks and the development, monitoring and review of appropriate ways to manage them. Use as a descriptor after the subject eg. BUDGETING - LOANS - RISK MANAGEMENT.

ROYALTIES See TAXATION



SAFE-CUSTODY

For vital original legal documents held in fire proofed safes.

INCLUDES

specific copies of vital documents, contracts, deeds certificates etc which are required to be openly displayed.

See Also SAFE CUSTODY

SAFETY

Measures taken to prevent accidents occurring to persons.

Use as a descriptor after the subject, eg. WORKPLACE HEALTH AND SAFETY - SAFETY.

SALARIES **See** REMUNERATION

SALES

For all selling activities including both individual countries and companies. Alternative term could be MARKETING but they really have different meanings.

EXCLUDES

Information on representatives and agents use AGENTS

See Also MARKETING

SEALS (OFFICIAL)

As used in sealing of documents. Use ADMINISTRATION - OFFICIAL SEAL.

SECRETARIAL

Records directly concerned with the official duties of the 'company secretary' such as directors register, company signatories etc.

See also COMPANY SECRETARIAL, CORPORATE GOVERNANCE

SECURITY

Protection of information and facilities from unauthorised persons

INCLUDES

office and personal security

EXCLUDES

Documents used as security Use SAFE CUSTODY

See Also FACILITIES, SAFE CUSTODY

SELECTION COMMITTEES

Use COMMITTEES - SELECTION

SEMINARS **See** TRAINING

SERVICES

The supply of services, articles or activities as required or demanded

INCLUDES

Services provided internally as well as those from outside the organisation.

See Also consultants advisers

SEXUAL DISCRIMINATION

Use DISCRIMINATION - SEXUAL

SEXUAL HARASSMENT

A form of sex discrimination, referring to behaviour that is not welcome, that is personally offensive, debilitates morale and interferes with the work effectiveness of its victims and their co-workers. Use DISCRIMINATION - SEXUAL HARASSMENT.

SHARES

Fractional parts into which the capital stock of the company is divided.

See Also Company Secretarial share scheme

SIGNATORIES

Signatures of those empowered to officially sign documents for the company.

See Also authorities, power of attorney



SITE

Refers to physical location.

See also mine site, Facilities Management, Location

SOCIETIES

If the correspondence is of an informational nature ONLY and no action is required, classify under ORGANISATIONS then specify the name of the organisation. However, if action is required on the correspondence then classify under the SUBJECT of the correspondence.

SPEECHES

See ADDRESSES (SPEECHES)

SPONSORSHIPS

Continued support usually in financial form to external bodies for their benefit and to promote the organisation.

EXCLUDES

donations, scholarships, and prizes.

See Also PUBLIC RELATIONS

STAFF

See PERSONNEL

STATIONERY

Consumable writing and print materials and accessories used. Includes pens, paper, carbon paper, typewriter ribbons, erasers, staples etc. Use this keyword to classify correspondence on the evaluation of stationery items, quantities required, distribution, stocktake analysis, design and requisition,. Further specify by using the name of the items of stationery if necessary. It does not relate to Furniture, Equipment etc. in which stationery items are stored.

Classify consumable non stationery items such as video cassettes under STORES and non-consumable items such as typewriters under EQUIPMENT.

INCLUDES

Cards, computers, drafting, form letters, forms, forms - design, letterheads, paper sizes,

See Also EQUIPMENT, STORES

STATISTICS

Collection, classification, and interpretation of quantitative data of interest to the organisation.

See Also returns, Surveys

STATUTORY

Permanent rules established by the organisation for the conduct of internal affairs.

See Also legal/secretarial, act, regulations

STATUTORY BODIES

A corporation, body or association of persons, either corporate or unincorporated, constituted by, or under, an Act and either funded by Government or authorised to collect levies on behalf of Government, with at least one member appointed by the Governor in Council or the Minister. Use this Keyword for operational matters pertaining to the Board, Trust or Statutory Corporation and create separate files by specifying the name of the Statutory Body.

For matters not dealing directly with the operations of the Statutory Body, classify according to the SUBJECT of the correspondence.

Use COMMITTEES for bodies formed to investigate and report on a specific subject.

See Also Committees, Organisations, Associations, Departments

SUBSCRIPTION

Relationships with external organisations through regular payments in return for services, magazines or membership.

See also EXPENSES LIBRARY

SUBSIDIARY

A company or division wholly owned by the parent company

See Also LEGAL/SECRETARIAL



SUPERANNUATION

[See](#) PERSONNEL REMUNERATION

EXCLUDES

workers compensation

[See](#) FINANCE INSURANCE

SYSTEMS [See](#) TECHNOLOGY

STATISTICS

Collection, classification, and interpretation of quantitative data of interest to the organisation.

