

(vi) Categories of Documents Held by NIUA or Under Its Control

The documents are as follows:

1. Documents stating NIUA's mission and giving information on the Institute's main functions, Governing Council, research activities, contribution to urban policy, conferences and seminars, training, communication material, infrastructure and faculty.
2. Information on NIUA's research reports/books/ periodicals published by the Institute on different areas of the urban sector including brief note highlighting the main features of each study/periodical. The Research Reports/Books are categorized as follows:
 - Urbanisation and Urban Policies;
 - Urban Employment;
 - Urban Finance and Management;
 - Urban Governance;
 - Urban Infrastructure and Services;
 - Urban Housing;
 - Urban Poverty; and
 - Urban Environment
3. "Memorandum of Association" of NIUA: This document states
 - The objectives of the institute
 - Names, addresses, occupations and designation of the 1st members of the Governing body
 - Rules and regulations of the institute for its governance
4. "Service Byelaws" of NIUA: This document details the service byelaws of NIUA in 12 chapters, viz. Chapter I: Preliminary; Chapter II: Number, Classes, and Gradation of Posts; Chapter III: Recruitment; Chapter IV: Tenure; Chapter V: Pay; Chapter VI: Allowances; Chapter VII: Medical Facilities; Chapter VIII: Leave; Chapter IX: Retirement and Other Benefits; Chapter X: General Conditions of Service; Chapter XI: Discipline and Chapter XII: General.

In addition there are two Schedules:

Schedule-I Name of the post and pay scale

Schedule-II Recruitment Rules of Individuals Posts