

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1)**

**Notifiable instrument NI2006—345**

made under the

**Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)**

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1)

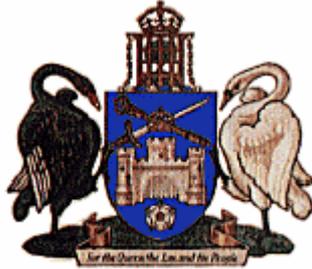
## **2. Approval**

I approve the Records Disposal Schedule – Corrective Services Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
21 September 2006



*Records Disposal Schedule  
Corrective Services Records*

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## INTRODUCTION

The *Records Disposal Schedule – Corrective Services Records* is the official authority for the disposal of records relating to Corrective Services Records including those for the Sentence Administration Board and the Official Visitor.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

## PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Corrective Services records created or maintained by ACT Government agencies.

## SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

## AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

## STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.**

The *Records Disposal Schedule – Corrective Services Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Corrective Services records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### ***Territory Version of Keyword AAA***

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 – Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

## **GUIDELINES FOR USE**

### ***Coverage of authority***

The Records Disposal Schedule – Corrective Services Records:

- Covers all Corrective Services divided into the following functions:
  - CORRECTIONS SECURITY
  - OFFENDER MANAGEMENT
  - OFFICIAL VISITOR
  - JUSTICE ADMINISTRATION
  - SENTENCE ADMINISTRATION
- Is intended to be used in conjunction with TARDiS;
- Specifies the minimum period records should be kept (retention periods);
- Specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- Is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

*Layout of the schedule*

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

**Function.**

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

**Activity.**

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

**Entry No.**

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

**Description of Records.**

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

**Disposal Action.**

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

## **FORMAT OF RECORD**

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- Cards;
- Registers;
- Files;
- Microfilm;
- Microfiche;
- COM (computer output microfiche);
- Electronic records, including various electronic media, and
- Any other formats.

### *Electronic records*

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways – on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

## **DESTRUCTION OF RECORDS**

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

## **RELATED LEGISLATION**

The following legislation and codes of practice are related to the records classes covered by this Records Disposal Schedule:

*Custodial Escorts Act 1998*

*Crimes Act 1900*

*Electronic Transactions Act 2001*

*Freedom of Information Act 1989*

*Financial Management Act 1996*

*Health Records Act 1997*

*Periodic Detention Act 1995*

*Prisoners Interstate Leave Act 1997*

*Privacy Act 1988*

*Public Sector Management Act 1994*

*Remand Centres Act 1976*

*Rehabilitation Of Offenders (Interim) Act 2001*

*Territory Records Act 2002*

## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- Determine which records need to be captured;
- Determine how long the records need to be kept to meet business needs; and
- Meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***Principal Officer***

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### ***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

### ***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

***Records Management Program***

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

***Territory Archives***

Records preserved for the benefit of present and future generations.

## **BUSINESS CLASSIFICATION SCHEME**

***CORRECTIONS SECURITY***

The function of providing security measures to ACT Corrective Services facilities. Includes incidents relating to security systems, maintenance of security equipment and emergency processes. Also includes the gathering of intelligence/ surveillance and the measures taken to protect staff, premises, equipment or information from accidental or intentional damage or from unauthorised access.

*Intelligence*

The activities associated with the use of overt and covert methodologies to gain information or intelligence on a particular subject/target for the purposes of detecting drug and other subversive activities.

*Registration*

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

*Security*

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

## ***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

### *Agreements*

The activities associated with the establishment, maintenance, review and negotiation of agreements.

### *Cases*

This Activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

### *Committees*

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc. Use STRATEGIC MANAGEMENT – Committees for audit committees.

### *Contraband Detection*

The activities associated with the intelligence relating to successful and unsuccessful detection and collection of contraband items including illegal drugs.

### *Custodial Visits*

The activities relating to the administration, review, approval and banning of persons visiting or observing detainees. Includes official and personal visitors, and arranging visits by staff to other agencies.

### *Detainee Leave*

The process of considering leave for which detainees may be eligible.

### *Discipline*

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

### *Escorts*

All activities relating to the arrangements and security required for the movement of persons or vehicles requiring accompaniment for protection or as a mark of honour.

