

MINISTERIAL OFFICES, CORRESPONDENCE, RECORDING SYSTEM

111. Mr P.D. Omodei to the Minister for Tourism; Racing and Gaming; Youth; Peel and the South West

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 M. McGOWAN replied:

- (a) Yes
- (b) Yes
- (c) All correspondence is scanned and stored electronically; but not all hard copies are retained.
- (d) Yes

Note: A new 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 records details of hard copy inwards Ministerial correspondence and action taken and has limited search capacity.