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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** | | |
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| 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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