### *Evaluation*

The activities determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

*Incident Management*

The activities associated with reporting an incident relating to the health or well being of a detainee or staff, a disturbance to the good order of the Remand Centre; the security of the Centre or detainee; breach of Standing Orders, Regulations and Legislation; loss or damage to plant and equipment; or any other significant event.

*Psychological Assessments*

The activities undertaken in relation to psychological assessments and counseling to determine management options.

*Recreation*

The activities associated with providing recreation, sport and entertainment to encourage participation.

*Registration*

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

*Reporting*

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

*Sentences*

The activities associated with the administration of offender sentences.

*Victim Liaison*

The activities associated with liaising with victims.

## ***OFFICIAL VISITOR***

The function of visiting and inspecting ACT Remand and Periodic Detention Centres and any places where detainees may have been directed to work, inquiring into complaints by detainees and ensuring the Remand Centres are being conducted in accordance with legislation.

### *Registration*

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

### *Reporting*

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

## ***JUSTICE ADMINISTRATION***

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

### *Meetings*

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

### *Public Reaction*

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

### *Reporting*

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

### *Research*

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

### *Reviewing*

The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

***SENTENCE ADMINISTRATION***

The function relating to all activities such as the administration of sentences in respect to parole, breaches of periodic detention (when Sentencing (Administration) Act comes into effect), victim liaison matters, and the transfer of orders between jurisdictions.

*Offender Sentences*

The activities associated with the administration of offender sentences.

*Sentence Meetings*

The activities associated with meetings or gatherings held to formulate, discuss, update or resolve issues and matters pertaining to management of prisoner sentences by the Sentence Administration Board. Includes decisions, arrangements, agenda, taking of minutes etc.

*Transfer of Orders*

The activities associated with the transfer of orders between jurisdictions.

## **RECORDS DISPOSAL SCHEDULE**

## ***CORRECTIONS SECURITY***

The function of providing security measures to ACT Corrective Services facilities. Includes incidents relating to security systems, maintenance of security equipment and emergency processes. Also includes the gathering of intelligence/ surveillance and the measures taken to protect staff, premises, equipment or information from accidental or intentional damage or from unauthorised access.

### ***Intelligence***

The activities associated with the use of overt and covert methodologies to gain information or intelligence on a particular subject/target for the purposes of detecting drug and other subversive activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.1.1 ■■■■■■■■■■	Incident records of information or intelligence, required by legislation, to be reported to other authorities.	Destroy 7 years after last action
1.1.2 ■■■■■■■■■■	Incident records of information or intelligence, that require no further action.	Destroy 1 year after last action

### ***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.2.1 ■■■■■■■■■■	Records associated with the security, maintenance, storage, receipt and issue of weapons, ammunition and firearms licence details. Includes the Receipt and Issue of Firearms register, Inspection Register, Firearms and Equipment Register and Firearms Licence Register.	Destroy 7 years after last action

***CORRECTIONS SECURITY***

The function of providing security measures to ACT Corrective Services facilities. Includes incidents relating to security systems, maintenance of security equipment and emergency processes. Also includes the gathering of intelligence/ surveillance and the measures taken to protect staff, premises, equipment or information from accidental or intentional damage or from unauthorised access.

***Security***

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 ■■■■■■■■■■	Records relating to the investigation, direction and review of separating a prisoner/detainee, such as forensic detainees or sex offenders, for their own safety, from other prisoners/detainees or any other significant security arrangement.	Retain as Territory Archives
1.3.2 ■■■■■■■■■■	Records relating to the acquisition of major security equipment and materials.	Retain as Territory Archives
1.3.3 ■■■■■■■■■■	Records of activities relating to the processes of managing detainees due to security classifications or the need for segregations due to behaviour management issues.	Retain as Territory Archives
1.3.4 ■■■■■■■■■■	Records relating to the acquisition of minor security equipment and materials.	Destroy 7 years after last action
1.3.5 ■■■■■■■■■■	Records of management security systems relating to the monitoring of detainee/prisoner intercom transmissions and security systems.	Destroy 7 years after last action
1.3.6 ■■■■■■■■■■	Records relating to the video surveillance recordings of prisoners/detainee movements and any incidents where further action is determined within twelve months of incident.	Destroy 7 years after date of determination
1.3.7 ■■■■■■■■■■	Records documenting the maintenance of security equipment. Includes the upkeep, repair, servicing, modifications and preservation of internal/ external conditions of premises, equipment etc.	Destroy 3 years after last action
1.3.8 ■■■■■■■■■■	Records relating to the video surveillance recordings of prisoners/detainee movements and activities where no incidents have occurred.	Destroy 3 months after creation

