

MINISTERIAL OFFICES, CORRESPONDENCE, RECORDING SYSTEM

104. Mr P.D. Omodei to the Attorney General; Minister for Health; Electoral Affairs

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 J.A. McGINTY replied:

- (a)-(d) Yes. The current database management system records details of incoming and outgoing Ministerial correspondence, action taken but has a limited search capacity. A new records management correspondence system is expected to be implemented. When the implementation is complete, all Ministerial correspondence will be scanned, stored electronically and available for online, full text searching.