[See Also](#) RETURNS

STATUTORY [See](#) LEGAL /SECRETARIAL

STORES

Consumable items stocked, either directly or in conjunction equipment.

EXCLUDES

AMENITIES and items of STATIONERY. These are classified under their appropriate keyboards. Includes cassettes, undeveloped film, methylated spirits etc..

STRATEGIC PLANNING

Creating a future vision organisational direction.

Use ORGANISATIONAL DEVELOPMENT - PLANNING - STRATEGIC.

For industry specific applications, use PLANNING - STRATEGIC after the subject Keyword, eg. WATER RESOURCES - WATER INDUSTRY - PLANNING - STRATEGIC.

STRIKES

All work stoppages by personnel undertaken for the purpose of obtaining some concession from the employer. Use as a descriptor after the subject, eg. INDUSTRIAL RELATIONS - STRIKES.

[See Also](#) BOYCOTTS, GO SLOWS, LOCK OUTS, SIT INS, WORK TO RULES

SUBSCRIPTION

Relationships with external organisations through regular payments in return for services, magazines or membership.

[See Also](#) EXPENSES

SUBSIDIES

Use ASSISTANCE - FINANCIAL - SUBSIDIES as descriptors after the subject, eg. ROADS - ASSISTANCE - FINANCIAL - SUBSIDIES.

SUBSIDIARY

A company or division wholly owned by the parent company

SUNDRY CREDITORS

Use CREDITORS

SUNDRY DEBTORS (ACCOUNTS)

Use DEBTORS

SYSTEMS [See](#) TECHNOLOGY



TRADE NAMES

See TRADEMARKS.

TALKS (LECTURES)

See ADDRESSES (SPEECHES).

TAXATION

For all matters relating to the organisations income, sales, land and payroll tax, royalties etc.

Use FINANCE - TAXATION then break down by the type of tax.

- Payroll tax
- Fringe Benefit Tax
- PAYE Tax
- Boarding Tax
- Land Tax
- Sales Tax
- Goods and Services Tax

INCLUDES

Any government impost, duty or levy imposed on you and collected by the Australian Taxation Office.

TECHNOLOGY

For the organisation & management of applications in the communication information & technical sciences.

INCLUDES Analogue & Digital technical systems, information systems and communications.

TELECOMMUNICATIONS

See COMMUNICATIONS

TEMPORARY STAFF

Use PERSONNEL - TEMPORARY.

TENDER

Used for Offers in writing to execute work or supply the organisations product under certain conditions for a fixed price.

See Also SALES

THIRD PARTY INSURANCE

TRADEMARKS

Devices, a word or words that have been legally registered, or formally established by use in order to distinguish a manufacturer's or trader's goods.

TRAINING

For all matters pertaining to the improvement of skills and further education of employees.

INCLUDES courses, seminars, workshops, conferences, either provided internally or externally.

TRANSFERS (PERSONNEL)

Removal of an officer from one office to another on a permanent basis.

Use TRANSFERS as a descriptor after the subject, eg. PERSONNEL - TRANSFERS.

See Also SECONDMENTS

TRANSPORT

See VEHICLES, VESSELS or AIRCRAFT for modes of transport. Use TRAVEL for the transport of personnel.

TRAVEL

Used for trips by organisation employees either within or outside Australia.

INCLUDES

information on Hotels, Airlines and Travel Agents and visits by others to the organisation and its sites.

EXCLUDES

Travel Insurance

See FINANCE - INSURANCE

U

UNIFORM LEAVE CONDITIONS

Use LEAVE

UNIFORMS

Use PERSONNEL - CLOTHING

UNION DUES (SALARY DEDUCTION)

Use PAYROLL - SALARIES - DEDUCTIONS

UNION MEMBERSHIP (DISCRIMINATION IN RELATION TO)

Use DISCRIMINATION - UNIONS - MEMBERSHIP

UNIONISM

Use INDUSTRIAL RELATIONS – UNIONS

Associations formed to protect and further the interests of members in regard to wages, hours and conditions of work etc. List unions by name in alphabetical order. Use this descriptor only for correspondence of a informational nature on the union and for membership drives conducted by unions etc.

Use INDUSTRIAL RELATIONS - UNIONS and specify further by the name of the union concerned.

