



# **ARCHIVES OFFICE OF TASMANIA**

**DISPOSAL SCHEDULE**

for

Functional records of the System Controller for the  
Tasmanian Electricity Distribution Network

Disposal Authorisation No. 2093

91 Murray St Hobart Tasmania 7000

**ARCHIVES OFFICE OF TASMANIA**

**DISPOSAL AUTHORISATION NO. 2093**

***Title:*** Disposal Schedule for functional records of the  
System Controller for the Tasmanian Electricity  
Distribution Network

***Administering  
Agency:*** System Controller

***Authorisation:***  
Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise the  
System Controller to manage the disposal of the records described in this  
Schedule in accordance with the procedures specified herein.

Ian Pearce  
STATE ARCHIVIST

Date: 20 September 2001

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## INTRODUCTION

### Archives Act

The *Archives Act 1983* stipulates that agencies must not dispose of **records of any type or format** (including electronic records, microfilm, sound recordings, films etc.) without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to TAHO. Any enquiries relating to these matters should be directed, in writing to TAHO 91 Murray Street, Hobart, E-mail - [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) or by phoning 03 6165 5581.

### Disposal Schedule

In order to facilitate the prompt and efficient disposal of functional records of functional records of the System Controller this Disposal Schedule has been approved by the State Archivist under Section 20(2)(b) of the *Archives Act 1983*.

The Schedule identifies and describes the:

- **Disposal Classes** - groups of records which have the same function.
- **Status** - i.e. permanent or temporary retention.
- **Disposal Action** - date for transfer or destruction.

**It should be noted that where possible Disposal Classes have been identified and described in functional terms irrespective of the format or medium in which the records were created.**

### Records Covered by Schedules

- This Schedule covers the functional records created by System Control.
- The *Disposal Schedule No 2157 for General Administrative Records* covers administrative records created by the agency which relate to functions which are common to most State Service agencies.
- Records not covered by the above or other authorised agency schedules should be disposed of according to the *Disposal of unscheduled records (2012: Advice 10)*.
- The Schedule **does not cover pre-1960 records**. The disposal of these records should also be managed according to the procedures for unscheduled records.

### Disposal Action

The disposal actions identified in this schedule specify minimum retention periods. The Agency may keep records longer if it so desires. However, records with PERMANENT status which have been in existence more than 25 years must be transferred to TAHO unless a written exemption has been obtained from the State Archivist (*Archives Act 1983 Section 11*).

Records with TEMPORARY status can be kept as long as the Agency wishes but the provisions of the *Archives Act* regarding their proper care and custody still apply.

Frequently the retention period descriptions will refer to "**after action completed**" which means after the date of the last addition or amendment to the record.

### **Transfer of Records to the Tasmanian Archive & Heritage Office**

All records designated as PERMANENT should be transferred to TAHO unless it is specified in the Schedule that they be retained by the Agency. The transfer should be arranged as soon as possible after the specified time. However, in order to avoid frequent small transfers of records, the Agency should develop a regular program of transferring records to TAHO. For practical purposes it is often preferable to delay the transfer of records until a convenient volume of records has accumulated (eg. about one linear metre or more).

Under no circumstances should records more than 25 years old be kept by the Agency without written approval from the State Archivist.

Records with PERMANENT status may be transferred before the specified date if administrative reference has ceased or is infrequent.

**Please note that records will not be accepted by TAHO unless specific prior arrangements have been made for their receipt and they have been arranged and described in accordance with any instruction provided by TAHO.**

For further information regarding the procedures relating to records covered by this Schedule see Disposal of Scheduled records (2005: Advice 9).

### **Destruction of Records**

Hard copy records which have been approved for destruction (either in the Disposal Schedule or by a specific Destruction Authority) should be shredded, pulped or incinerated after the specified period has elapsed. Electronic records should be deleted from the system.

The Agency may make arrangements for the collection and destruction of hard copy records with an appropriate contractor. **Please note** that it remains the responsibility of the Agency to ensure that records are destroyed, and that this process is confidential and secure. If the records are in the Schedule, the appropriate entry must be made in the *Register of Records Destroyed*.

Electronic records identified for destruction should be deleted from the system. Care must be taken when deleting these records to establish whether or not any of the 'meta-data' embedded with the record in the system needs to be kept longer than the record itself. For example it is often the case that registers of correspondence must be kept longer than the correspondence itself; some of the index and registration details may be 'tags'

within the record, not information stored in a separate registration system as would have been the case in traditional registry procedure. Most record management packages are likely to address this problem but it is necessary to be sure this is the case before deletion.

