

The process for **external** requests (originating from other government agencies, private companies and community organisations) for distribution to schools is as follows:

- (a) Refer request to Records Management Unit.
- (b) Records Management Unit will supply the requesting organisation or company (including other government agencies) a list of postal and/or email addresses for schools.
- (c) Records Management Unit will not distribute externally generated materials to schools. It is the responsibility of the requesting external organisation to distribute their materials.

Exception: Records Management Unit will distribute materials to schools where the materials are a part of a joint project between another organisation and DEET or where DEET has explicitly endorsed materials for distribution. In this instance, approval is required from the General Manager Schools.

External requests (originating from other government agencies, private companies and community organisations) for distribution of information to office-based staff are generally not supported.

Contact Officer	Manager Business Support People and Learning Division
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Contact Officer	Director Internal Communications, Media and Marketing
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