

Australian Capital Territory

Territory Records (Records Disposal Schedule – Children, Youth and Family Support Records) Approval 2007 (No 1)

Notifiable instrument NI2007—317

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Children, Youth and Family Support Records) Approval 2007 (No 1)

2. Approval

I approve the Records Disposal Schedule – Children, Youth and Family Support Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2006–166 notified 4 May 2006.

David Wardle
Director of Territory Records
4 October 2007



*Records Disposal Schedule
Children Youth and Family Support
Records*

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INTRODUCTION

The *Records Disposal Schedule - Children Youth and Family Support Records* is the official authority for the disposal of records relating to Children Youth and Family Support Records.

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 Children Youth and Family Support records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. 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 - Children Youth and Family Support 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 Children Youth and Family Support 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 - Children Youth and Family Support Records:

- covers all Children Youth and Family Support records;
- 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;
- 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 is related to the records classes covered by this Records Disposal Schedule:

Adoptions Act 1993
Crime Prevention Powers Act 1998
Crimes (Child Sex Offenders) Act 2005
Crimes (Forensic Procedures) Act 2000
Crimes (Restorative Justice) Act 2004
Crimes (Sentence Administration) Act 2005
Crimes (Sentencing) Act 2005
Crimes Act 1900
Evidence Act 1971
Executive Document Release Act 2001
Freedom of Information Act 1989
Government Procurement Act 2001
Health Records (Privacy and Access) Act 1997
Territory Records Act 2002
Occupational Health and Safety Act 1989
Ombudsman Act 1989
Privacy Act 1998 (Commonwealth)
Public Interest Disclosure Act 1994
Public Sector Management Act 1994
Young Peoples Act 1999

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

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Cases 016

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. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public reaction 084

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

Registration 155

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

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Research 091

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. [TARDiS]

Reviewing 093

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Cases 016

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. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public reaction 084

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

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Research 091

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. [TARDiS]

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Reviewing 093

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Cases 016

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. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public reaction 084

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

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Research 091

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. [TARDiS]

Reviewing 093

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Cases 016

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. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public reaction 084

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

Registration 155

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

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Research 091

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. [TARDiS]

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Reviewing 093

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Cases 016

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. [TARDiS]

Classification grading 345

The activities associated with applying classification levels for management or benefit of the recipient.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Contraband Detection 307

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

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

Custodial Visits 308

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.

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Escorts 310

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 042

The process of 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. [TARDiS]

Incident Management 311

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.

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Intelligence 306

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.

Meetings 072

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. [TARDiS]

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Psychological Assessments 312

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

Public reaction 084

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

Recreation 313

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

Registration 155

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

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Remissions assessment 347

The activities associated with the assessment and management of resident committal remissions.

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Research 091

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. [TARDiS]

Resident Leave 346

The process of administering leave for which residents may be eligible.

Reviewing 093

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

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Security 097

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. [TARDiS]

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Transfer of Orders 318

The activities associated with the transfer of orders between jurisdictions.

Victim Liaison 315

The activities associated with liaising with victims.

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Cases 016

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. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Conferences 022

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc. [TARDiS]

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Public reaction 084

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

Registration 155

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

Reporting 088

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. [TARDiS]

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Research 091

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. [TARDiS]

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Reviewing 093

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

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

RECORDS DISPOSAL SCHEDULE

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants	Retain as Territory Archives
123.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice on adoption management. Includes advice provided by consultants.	Destroy 5 years after action completed
123.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 years after action completed

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
123.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
123.006.003 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract.
123.006.004 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

ADOPTION MANAGEMENT 123

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none">- establishing the committee- terms of reference- appointment of members- minutes- reports- recommendations- supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
123.020.002 ■■■■■■■■■■■■■■■■■■■■	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none">- establishing the committee- terms of reference- appointment of members- minutes- reports- recommendations- supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
123.020.003 ■■■■■■■■■■■■■■■■■■■■	Working papers and administration of committees. Includes: <ul style="list-style-type: none">- agenda- notices of meetings- draft minutes- room bookings	Destroy 6 months after reference ceases or date inactive