## ***JUSTICE ADMINISTRATION***

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

### ***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.1.1 ■■■■■■■■■■	Records documenting high-level corporate committees responsibility for making major decisions in the area of agency policy and agency corporate planning (eg executive management boards). Includes: <ul style="list-style-type: none"><li>- Documents establishing the committee;</li><li>- Final versions of minutes;</li><li>- Reports;</li><li>- Recommendations; and</li><li>- Supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
2.1.2 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 7 years after last action
2.1.3 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action.

### ***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.2.1 ■■■■■■■■■■	Records relating to complaints that result in substantial investigation and/or changes to ACT Corrective Services policy or procedures or generate substantial public interest.	Retain as Territory Archives
2.2.2 ■■■■■■■■■■	Records relating to complaints that are of a non-contentious nature or resolved internally.	Destroy 2 years after last action

***JUSTICE ADMINISTRATION***

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

***Reporting***

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.3.1 ■■■■■■■■■■	Records of the activities involved in collecting, classifying, analyzing and use of numerical data relating to offender populations such as most serious offence type for sentenced offenders, or trends in community supervision and custody, as well as events in custody such as escapes, deaths etc. for statistical purposes. Also includes statistical collections that cannot be collated again.	Retain as Territory Archives
2.3.2 ■■■■■■■■■■	Periodic statistical reports on ACT Corrective Services matters provided to external agencies.	Destroy 5 years after last action

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.4.1 ■■■■■■■■■■	Records documenting unpublished research conducted by or for the Agency.	Retain as Territory Archives
2.4.2 ■■■■■■■■■■	Records documenting detailed published research conducted by or for the Agency.	Destroy 7 years after last action
2.4.3 ■■■■■■■■■■	Records documenting routine published or unpublished research conducted by or for the Agency.	Destroy 5 years after last action

***JUSTICE ADMINISTRATION***

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

***Reviewing***

The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.5.1 ■■■■■■■■■■	Records relating to the review of incidents resulting in deaths in custody. Includes subsequent investigation of process and recommendations.	Retain as Territory Archives
2.5.2 ■■■■■■■■■■	Records relating to reviews of project and program outcomes dealing with offender management. Includes post implementation reviews (PIR).	Destroy 7 years after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Agreements***

The activities associated with the establishment, maintenance, review and negotiation of agreements.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.1.1 ■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations. For example, agreements to manage sentence options for offenders on supervision orders either on probation or parole.	Retain as Territory Archives
3.1.2 *■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
3.1.3 ■■■■■■■■■■	Final versions of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
3.1.4 ■■■■■■■■■■	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreements

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.2.1 	<p>Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. Can be used where it is considered necessary to keep records associated with assessing, planning, implementing, co-ordinating, monitoring and evaluating programs and services to meet a detainee/offender's needs. It includes the management of detainees while on remand and provides the coordination for the detainee's care.</p> <p>Offender file may include:</p> <ul style="list-style-type: none"><li>• Offender name;</li><li>• Notes on offenders;</li><li>• Detainee's dossier;</li><li>• Case plans both current, previous and proposed;</li><li>• Reports, including pre-sentence reports;</li><li>• Induction documents;</li><li>• Screening forms;</li><li>• Transfer forms including lodgement, sentencing or committal documents but not including transfer of orders between jurisdictions (Use Sentence Administration – Transfer of Orders);</li><li>• Assessment and intervention processes; and</li><li>• Rehabilitation programs.</li></ul>	Destroy 100 years after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Committees***

