

List of Records by Categories

Administration

Access to Information	Accommodation	Building management
Ceremonies	Charities	Circulars & directives
Committees	Conferences & seminars	Emergency planning
Environmental management	Fire safety	Intellectual property
Legislation	Occupational safety	Official languages
Protocol	Record management	Security

Accounting

Accounting procedures	Allowances	Audits
Demand notes	Budgets	Fees & charges
Payments	Procurement	Purchasing card account
Salaries	Staff Welfare Fund	Stores & inventory

Personnel

Appointment	Conduct & discipline	Condition of service
Employee compensation	Establishment	Leave & passage
Organisation chart	Postings	Promotion
Recruitment	Retirement & resignation	Staff associations
Staff awards	Staff performance	Staff welfare
Training & development		

Information Technology

Information policy	Systems
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Programmes

Footage of TV programmes	Footage of Radio Programmes
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