

- staff lists;
- staff meeting agenda and minutes;
- work practices and procedures for the group;
- organisational arrangements of the workgroup;
- administrative information;
- periodic reports.

These documents have substantial if sometimes short-term value to a division or workgroup and their management should be considered as more akin to corporate than personal documents.

Corporate Information

Corporate documents are prepared for or on behalf of the department. They record the substantive programme activities and policies of the department. Corporate documents are the documents that are required for use by others or affect the work of others. Depending on security requirements, these documents should be readily accessible by those who need to use them.

Corporate documents include:

- any information reflecting the substantive business of the department;
- final versions of reports;
- policy documents;
- formal communication between users, agencies or organisations;
- formal minutes of departmental committees.

The identification of corporate information is very important. This involves the identification of records created and received by the department so their management and disposal can be standardised and streamlined. Corporate documents are controlled by departmental records management procedures and stored for corporate access.

Electronic corporate information must be sent to CATS via e-mail for storage in the corporate database and paper documents sent to a BICO/LISO or mission records office for inclusion in the departmental filing system.