

[illegible]



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|--|--------------------------|----------|------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  |                          | 1103/3   | Dispute Management: Proceedings                                        |  |  |  |  |  |  |  |  |  |  | Shredding/Grinding | 6 months before the end of retention period. | Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018 | CEO's Office/Client Relations Unit/Human Resources Management Department |
|  |                          | 1103/4   | Dispute Management: Alternate Dispute Resolution                       |  |  |  |  |  |  |  |  |  |  | Shredding/Grinding | 6 months before the end of retention period. | Data Protection Act, 2020; Access to Information, 2002; Public Procurement Act, 2015; Government of Jamaica, Records and Information Management Policy and Procedures, 2018 | CEO's Office/Client Relations Unit/Human Resources Management Department |
|  |                          | 1104/1   | Agreement Preparation and Review: Agreements                           |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1104/2   | Agreement Preparation and Review: Contracts                            |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1104/3   | Agreement Preparation and Review: Memorandum of Understanding          |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1104/4   | Agreement Preparation and Review: Leases/Licences                      |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1105/1   | Legislative Programme Management: Development of Legislative Framework |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1105/2   | Legislative Programme Management: Stakeholder Consultation             |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1105/3   | Legislative Programme Management: Drafting Instructions                |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1105/4   | Legislative Programme Management: Development of Legislation           |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1105/5   | Legislative Programme Management: Orders                               |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  | 1300 - Events Management | 1301/1   | Coordinating/Hosting Events: Procedures/Guidelines                     |  |  |  |  |  |  |  |  |  |  | Shredding/Grinding | 6 months before the end of retention period. | Government of Jamaica, Records and Information Management Policy and Procedures, 2018                                                                                       | Human Resource Management Department                                     |
|  |                          | 1301/2   | Coordinating/Hosting Events: Events Planning                           |  |  |  |  |  |  |  |  |  |  | Shredding/Grinding | 6 months before the end of retention period. | Government of Jamaica, Records and Information Management Policy and Procedures, 2018                                                                                       | Human Resource Management Department                                     |
|  |                          | 1301/2/1 | Events Planning: Staff Events                                          |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1301/2/2 | Events Planning: Fairs                                                 |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1301/2/3 | Events Planning: Lunch Hour Sessions                                   |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1301/2/4 | Events Planning: Meetings                                              |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1301/2/5 | Events Planning: Trainings                                             |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1301/2/6 | Events Planning: Special Events                                        |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1302/1   | Participating in Events: Coordination of Events                        |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1302/2   | Participating in Events: Attending Events                              |  |  |  |  |  |  |  |  |  |  |                    |                                              |                                                                                                                                                                             |                                                                          |
|  |                          | 1302/3   | Participating in Events: Evaluation of Event Participation             |  |  |  |  |  |  |  |  |  |  | Shredding/Grinding | 6 months before the end of retention period. | Government of Jamaica, Records and Information Management Policy and Procedures, 2018                                                                                       | Human Resource Management Department                                     |