### **Register of Records Destroyed**

The Agency is obliged to maintain a register of all records destroyed under the Schedule. The register is to be made available to the State Archivist (or nominee) on request. The register should not be used to list unscheduled records as these will be covered by a specific Destruction Authority issued by the State Archivist. The Register must be clearly identified as the *Register of Records Destroyed (under Section 20(2)(b) of the Archives Act 1983)* and should include the name of the Agency. This identification should appear on each loose sheet or on the cover if the register is kept in book format. The register can be the same used for registering destructions under the *Disposal Schedule N°2157 for General Administrative Records for State Government Agencies and Authorities*. A sample format is available on the GISU website.

### **Samples and/or Examples of Records Destroyed**

Occasionally samples and/or examples of records being destroyed under the Schedule will be selected by TAHO for transfer. The State Archivist will initiate this procedure where appropriate.

### **Review of the Schedule**

If the description in the Schedule no longer accurately reflects the nature and function of the records these procedures should not be used. The State Archivist should be informed of the need to revise the Schedule and, if necessary, the procedure for transferring unscheduled records can be used in the interim.

Reference	Disposal class	Status and Disposal Action
<b>01.00.00</b>	<b>POWER SYSTEM SECURITY &amp; DISPATCH</b> The functions associated with facilitating and operating the dispatch of generating units and maintaining power system security in accordance with the provisions of the Tasmanian Electricity Code.	
<b>01.01.00</b>	<b>Advice</b> The activities associated with offering opinions by or to System Control as to an action or judgement. Includes the process of advising.  <i>See the GDS for legal opinions.</i>	
01.01.01	Records relating to internal and external advice on major issues of public interest, precedents, and matters that affect System Control's policy and procedures.	<b>PERMANENT</b> Transfer 10 years after action completed.
01.01.02	Advice relating to minor matters, which do not affect System Control's policy and procedures.	<b>TEMPORARY</b> Destroy 10 years after action completed.
01.01.03	Records relating to advice provided by System Control to code participants.	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>01.02.00</b>	<b>Agreements</b> The activities associated with the establishment, maintenance, review and negotiation of agreements.	
01.02.01	Master copy of signed simple agreements between System Control and external bodies related to the function of power system security & dispatch. Includes inter-company agreements and international agreements. Includes records supporting the negotiation, maintenance, review, and revocation of agreements.	<b>TEMPORARY</b> Destroy 7 years after expiry of agreement or last action, whichever is later
01.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	<b>TEMPORARY</b> Destroy 12 years after expiry of agreement or last action, whichever is later.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>01.03.00</b>	<p><b>Audit</b> The activities associated with officially checking records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of System Control in a specified period.</p>	
01.03.01	Records relating to audits of functions and activities resulting in changes in policy or procedures as they relate to power system security & dispatch.	PERMANENT Transfer 10 years after action completed.
01.03.02	Record relating to audits of functions and activities not resulting in changes in policy or procedures.	TEMPORARY Destroy 10 years after action completed.
<b>01.04.00</b>	<p><b>Compliance</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which System Control is subject. Includes compliance with legislation and with national and international standards.</p> <p><i>See the GDS for records relating to the development and review of legislation.</i></p>	
01.04.01	Records documenting System Control's compliance with mandatory, fiscal, and statutory requirements, including proof of compliance, as they relate to the power system security & dispatch.	TEMPORARY Destroy 7 years after action completed.
01.04.02	Records documenting System Control's compliance with optional requirements.	TEMPORARY Destroy 2 years after action completed.
<b>01.05.00</b>	<p><b>Directions</b> The activities associated with preparing and issuing guidelines that require Code Participants to do any act or thing that the System Control deems necessary to maintain or re-establish the power system security.</p>	