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc. Use STRATEGIC MANAGEMENT – Committees for audit committees.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.3.1 ■■■■■■■■■■	External committees formed to manage or advise about the function of offender management. Includes finals of documents: <ul style="list-style-type: none"><li>• Establishing the committee;</li><li>• Terms of reference;</li><li>• Appointment of members;</li><li>• Minutes;</li><li>• Reports;</li><li>• Recommendations; and</li><li>• Supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives
3.3.2 ■■■■■■■■■■	Internal committees formed to manage or advise about the function of offender management. Includes final of documents: <ul style="list-style-type: none"><li>• Establishing the committee</li><li>• Terms of reference</li><li>• Appointment of members</li><li>• Minutes</li><li>• Reports</li><li>• Recommendations</li><li>• Supporting documents such as briefing papers and discussion papers</li><li>•</li></ul>	Destroy 7 years after last action
3.3.3 ■■■■■■■■■■	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• Agenda</li><li>• Notice of meetings</li><li>• Draft minutes</li><li>• Room bookings</li></ul>	Destroy 6 months after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Contraband Detection***

The activities associated with the intelligence relating to successful and unsuccessful detection and collection of contraband items including illegal drugs.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.4.1 ■■■■■■■■■■	Records relating to the bodily searching of prisoners by Custodial Officers.	Destroy 5 years after last action
3.4.2 ■■■■■■■■■■	Records relating to the collection, testing, dispatch and result of urine samples and breath tests.	Destroy 5 years after last action
3.4.3 ■■■■■■■■■■	Records relating to detecting, retrieving and disposal of contraband items.	Destroy 5 years after last action

***Custodial Visits***

The activities relating to the administration, review, approval and banning of persons visiting or observing detainees. Includes official and personal visitors, and arranging visits by staff to other agencies.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.5.1 ■■■■■■■■■■	Records relating to the processing of visitor requests. Includes agency identity cards and security passes.	Destroy 7 years after last action
3.5.2 ■■■■■■■■■■	Records relating to visitors restricted, prohibited or declined.	Destroy 7 years after last action
3.5.3 ■■■■■■■■■■	Records relating to approved regular visitors.	Destroy 2 years after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Detainee Leave***

The process of considering leave for which detainees may be eligible.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.6.1 ■■■■■■■■■■	Records documenting all applications of a detainee's/prisoner's application for a leave of absence. Includes Work Release, Community Work, Sporting, Education, Compassionate and Personal Business Leave, change of address, information sheets and checklists, includes both accompanied and unaccompanied leave.	Destroy 5 years after last action

***Discipline***

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.7.1 ■■■■■■■■■■	Records of activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals for example those resulting in the removal or restriction of detainee privileges.	Retain as Territory Archives

***Escorts***

All activities relating to the arrangements and security required for the movement of persons or vehicles requiring accompaniment for protection or as a mark of honour.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.8.1 ■■■■■■■■■■	Records of all activities relating to the travel and other arrangements for security deemed to be required for the movement of detainees outside and between remand centres including for medical appointments and court movements of prisoners/ detainees.	Destroy 15 years after last action



***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Psychological Assessments***

The activities undertaken in relation to psychological assessments and counseling to determine management options.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.11.1 ■■■■■■■■■■■■■■■■■■■■	Records that do not relate to a specific client/detainee, covering activities in relation to psychological assessments and counselling to determine management options. Includes the comprehensive assessment of program needs, skill levels, educational profile, raw data, psychologists' reports, handwritten notes and clinical observations, reports from other professionals, letters from clients and informal case notes.	Retain as Territory Archives

***Recreation***

The activities associated with providing recreation, sport and entertainment to encourage participation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.12.1 ■■■■■■■■■■■■■■■■■■■■	Records of activity programs provided for recreation, sport and entertainment for detainees in custody including program timetabling, assessments, etc.	Destroy 7 years after program ends