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Meetings 072

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies	Destroy 3 years after action completed
123.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes	Destroy 1 month after reference ceases or date inactive

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agency wide adoption management plans	Retain as Territory Archives
123.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop all adoption management plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister 'Ministerials' from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none">- copies of letters received- draft responses- minutes providing background details for the Minister- requests from the Minister's office for changes- final response.	Retain as Territory Archives
123.089.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
124.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
124.006.003 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract.
124.006.004 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.011.001 ■■■■■■■■■■■■■■■■■■■■	Travel and accommodation arrangements.	Destroy 1 year after action completed

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Entry No.	Description of Records	Disposal Action
124.014.001 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to child protection.	Retain as Territory Archives
124.014.002 ■■■■■■■■■■■■■■■■■■■■	Authorisations for administrative actions relating to child protection	Destroy 7 years after action completed

Cases 016

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 particular incidents, persons, organisations or clients. [TARDiS]

Entry No.	Description of Records	Disposal Action
124.016.001 ■■■■■■■■■■■■■■■■■■■■	Case files relating to child 'under protection' relating to: - particular incidents; - persons; or - organisations or clients.	Retain as Territory Archives

[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, and directives etc. detailing procedures	Destroy 7 years after procedures are superseded
167.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures.	Destroy 2 years after procedures are superseded

Public reaction 084

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction and agency responses. [For suggestions received from the public use - Suggestions]	Destroy 6 years after action completed

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
125.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
125.006.003 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract.
125.006.004 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.011.001 ■■■■■■■■■■■■■■■■■■■■	Travel and accommodation arrangements.	Destroy 1 year after action completed

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.056.001 ■■■■■■■■■■■■■■■■■■■■	Inquiry into the agency's performance	Destroy 10 years after action completed
125.056.002 ■■■■■■■■■■■■■■■■■■■■	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: - agency statements and submissions - responses to final reports - transcripts of oral evidence given by agency officers	Destroy 7 years after final report of inquiry is released
125.056.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final report of inquiry is released
125.056.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final report of inquiry is released
125.056.005 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy 1 month after reference ceases or date inactive

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures	Destroy 7 years after procedures are superseded
125.082.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency procedures.	Destroy 2 years after procedures are superseded

Public reaction 084

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.084.001 ■■■■■■■■■■■■■■■■■■■■	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives
125.084.002 ■■■■■■■■■■■■■■■■■■■■	Public reaction and agency responses.	Destroy 6 years after action completed

Registration 155

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers recording information relevant to the function.	Retain as Territory Archives

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Reporting 088

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and report made to external agencies.	Retain as Territory Archives
125.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
125.088.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
125.088.004 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 2 years after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
126.020.002 ■■■■■■■■■■■■■■■■■■■■	Internal committees formed to manage or advise. Includes final of documents: - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
126.020.003 ■■■■■■■■■■■■■■■■■■■■	Working papers and administration of committees. Includes: - agenda - notices of meetings - draft minutes - room bookings	Destroy 1 month after reference ceases or date inactive

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Contraband Detection 307

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.307.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to bodily searching of residents.	Destroy 5 years after action completed
126.307.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the collection, testing, dispatch and result of urine samples and breath tests.	Destroy 5 years after action completed
126.307.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the detection, retrieval and disposal of contraband.	Destroy 5 years after action completed

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.026.001 ■■■■■■■■■■■■■■■■■■■■	Control records Include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Custodial Visits 308

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.308.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the processing of visitor requests of a non-regular basis that are accepted. Including agency identity card and security passes.	Destroy 7 years after action completed
126.308.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to requests to visit that are restricted, prohibited or declined.	Destroy 7 years after action completed
126.308.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to approved regular visitors.	Destroy 2 years after action completed

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.040.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found	Destroy 3 years after action completed
126.040.002 ■■■■■■■■■■■■■■■■■■■■	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
126.040.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of enquiries from agency employees by another government organisation covering the adoption management function	Destroy 1 year after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Escorts 310

