



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

From: Ms Mel Rajagopal
Acting Executive Manager: Skills Planning, Research and Reporting

To: **All Staff**

Date: 17 April 2026

Subject: **Records Management Procedures**

All Staff,

Kindly note that with effect from 17 April 2026, the Records Management process will be implemented as outlined below:

Submission of Records to MER

All records submitted for purposes including, but not limited to, filing, scanning, off-site storage, or any form of processing must comply with the following requirements:

- A duly signed **IMC Service request** and an **approved complete contents list** must accompany all records, regardless of whether it is a batch or box submission.
- Records must be submitted in a file and must be clearly labelled using the approved unique file identifier as per the approved file plan.

Non-compliant submissions will not be processed.

Your cooperation in adhering to these procedures is appreciated

Ms Mel Rajagopal
**Acting Executive Manager: Skills Planning,
Research and Reporting**

17 April 2026
Date