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.13.1 ■■■■■■■■■■	Registers recording information of arrival and departure and transfer of detainees.	Retain as Territory Archives
3.13.2 ■■■■■■■■■■	Registers recording information of visits to correction facilities.	Retain as Territory Archives
3.13.3 ■■■■■■■■■■	Officer duty logs	Retain as Territory Archives
3.13.4 ■■■■■■■■■■	Records relating to daily operational activities and routines in relation to staff and detainees. Includes duty logs and the reception and disposal register that records all detainees who come through custody.	Retain as Territory Archives
3.13.5 ■■■■■■■■■■	Officers Contemporaneous Notebooks including the register recording the receipt, storage and dispatch of these notebooks.	Retain as Territory Archives
3.13.6 ■■■■■■■■■■	Superintendent's activities including the Superintendent's Journal, Instructions, Standing Orders and Procedures.	Retain as Territory Archives
3.13.7 ■■■■■■■■■■	Records of any personal property accompanying the detainees being transferred, or escorted. Includes property sheets and property indemnity forms.	Destroy 7 years after last action
3.13.8 ■■■■■■■■■■	Attendance records relating to offender achievements, completion of programs, attendance and demographics.	Destroy 7 years after last action
3.13.9 ■■■■■■■■■■	Records relating to confiscated and unclaimed property.	Destroy 2 years after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Reporting***

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.14.2 	Daily statistical records including: <ul style="list-style-type: none"><li>• Detainee observation sheets;</li><li>• Detainee job sheets;</li><li>• Detainee locker sheets;</li><li>• Detainee muster sheets;</li><li>• Detainee head count register;</li><li>• Detainee purchases, including canteen and specials;</li><li>• Return to custody forms;</li><li>• Court clothes searches forms;</li><li>• Escort property sheets;</li><li>• Catering orders; and</li><li>• Federal department reception, e.g. Centrelink;</li></ul>	Destroy 2 years after last action

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Sentences***

The activities associated with the administration of offender sentences.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.15.1 ■■■■■■■■■■	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psychological reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
3.15.2 ■■■■■■■■■■	Records of information used in consideration of cases for parole and breaches of parole or periodic detention.	Retain as Territory Archives

***Victim Liaison***

The activities associated with liaising with victims.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.16.1 ■■■■■■■■■■	Records relating to victim matters.	Retain as Territory Archives

## ***OFFICIAL VISITOR***

The function of visiting and inspecting ACT Remand and Periodic Detention Centres and any places where detainees may have been directed to work, inquiring into complaints by detainees and ensuring the Remand Centres are being conducted in accordance with legislation.

### ***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.1.1 ■■■■■■■■■■	Entries in log books for all visits made to a detainee by the Official Visitor.	Destroy 7 years after last action

### ***Reporting***

The activities associated with initiating or providing a formal response to a situation or request, and providing formal statements or findings of the results of the examination or investigation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.2.1 ■■■■■■■■■■	Records associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation. Includes agenda, briefings, business, discussion papers, proposals, reports, reviews, returns and reports to the Minister on all activities, visits and observations in the financial year. Also includes letters of correspondence to the Executive Director of ACT Corrective Services and/or the Minister.	Retain as Territory Archives
4.2.2 ■■■■■■■■■■	Records relating to the Official Visitor, including detainee complaints and observation, which may or may not require further action.	Retain as Territory Archives

## ***SENTENCE ADMINISTRATION***

The function relating to all activities such as the administration of sentences in respect to parole, breaches of periodic detention (when Sentencing (Administration) Act comes into effect), victim liaison matters, and the transfer of orders between jurisdictions.

### ***Offender Sentences***

The activities associated with the administration of offender sentences.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.1.1 ■■■■■■■■■■	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psych reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
5.1.2 ■■■■■■■■■■	Records of information considered by the Sentence Administration Board in its consideration of cases for parole and breaches of parole or periodic detention and release on license.	Retain as Territory Archives
5.1.3 ■■■■■■■■■■	Copy files of information considered by the Sentence Administration Board in its consideration of cases for parole and breaches of parole or periodic detention and release on license.	Destroy 6 months after head sentence expires

### ***Sentence Meetings***

The activities associated with meetings or gatherings held to formulate, discuss, update or resolve issues and matters pertaining to management of prisoner sentences by the Sentence Administration Board. Includes decisions, arrangements, agenda, taking of minutes etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.2.1 ■■■■■■■■■■	Sentence Administration Board meeting records including decisions, agendas and minutes of proceedings.	Retain as Territory Archives
5.2.2 ■■■■■■■■■■	Sentence Administration Board handwritten and draft meeting records including agendas and minutes of proceedings.	Destroy 6 months after last action