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.310.001 ■■■■■■■■■■■■■■■■■■■■	Records of all activities relating to the travel and other arrangements for escorting for accompaniment or security required for the movement of residents outside and between facilities. Includes escort arrangements required for medical appointments and court appearances.	Destroy 15 years after action completed

Evaluation 042

The process of 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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
126.042.002 ■■■■■■■■■■■■■■■■■■■■	Other records documenting the evaluation and ongoing monitoring of the function.	Destroy 3 years after action completed
126.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the function.	Destroy 3 months after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Incident Management 311

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.311.001 ■■■■■■■■■■■■■■■■■■■■	Records of incidents where further investigating, reporting and legal proceedings occurred.	Retain as Territory Archives
126.311.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting incidents where no further action beyond the report occurred.	Destroy 7 years after action completed
126.311.003 ■■■■■■■■■■■■■■■■■■■■	Records of management systems relating to the management of the incident reporting process. Includes the issuing of reports to business units and responses to adhoc statistical queries relating to incident management.	Destroy 5 years after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Inquiries 056

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.056.001 ████████████████████	Inquiry into the agency's performance	Destroy 20 years after action completed
126.056.002 ████████████████████	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: - agency statements and submissions - responses to final reports - transcripts of oral evidence given by agency officers	Destroy 7 years after final report of inquiry is released
126.056.003 ████████████████████	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final report of inquiry is released
126.056.004 ████████████████████	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final report of inquiry is released
126.056.005 ████████████████████	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy 1 month after reference ceases or date inactive

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures	Destroy 7 years after procedures are superseded
126.082.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency procedures.	Destroy 2 years after procedures are superseded

Psychological Assessments 312

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

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

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Registration 155

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of arrival, departure and transfer of residents.	Retain as Territory Archives
126.155.002 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of visits to resident facilities.	Retain as Territory Archives
126.155.003 ■■■■■■■■■■■■■■■■■■■■	Officer duty logs	Retain as Territory Archives
126.155.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to daily operational activities and routines in relation to staff and residents. Includes duty logs and the reception and disposal register that records all resident belongings, departures and arrivals to facilities.	Retain as Territory Archives
126.155.005 ■■■■■■■■■■■■■■■■■■■■	Officers Contemporaneous Notebooks including the register recording the receipt, storage and dispatch of these notebooks.	Retain as Territory Archives
126.155.006 ■■■■■■■■■■■■■■■■■■■■	Senior Manager's activities including the Senior Manager's Journal, instructions, standing orders and procedures.	Retain as Territory Archives
126.155.007 ■■■■■■■■■■■■■■■■■■■■	Records of any personal property accompanying the residents being transferred, or escorted. Includes property sheets and property indemnity forms.	Destroy 7 years after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Registration 155...continued

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.155.008 ■■■■■■■■■■■■■■■■■■■■	Attendance records relating to offender achievements, completion of programs, attendance and demographics.	Destroy 7 years after action completed
126.155.009 ■■■■■■■■■■■■■■■■■■■■	Records relating to confiscated and unclaimed property.	Destroy 2 years after action completed

Remissions assessment 347

The activities associated with the assessment and management of resident committal remissions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.347.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Retain as Territory Archives
126.347.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Reporting 088

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and report made to external agencies.	Retain as Territory Archives
126.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
126.088.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
126.088.004 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 2 years after action completed

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Security 097

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.
[TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.097.001 ■■■■■■■■■■■■■■■■■■■■	Security footage that contains evidence of notifiable incidents such as assault, death or significant injury, security breach, escape etc.	Destroy 7 years after person reaches 25 years of age, or 7 years after last action, whichever is later
126.097.002 ■■■■■■■■■■■■■■■■■■■■	Security footage that contains evidence of the use of force, use of the seclusion room	Destroy 2 years after date of creation
126.097.003 ■■■■■■■■■■■■■■■■■■■■	Security footage that does not contain evidence as described in other classes of security and is not subject to FOI	Destroy 1 month after creation