UNPAID LEAVE

Use LEAVE - WITHOUT PAY

V

VEHICLE

Means of conveyance owned or used to transport people or items. Includes road and hire cars etc. For each vehicle owned or leased, create one file only, and onto this all matters relating to the vehicle, eg. registration, repairs etc. should be placed.

Arrange index entries alphabetically by MOTOR VEHICLE number, registration number and make (eg. VEHICLES - MV 2624 - 783-QGT - HOLDEN COMMODORE). Specify the type of vehicle by using the descriptors CARAVANS, OFF ROAD etc.

Use EQUIPMENT when the equipment is permanently affixed to vehicles and those vehicles are solely utilised for transportation of the equipment, eg. BORING PLANT.

Use TRAVEL for journeys made by personnel.

Use STORES - AUTOMOTIVE for spare tyres, tyre chains, tow ropes etc. when these items do not relate to a particular vehicle.

[See](#) ALLOWANCES for allowances paid in relation to vehicles and their use.

VISITS [See](#) TRAVEL

VOUCHERS

Vouchers for individual transactions should be placed on the relevant subject file. Where necessary, such as in correspondence on vouchers where they relate to an accounting function, use as a descriptor after the subject, eg. ACCOUNTING - VOUCHERS.

W X Y Z

WAGES

Use PAYROLL - WAGES in relation to wages, as opposed to SALARIES.

WorkCover

Use PERSONNEL - WorkCover

WORKERS COMPENSATION

USE WorkCover

Use PERSONNEL - WORKCOVER

WORKPLACE HEALTH AND SAFETY

Implementation, co-ordination of Workplace (Occupational in some states) Health and Safety and associated legislation throughout the company and includes the formulation of safety policy and the monitoring of safe work practices and procedures.

INCLUDES RSI, ERGONOMIC, POLICY, SAFETY, MSDS (Material Safety Data Sheets), Registers, Risk Assessment.

WORKING HOURS

Hours that personnel are required to work according to the terms on which they are employed.

Use WORKING HOURS - VARIABLE for correspondence on the hours of work required under the VARIABLE hours system.

WORKSHOPS [See TRAINING](#)

YARDSTICKS

[See](#) STANDARDS



What is a Keyword Thesaurus?

The Thesaurus used to assist in the naming and retrieval of records is not the same as a dictionary type thesaurus such as Roget's. The Roget's Thesaurus lists words in alphabetical order and provides synonymous meanings for each word. The Keyword Thesaurus in records management is used for the naming and retrieval of documents. It assists naming of unique documents by outlining subject links, allowing documents to be named according to the type of information that they contain. The objective of using a thesaurus is to assist precise retrieval for specific documents. The Thesaurus will assist control the records of an organisation by providing a standard naming system for the titling of information.

The terms in the Keyword Thesaurus can be used to title all files, documents, memos, letters, database entries, word processing and other electronic and paper based documents created within an organisation, or received by an organisation.

The use of a keyword thesaurus avoids inconsistencies in classification and titling of records in your section such as establishing conventions for "Staff" as "Employees, Personnel, Wage Staff, Human Resources, or Labour, among a host of other possibilities."

A standard Keyword Thesaurus saves confusion.

How is the Thesaurus constructed?

The Thesaurus consists of a system of broad subject headings, or Keywords. These keywords are followed by more explicit words, known as Descriptors, which further describe the keyword. In this way a hierarchical arrangement is formed, that is, the broad subject heading, or keyword, is subdivided into more specific subjects, or descriptors, of the same broad concept. Keywords relate to the key functional areas of the administration of the user. For example,

FACILITIES MANAGEMENT -- SECURITY -- NIGHT PATROLS

FACILITIES MANAGEMENT -- SECURITY -- MASTER KEY SYSTEM

FACILITIES MANAGEMENT -- SECURITY -- POLICE REPORTS

ADMINISTRATION -- POLICY DEVELOPMENT -- FACILITIES MANAGEMENT

forms an hierarchical arrangement by further defining FACILITIES MANAGEMENT into specific matters dealt with by that department.

An appropriate functional thesaurus may end up with 30-40 keywords that apply to the administration of a typical institute.

SUMMARY OF MAIN POINTS

- Keyword classification controls the terminology used when classifying information.
- Always commence title/index headings with a Keyword and follow the Keyword with descriptors arranged in hierarchical order, ie. from the broad to specific.
- Only use preferred terms from the Thesaurus. However, proper terms such as personal names or place names can, where necessary, be used as Descriptors.

Always check the index for existing files on the subject matter. This will enable the correct allocation of correspondence to appropriate files and will assist the user in the hierarchical arrangement of Descriptors.