



TRIGGERS	ACTIONS	TYPE	CHECKS	REGISTRATION	DRAFT	REVIEW	UPDATE	NOTIFY	SUBMIT	APPROVE	PUBLISH	DISPATCH	FILE	PRESERVE	OUTSOURCE	DISPOSITION
EVENT INSTRUCTION TRANSACTION * NEED - legislation changes audit findings risk assessment result incidents/issues shareholders requirements	REPLY CREATE INITIATE	LETTER REPORT POLICY CASE FILE RECORD Vital RECORD Operational	FORM NAMING STRUCTURE	DATE STAMP REGISTER ACKNOWLEDGE FILE PLAN CLASSIFY SAVE SCAN FORWARD	GENERATE	FIRST BU SECOND HDA THIRD EXTERNAL as applicable	AS APPLICABLE	MAJOR must MINOR optional	PRINT EMAIL	COSEC MANAGER EXCO as applicable SIGN eSIGN	COPY SCAN ISSUE DISTRIBUTE CIRCULATE ANNOUNCE	HAND COURIER EMAIL SURFACE MAIL	HARDCOPY NETWORK SYSTEM	DECLARE APPLY RETENTION	BOX LIST SEAL COLLECTION INDEX CONTENT	DECISION YES/NO ARCHIVE DISPOSITION AUTHORITY DESTROY RECORD