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
127.020.002 ■■■■■■■■■■■■■■■■■■■■	Internal committees formed to manage or advise. Includes final of documents: - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
127.020.003 ■■■■■■■■■■■■■■■■■■■■	Working papers and administration of committees. Includes: - agenda - notices of meetings - draft minutes - room bookings	Destroy 1 month after reference ceases or date inactive

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.040.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found	Destroy 3 years after action completed
127.040.002 ■■■■■■■■■■■■■■■■■■■■	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
127.040.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of enquiries from agency employees by another government organisation covering the adoption management function	Destroy 1 year after action completed

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Meetings 072

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
127.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 1 month after reference ceases or date inactive

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agency youth program management plans	Retain as Territory Archives
127.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop all youth program management plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Reporting 088

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
127.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and report made to external agencies.	Retain as Territory Archives
127.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
127.088.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
127.088.004 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 2 years after action completed

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

Entry No.	Description of Records	Disposal Action
127.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister 'Ministerials' from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: - copies of letters received - draft responses - minutes providing background details for the Minister - requests from the Minister's office for changes - final response.	Retain as Territory Archives
127.089.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.102.001 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as Territory Archives
127.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of Cabinet submissions	Retain as Territory Archives
127.102.003 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed
127.102.004 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed
127.102.005 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed

RETAIN AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none">- establishing the committee- terms of reference- appointment of members- minutes- reports- recommendations- supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.026.001 ■■■■■■■■■■■■■■■■■■■■	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

Classes for retention as Territory Archives

ADOPTION MANAGEMENT 123

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agency wide adoption management plans	Retain as Territory Archives

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies	Retain as Territory Archives

Public reaction 084

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
123.084.001 ■■■■■■■■■■■■■■■■■■■■	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants	Retain as Territory Archives

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
124.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.014.001 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to child protection.	Retain as Territory Archives

tClasses for retention as Territory Archives

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Cases 016

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 particular incidents, persons, organisations or clients. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.016.001 ■■■■■■■■■■■■■■■■■■■■	Case files relating to child 'under protection' relating to: <ul style="list-style-type: none"> - particular incidents; - persons; or - organisations or clients. <p>[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].</p>	Retain as Territory Archives

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes final documents: <ul style="list-style-type: none"> - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives

Classes for retention as Territory Archives

CHILD PROTECTION 124

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.026.001 ■■■■■■■■■■■■■■■■■■■■	Control records Include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agency wide child protection management plans	Retain as Territory Archives

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
124.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies	Retain as Territory Archives

Classes for retention as Territory Archives

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
167.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Classes for retention as Territory Archives

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Cases 016

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 particular incidents, persons, organisations or clients. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.016.001 ■■■■■■■■■■■■■■■■■■■■	Case files and records relating to clients relating to the function.	Retain as Territory Archives

[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 relating to particular records together. In such cases sentence the file with the longest retention period for any activity on the file.]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of external and internal committees formed to manage or advise. Includes final versions of documents: <ul style="list-style-type: none">- establishing the committee;- terms of reference;- appointment of members;- minutes;- reports;- recommendations; and- supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Classes for retention as Territory Archives

CHILDREN'S COURT SERVICES 167

The function of representing the Territory and coordinating legal matters relating to child protection and youth justice in the ACT Children's Court, Family Court, Magistrates, Supreme Courts and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: - copies of letters received - final draft response - minutes providing background details for the Minister - requests from the Minister's office for changes - final response	Retain as Territory Archives

Reviewing 093

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
167.093.001 ■■■■■■■■■■■■■■■■■■■■	Final report and action plan.	Retain as Territory Archives

CHILDREN'S PROGRAMS 125

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Entry No.	Description of Records	Disposal Action
125.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants	Retain as Territory Archives

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
125.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
125.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Cases 016

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 particular incidents, persons, organisations or clients. [TARDiS]

Entry No.	Description of Records	Disposal Action
125.016.001 ■■■■■■■■■■■■■■■■■■■■	Case files and records on children's programs. [Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].	Retain as Territory Archives

