

MINISTERIAL OFFICES, CORRESPONDENCE, RECORDING SYSTEM

105. Mr P.D. Omodei to the Minister for the Environment; Science

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?

Dr J.M. EDWARDS replied:

The Minister for the Environment; Science has provided the following response:

- (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 records details of hard copy inwards Ministerial correspondence, action taken and has limited search capacity.