<u>are important sources of administrative, fiscal, legal, evidential, and historical information; they</u> must be accessible and available for current and future needs.

Records Centre is a centrally-located area provided to store inactive and archived records.

GUIDELINES

1.1 The Superintendent of Business is responsible for ensuring Records Information Management System training is provided. Supervisory Officers and Principals shall ensure that their staff are adequately traq@1 @ 36@4 544.75 Tm@@T#Tq@92reWbs6