

MINISTERIAL OFFICES, CORRESPONDENCE, RECORDING SYSTEM

110. Mr P.D. Omodei to the Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors

Will the Minister advise of the following -

- (a) does the Minister's office have software for recording inward and outgoing correspondence;
- (b) are details of all incoming and outgoing correspondence entered into this system;
- (c) are copies of the relevant correspondence scanned and stored electronically or filed as a hard copy as part of this process; and
- (d) does this correspondence system have a search function?

Mr R.C. KUCERA replied:

- (a) Yes
- (b)-(d) A new Ministerial correspondence system is being implemented. When the implementation is complete, all Ministerial correspondence will be scanned, stored electronically and available for online, full text searching. The current system only records brief details of hard copy inwards Ministerial Correspondence, and the action taken. There is currently no text searching capacity for text contained within a piece of correspondence.