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Reference	Disposal class	Status and Disposal Action
01.05.01	Records relating to the preparation and issue of guidelines to code participants. Includes directions issued by System Control. Includes supporting documentation, including routine correspondence.  <i>See 01.11.01 for master set of Directions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>01.06.00</b>	<b>Investigations</b> The activities associated with the examination of events.	
01.06.01	Records relating to investigations requiring significant action, such as alterations to systems or procedures relating to the power system security & dispatch.	TEMPORARY Destroy 10 years after action completed.
01.06.02	Records relating to routine investigations requiring minimal or no action in response.	TEMPORARY Destroy 7 years after investigation.
01.06.03	Routine organisational matters relating to investigations, such as lists, summaries, and timetables.	TEMPORARY Destroy 7 years after action completed.
<b>01.07.00</b>	<b>Liaison</b> The activities involved in seeking information from, or the opinions of, one or more others. This includes general contact between System Control and external groups or individuals including organisations within the private sector, professional associations and the broader community.	
01.07.01	Records supporting agency contact with professional associations and industry groups, electricity regulator groups, and private sector organisations. Includes exchanges of information, co-operative planning, and development of projects, etc.	TEMPORARY Destroy 7 years after action completed.
01.07.02	Records supporting agency membership of community groups and professional associations.	TEMPORARY Destroy 3 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<p><b>01.08.00</b></p>	<p><b>Modelling</b>            The activities involved in designing, testing, and evaluating sample model profiles of systems and activities.</p> <p><i>See Section 01.13.00 for subject investigations or enquiries in order to discover facts, principles, etc.</i></p>	
<p>01.08.01</p>	<p>Records relating to the design, testing, and evaluation of sample model systems and activity profiles. Includes supporting documentation and routine correspondence.</p>	<p>TEMPORARY            Destroy 7 years after last use of the model.</p>
<p><b>01.09.00</b></p>	<p><b>Notices</b>            The activities involved in preparing and issuing risk notices to inform Code Participants of potential system risks.</p>	
<p>01.09.01</p>	<p>Records relating to the preparation and issue of risk notices to code participants. Includes supporting documentation, including routine correspondence.</p> <p><i>See 01.11.01 for master set of Risk Notices.</i></p>	<p>TEMPORARY            Destroy 7 years after issue of notice.</p>
<p><b>01.10.00</b></p>	<p><b>Planning</b>            The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of System Control.</p>	
<p>01.10.01</p>	<p>Records relating to major System Control initiatives, including business cases and outages.</p>	<p>PERMANENT            Transfer 10 years after action completed.</p>
<p>01.10.02</p>	<p>Approved plans not included in record class 01.10.01.</p>	<p>TEMPORARY            Destroy 7 years after plans are superseded.</p>
<p>01.10.03</p>	<p>Records relating to the development of action or business plans, including routine administrative records, and drafts. Includes plans not proceeded with.</p>	<p>TEMPORARY            Destroy 2 years after adoption of the final plan.</p>

