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| --- | --- |
| Agency |  |
| Prepared by: |  |
| Is this a new function? | [ ]  Yes [ ]  No | Are you reviewing an existing function? | [ ]  Yes [ ]  No |
| Is there an existing disposal schedule? | [ ]  Yes [ ]  No | Schedule number |  |
| Function scope note |
| Description of the function term. |
|  |
| Function term |
| The term (Keyword) used to describe the function. |
|  |
| Function date range |
| Give the date range for the function. If the function is ongoing, no end date is needed. |
| Start date: |  | End date: |  |
| Activities of the function |
| List all activities of the function, include scope note for agency specific activities. |
| **Corporate Activities** | **Agency specific activities (with scope note)** |
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| History of function |
| Briefly indicate any changes to the function, including changes to legislation, administrative control of the function, etc. |
| **Date** | **Changes** | **Source** |
|  |  |  |
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|  |  |  |
| Other agencies that have administered the function |
| **Dates of responsibility** | **Agency** | **Source** |
|  |  |  |
|  |  |  |
|  |  |  |
| Business units that carry out the function |
| Name each business unit, branch and division responsible for all parts of the function. Include copy of organisation chart if applicable. |
|  |
| Legislation |
| List any applicable legislation and regulations. |
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