### ***Transfer of Orders***

The activities associated with the transfer of orders between jurisdictions.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.3.1 ■■■■■■■■■■	Records relating to the transfer of orders between jurisdictions.	Retain as Territory Archives

## **CLASSES FOR RETENTION AS TERRITORY ARCHIVES**

*Classes for Retention as Territory Archives*

***CORRECTIONS SECURITY***

The function of providing security measures to ACT Corrective Services facilities. Includes incidents relating to security systems, maintenance of security equipment and emergency processes. Also includes the gathering of intelligence/ surveillance and the measures taken to protect staff, premises, equipment or information from accidental or intentional damage or from unauthorised access.

***Security***

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 ■■■■■■■■■■	Records relating to the investigation, direction and review of separating a prisoner/detainee, such as forensic detainees or sex offenders, for their own safety, from other prisoners/detainees or any other significant security arrangement.	Retain as Territory Archives
1.3.2 ■■■■■■■■■■	Records relating to the acquisition of major security equipment and materials.	Retain as Territory Archives
1.3.3 ■■■■■■■■■■	Records of activities relating to the processes of managing detainees due to security classifications or the need for segregations due to behaviour management issues.	Retain as Territory Archives

*Classes for Retention as Territory Archives*

**JUSTICE ADMINISTRATION**

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.1.1 ■■■■■■■■■■	Records documenting high-level corporate committees responsibility for making major decisions in the area of agency policy and agency corporate planning (e.g. executive management boards). Includes: <ul style="list-style-type: none"><li>- Documents establishing the committee;</li><li>- Final versions of minutes;</li><li>- Reports;</li><li>- Recommendations; and</li><li>- Supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

**Public Reaction**

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Records relating to complaints that result in substantial investigation and/or changes to ACT Corrective Services policy or procedures or generate substantial public interest.	Retain as Territory Archives

*Classes for Retention as Territory Archives*

***JUSTICE ADMINISTRATION***

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

***Reporting***

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.3.1 ■■■■■■■■■■	Records of the activities involved in collecting, classifying, analyzing and use of numerical data relating to offender populations such as most serious offence type for sentenced offenders, or trends in community supervision and custody, as well as events in custody such as escapes, deaths etc. for statistical purposes. Also includes statistical collections that cannot be collated again.	Retain as Territory Archives

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.4.1 ■■■■■■■■■■	Records documenting unpublished research conducted by or for the Agency.	Retain as Territory Archives

***Reviewing***

The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.5.1 ■■■■■■■■■■	Records relating to the review of incidents resulting in deaths in custody. Includes subsequent investigation of process and recommendations.	Retain as Territory Archives

*Classes for Retention as Territory Archives*

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Agreements***

The activities associated with the establishment, maintenance, review and negotiation of agreements.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.1.1 ■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations. For example, agreements to manage sentence options for offenders on supervision orders either on probation or parole.	Retain as Territory Archives
3.1.2 ■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

***Committees***

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc. Use STRATEGIC MANAGEMENT – Committees for audit committees.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.3.1 ■■■■■■■■■■	External committees formed to manage or advise about the function of offender management. Includes final documents: <ul style="list-style-type: none"><li>• Establishing the committee;</li><li>• Terms of reference;</li><li>• Appointment of members;</li><li>• Minutes;</li><li>• Reports;</li><li>• Recommendations; and</li><li>• Supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives

***Classes for Retention as Territory Archives***

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Discipline***

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.7.1 ■■■■■■■■■■	Records of activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals for example those resulting in the removal or restriction of detainee privileges.	Retain as Territory Archives

***Evaluation***

The activities determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.9.1 ■■■■■■■■■■	External and internal reports evaluating design, development and implementation of the offender management function, including delivery of training models or other programs.	Retain as Territory Archives

***Incident Management***

The activities associated with reporting an incident relating to the health or well being of a detainee or staff, a disturbance to the good order of the Remand Centre; the security of the Centre or detainee; breach of Standing Orders, Regulations and Legislation; loss or damage to plant and equipment; or any other significant event.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.10.1 ■■■■■■■■■■	Records of incidents where further investigation, reporting and legal proceedings occurred.	Retain as Territory Archives