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>01.11.00</b>	<b>Policies &amp; Procedures</b> The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by System Control. Includes manuals, handbooks, and other procedural documentation.	
01.11.01	Records relating to the formulation of policies concerning major programs and initiatives for the power system security & dispatch. Includes master set of instructions related to power system security & dispatch and master sets of Directions and Risk Notices.	<b>PERMANENT</b> Transfer 10 years after policy is superseded.
01.11.02	Records related to the implementation of practices and procedures based on System Control standards.	<b>TEMPORARY</b> Destroy 7 years after the procedures are superseded.
<b>01.12.00</b>	<b>Reporting</b> The provision of a formal response on any matter, on which definite information is required, made by some person or body instructed or required to do so.	
01.12.01	Major internal and external reports prepared by or for System Control about activities undertaken as part of the power system security & dispatch function, containing major recommendations, findings, etc. Includes annual reports.	<b>PERMANENT</b> Transfer 10 years after action completed.
01.12.02	Minor internal and external reports prepared by or for System Control.	<b>TEMPORARY</b> Destroy 7 years after action completed.
01.12.03	Records relating to surveys not included in or in response to a report, completed. for external agencies.	<b>TEMPORARY</b> Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>01.13.00</b>	<b>Research</b> The activities involved in investigating or enquiring into a subject area of interest in order to discover facts, principles, etc.  <i><u>See Section 01.12.00 for research into the formulation of policy.</u></i>	
01.13.01	Records of detailed original research to support the development of significant programs within System Control relating to power system security & dispatch.	<b>PERMANENT</b> Transfer 10 years after action completed.
01.13.02	Records relating to other research projects not described in class 01.13.01.	<b>TEMPORARY</b> Destroy 7 years after action completed.
01.13.03	Records relating to the administration of research projects and activities.	<b>TEMPORARY</b> Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>02.00.00</b>	<b>SYSTEM PLANNING</b> The functions associated with assisting in power system planning in accordance with the provisions of the Tasmanian Electricity Code.	
<b>02.01.00</b>	<b>Advice</b> The activities associated with offering opinions by or to System Control as to an action or judgement. Includes the process of advising.  <i><u>See the GDS for legal opinions.</u></i>	
02.01.01	Records relating to internal and external advice on major issues of public interest, precedents, and matters that affect System Control's policy and procedures.	<b>PERMANENT</b> Transfer 10 years after action completed.
02.01.02	Advice relating to minor matters, which do not affect System Control's policy and procedures. Includes advice provided by System Control to code participants.	<b>TEMPORARY</b> Destroy 10 years after matter is resolved.
<b>02.02.00</b>	<b>Agreements</b> The activities associated with the establishment, maintenance, review and negotiation of agreements.	
02.02.01	Master copy of signed simple agreements between System Control and external bodies relating to system planning. Includes inter-company agreements, international agreements and connection agreements. Includes records supporting the negotiation, maintenance, review, and revocation of agreements.	<b>TEMPORARY</b> Destroy 7 years after expiry of agreement or last action, whichever is later.
02.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	<b>TEMPORARY</b> Destroy 12 years after expiry of agreement or last action, whichever is later.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>02.03.00</b>	<p><b>Compliance</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which System Control is subject. Includes compliance with legislation and with national and international standards.</p> <p><i>See the GDS for records relating to the development and review of legislation.</i></p>	
02.03.01	Records documenting System Control's compliance with mandatory, fiscal, and statutory system planning requirements, including proof of compliance.	TEMPORARY Destroy 7 years after action completed.
02.03.02	Records documenting System Control's compliance with optional requirements.	TEMPORARY Destroy 2 years after action completed.
<b>02.04.00</b>	<p><b>Data Administration</b> The activities associated with maintaining and using the data that is held in a system.</p>	
02.04.01	Records relating to the maintenance of data integrity, including data logging records. Includes data dictionaries.	TEMPORARY Destroy 7 years after action completed.
02.04.02	Records relating to the migration of information and communications systems, and data, from one platform to another.	TEMPORARY Destroy 7 years after migration.
<b>02.05.00</b>	<p><b>Enquiries</b> Requests for information on any matter.</p>	
02.05.01	Records relating to the provision of information that involves detailed research or considerable input of resources. Includes easement enquiries.	TEMPORARY Destroy when reference ceases.
02.05.02	Records relating to the provision of other information, including the provision of information about routine and general matters and change of address.	TEMPORARY Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>02.06.00</b>	<b>Modelling</b> The activities involved in designing, testing and evaluating sample model profiles of systems and activities.  <i>See Section 02.09.00 for subject investigations or enquiries in order to discover facts, principles, etc.</i>	
02.06.01	Records relating to the design, testing, and evaluation of sample model systems and activity profiles. Includes supporting documentation and routine correspondence.	TEMPORARY Destroy 7 years after the last use of the model.
<b>02.07.00</b>	<b>Policies &amp; Procedures</b> The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by System Control. Includes manuals, handbooks, and other procedural documentation.	
02.07.01	Records relating to the formulation of policies concerning major programs and initiatives for system planning.	PERMANENT Transfer 10 years after policy is superseded.
02.07.02	Master set of instructions or circulars related to system planning policy matters.	PERMANENT Transfer 10 years after policy is superseded.
02.07.03	Records related to the implementation of practices and procedures based on system planning standards.	TEMPORARY Destroy 7 years after procedures are superseded.
<b>02.08.00</b>	<b>Reporting</b> The provision of a formal response on any matter, on which definite information is required, made by some person or body instructed or required to do so.	
02.08.01	Major internal and external reports prepared by or for System Control about activities relating to the system planning, containing major recommendations, findings, etc. Includes annual reports.	PERMANENT Transfer 10 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
02.08.02	Minor internal or external reports prepared by or for System Control.	TEMPORARY Destroy 7 years after action completed.
02.08.03	Records relating to surveys not included in or in response to a report, completed. for external agencies.	TEMPORARY Destroy 7 years after action completed.
<b>02.09.00</b>	<p><b>Research</b> The activities involved in investigating or enquiring into a subject area of interest in order to discover facts, principles, etc.</p> <p><i><u>See Section 02.08.00 for research into the formulation of policy.</u></i></p>	
02.09.01	Records relating to detailed original research to support the development of significant programs within System Control, e.g. BassLink.	PERMANENT Transfer 10 years after action completed.
02.09.02	Records relating to other research projects not described in 01.13.01.	TEMPORARY Destroy 7 years after action completed.
02.09.03	Records relating to the administration of research projects and activities.	TEMPORARY Destroy 7 years after action completed.
<b>02.10.00</b>	<p><b>System Performance</b> The activities involved in measuring the reliability, availability, quality of supply, and security of the transmission system.</p>	
02.10.01	Records relating to the setting of benchmarks for the performance of the system.	PERMANENT Transfer 5 years after superseded.
02.10.02	Records relating to the performance of the system including testing against benchmarks, etc. Includes routine correspondence associated with the management of power system performance.	TEMPORARY Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

## INDEX TO DISPOSAL CLASSES

This index is an alphabetical listing of the subjects directly referred to in the disposal class titles and, as such, it does not include comprehensive subject cross-references. Functions are listed in bold upper case, activities in upper case, and additional subjects in lower case.

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