Classes for retention as Territory Archives

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Cases 016

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 particular incidents, persons, organisations or clients. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.016.001 ■■■■■■■■■■■■■■■■■■■■	Can be used where it is considered necessary to keep case files and records on youth justice relating to: - particular incidents; - persons; or - organisations or clients. [Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].	Retain as Territory Archives

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: - establishing the committee - terms of reference - appointment of members - minutes - reports - recommendations - supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Classes for retention as Territory Archives

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Control 026

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.026.001 ■■■■■■■■■■■■■■■■■■■■	Control records Include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

Evaluation 042

The process of 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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives

Incident Management 311

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.

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

Classes for retention as Territory Archives

YOUTH JUSTICE 126

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

Representations 089

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister (Ministerials) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none">- copies of letters received- draft responses- minutes providing background details for the Minister- requests from the Minister's office for changes- final response.	Retain as Territory Archives

Reviewing 093

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
126.093.001 ■■■■■■■■■■■■■■■■■■■■	Final report of review of agency programs and operations.	Retain as Territory Archives

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants	Retain as Territory Archives

Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
127.006.002 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Classes for retention as Territory Archives

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Registration 155

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers recording information relevant to the function.	Retain as Territory Archives

Reporting 088

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and report made to external agencies.	Retain as Territory Archives

Classes for retention as Territory Archives

YOUTH PROGRAMS 127

The function of providing support, development and activities, from early intervention to tertiary service provisions, for young people aged between twelve to twenty five. Includes programs that aim to enhance young people's abilities to make informed decisions, to strengthen their support network with peers, families and the broader community. Also be able to more effectively participate in the social and economic structure of society and government decision making.

Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
127.102.001 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as Territory Archives
127.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of Cabinet submissions	Retain as Territory Archives

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument.

Changes to NI2006-166		Dated 05/05/2006	
New Features (Insertions)			
FUNCTION	ACTIVITY	Entry no.	Description
Adoption management	Authorisation 014		Additional activity and disposal classes
Adoption management	Registration 155		Additional activity and disposal classes
Child protection	Authorisation 014		Additional activity and disposal classes
Child protection	Registration 155		Additional activity and disposal classes
Children's court services 167			New function
Children's programs	Arrangements 011		Additional activity and disposal classes
Children's programs	Registration 155		Additional activity and disposal classes
Youth justice	Classification grading 345		
Youth justice	Contraband detection 307		
Youth justice	Custodial visits 308		
Youth justice	Escorts 310		
Youth justice	Evaluation 042		Additional activity and disposal classes
Youth justice	Incident management 311		
Youth justice	Intelligence 306		
Youth justice	Psychological assessments 312		
Youth justice	Planning 079		
Youth justice	Policy 080		
Youth justice	Recreation 313		
Youth justice	Registration 155		Additional activity and disposal classes
Youth justice	Remissions assessment 347		
Youth justice	Reporting 088		
Youth justice	Resident leave 346		
Youth justice	Transfer of orders 318		
Youth justice	Victim liaison 315		

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
ADOPTION MANAGEMENT 123	As required		Phrase "non-birth applicants" replaced with "prospective adoptive parents".
All	All	All	All Records Disposal Schedule entry numbers are being systematically changed to reflect the adoption of a new unique number for record disposal schedules and future barcode technology.
Where necessary	As required	Various	Disposal actions triggered by 'when reference ceases' have been changed to 'destroy after reference ceases or date inactive' to facilitate electronic and manual triggering.
ADOPTION MANAGEMENT 123	Committees 020	123.020.003	Replaces 1.5.3
ADOPTION MANAGEMENT 123	Conferences 022	123.022.003	Replaces 1.7.3
ADOPTION MANAGEMENT 123	Conferences 022	123.022.004	Replaces 1.7.4
ADOPTION MANAGEMENT 123	Conferences 022	123.022.005	Replaces 1.7.5
ADOPTION MANAGEMENT 123	Inquiries 056	123.056.005	Replaces 1.10.5