***Classes for Retention as Territory Archives***

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Psychological Assessments***

The activities undertaken in relation to psychological assessments and counseling to determine management options.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.11.1 ■■■■■■■■■■■■■■■■■■■■	Records that do not relate to a specific client/detainee, covering activities in relation to psychological assessments and counselling to determine management options. Includes the comprehensive assessment of program needs, skill levels, educational profile, raw data, psychologists' reports, handwritten notes and clinical observations, reports from other professionals, letters from clients and informal case notes.	Retain as Territory Archives

***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.13.1 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of arrival and departure and transfer of detainees.	Retain as Territory Archives
3.13.2 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of visits to correction facilities.	Retain as Territory Archives
3.13.3 ■■■■■■■■■■■■■■■■■■■■	Officer duty logs	Retain as Territory Archives
3.13.4 ■■■■■■■■■■■■■■■■■■■■	Records relating to daily operational activities and routines in relation to staff and detainees. Includes duty logs and the reception and disposal register that records all detainees who come through custody.	Retain as Territory Archives
3.13.5 ■■■■■■■■■■■■■■■■■■■■	Officers Contemporaneous Notebooks including the register recording the receipt, storage and dispatch of these notebooks.	Retain as Territory Archives
3.13.6 ■■■■■■■■■■■■■■■■■■■■	Superintendent's activities including the Superintendent's Journal, Instructions, Standing Orders and Procedures.	Retain as Territory Archives

***Classes for Retention as Territory Archives***

***OFFENDER MANAGEMENT***

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

***Sentences***

The activities associated with the administration of offender sentences.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.15.1 ■■■■■■■■■■	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psychological reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
3.15.2 ■■■■■■■■■■	Records of information used in consideration of cases for parole and breaches of parole or periodic detention.	Retain as Territory Archives

***Victim Liaison***

The activities associated with liaising with victims.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.16.1 ■■■■■■■■■■	Records relating to victim matters.	Retain as Territory Archives

*Classes for Retention as Territory Archives*

**OFFICIAL VISITOR**

The function of visiting and inspecting ACT Remand and Periodic Detention Centres and any places where detainees may have been directed to work, inquiring into complaints by detainees and ensuring the Remand Centres are being conducted in accordance with legislation.

***Reporting***

The activities associated with initiating or providing a formal response to a situation or request, and providing formal statements or findings of the results of the examination or investigation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.2.1 ■■■■■■■■■■■■■■■■■■■■	Records associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation. Includes agenda, briefings, business, discussion papers, proposals, reports, reviews, returns and reports to the Minister on all activities, visits and observations in the financial year. Also includes letters of correspondence to the Executive Director of ACT Corrective Services and/or the Minister.	Retain as Territory Archives
4.2.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the Official Visitor, including detainee complaints and observation, which may or may not require further action.	Retain as Territory Archives

***Classes for Retention as Territory Archives***

***SENTENCE ADMINISTRATION***

The function relating to all activities such as the administration of sentences in respect to parole, breaches of periodic detention (when Sentencing (Administration) Act comes into effect), victim liaison matters, and the transfer of orders between jurisdictions.

***Offender Sentences***

The activities associated with the administration of offender sentences.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.1.1 ■■■■■■■■■■	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psych reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
5.1.2 ■■■■■■■■■■	Records of information considered by the Sentence Administration Board in its consideration of cases for parole and breaches of parole or periodic detention.	Retain as Territory Archives

***Sentence Meetings***

The activities associated with meetings or gatherings held to formulate, discuss, update or resolve issues and matters pertaining to management of prisoner sentences by the Sentence Administration Board. Includes decisions, arrangements, agenda, taking of minutes etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.2.1 ■■■■■■■■■■	Sentence Administration Board meeting records including decisions, agendas and minutes of proceedings.	Retain as Territory Archives

***Transfer of Orders***

The activities associated with the transfer of orders between jurisdictions.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.3.1 ■■■■■■■■■■	Records relating to the transfer of orders between jurisdictions.	Retain as Territory Archives