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
ADOPTION MANAGEMENT 123	Meetings 072	123.072.002 replaces 1.11.2	
ADOPTION MANAGEMENT 123	Public reaction 084	123.084.002 replaces 1.15.2	
ADOPTION MANAGEMENT 123	Representations 089	123.089.005 replaces 1.17.5	
ADOPTION MANAGEMENT 123	Research 091	123.091.002 replaces 1.18.2	
CHILD PROTECTION 124	Committees 020	124.020.002 replaces 2.5.2	
CHILD PROTECTION 124	Committees 020	124.020.003 replaces 2.5.3	
CHILD PROTECTION 124	Conferences 022	124.022.004 replaces 2.17.5	
CHILD PROTECTION 124	Conferences 022	124.022.005 replaces 2.7.5	
CHILD PROTECTION 124	Inquiries 056	124.056.005 replaces 2.10.5	
CHILD PROTECTION 124	Meetings 072	124.072.002 replaces 2.11.2	

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
CHILD PROTECTION 124	Representations 089	124.089.005 replaces 2.11.2	
CHILDREN'S PROGRAMS 125	Committees 020	125.020.2 replaces 3.5.2	
CHILDREN'S PROGRAMS 125	Committees 020	125.020.3 replaces 3.5.3	
CHILDREN'S PROGRAMS 125	Conferences 022	125.022.004 replaces 3.7.4	
CHILDREN'S PROGRAMS 125	Conferences 022	125.022.005 replaces 3.7.5	
CHILDREN'S PROGRAMS 125	Inquiries 056	125.056.005 replaces 3.9.5	
CHILDREN'S PROGRAMS 125	Meetings 072	125.072.002 replaces 3.10.2	
CHILDREN'S PROGRAMS 125	Meetings 072	125.072.005 replaces 3.16.5	

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
YOUTH JUSTICE 126	Committees 020	126.020.005 replaces 4.5.3	
YOUTH JUSTICE 126	Conferences 022	126.022.005 replaces 4.7.5	
YOUTH JUSTICE 126	Inquiries 056	126.056.005 replaces 4.10.5	
YOUTH JUSTICE 126	Meetings 072	126.072.002 replaces 4.11.2	
YOUTH JUSTICE 126	Representations 089	126.089.005 replaces 4.17.5	
YOUTH JUSTICE 126	Research 091	126.091.002 replaces 4.18.2	
YOUTH PROGRAMS 127	Cases 016	127.016.001 replaces 5.4.1	
YOUTH PROGRAMS 127	Committees 020	127.016.020 replaces 5.5.3	
YOUTH PROGRAMS 127	Conferences 022	127.022.004 replaces 5.7.4	

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
YOUTH PROGRAMS 127	Conferences 022	127.022.005 replaces 5.7.5	
YOUTH PROGRAMS 127	Inquiries 056	127.056.005 replaces 5.9.5	
YOUTH PROGRAMS 127	Inquiries 056	127.056.005 replaces 5.9.5	Description of records changed
YOUTH PROGRAMS 127	Meetings 072	127.072.002 replaces 5.10.2	
YOUTH PROGRAMS 127	Representations 089	127.089.005 replaces 5.16.5	
YOUTH PROGRAMS 127	Research 091	127.0091.001 replaces 5.17.1	
YOUTH PROGRAMS 127	Research 091	127.0091.002 replaces 5.17.2	
Where necessary	As required		Disposal action presented in descending order based on time has meant that record classes may be reordered in this version.

Records Disposal Schedule – Children, Youth & Family Support Records Sep 07

Corrections (Deletions)			
FUNCTION	ACTIVITY	Entry no.	Description
ADOPTION MANAGEMENT 123	Submissions 123	1.20.8	Covered by TARDiS
CHILD PROTECTION 124	Submissions 123	2.20.8	Covered by TARDiS
CHILDREN'S PROGRAMS 125	Submissions 123	3.20.8	Covered by TARDiS
YOUTH PROGRAMS 127	Submissions 123	5.19.8	Covered by TARDiS