

Australian Capital Territory

Territory Records (Records Disposal Schedule – Youth Services Records) Approval 2014 (No 1)

Notifiable instrument NI2014—292

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 – Youth Services Records) Approval 2014 (No 1)

2. Approval

I approve the Records Disposal Schedule – Youth Services Records.

3. Commencement

This instrument commences on the day after notification.

Danielle Wickman
Director of Territory Records
20 June 2014



Records Disposal Schedule

Youth Services Records

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INTRODUCTION

The *Records Disposal Schedule - Youth Services Records* is the official authority for the disposal of these ACT Government records.

It is one of a series of Whole of Government 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 other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Youth Services 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 or if there is a current records disposal freeze in effect.**

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

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole of Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the Director of Territory Records for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 - Youth Services Records*:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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:

Adoption Act 1993
Children and Young People Act 2008
Crime Prevention Powers Act 1998
Crimes (Child Sex Offenders) Act 2005
Crimes (Forensic Procedures) Act 2000
Crimes (Restorative Justice) Act 2004
Crimes (Sentencing) Act 2005
Crimes Act 1900
Evidence Act 2011
Freedom of Information Act 1989
Government Procurement Act 2001
Health Records (Privacy and Access) Act 1997
Limitation Act 1985
Ombudsman Act 1989
Privacy Act 1988 (Cwlth)
Public Interest Disclosure Act 2012
Public Sector Management Act 1994
Territory Records Act 2002
Work Health and Safety Act 2011

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

YOUTH SERVICES

The function of providing support, development and programs from early intervention to tertiary service provisions, for young people aged between twelve and twenty five. Incorporates services that aim to enhance young people's abilities to make informed decisions, to accept responsibility for their behaviour, and to strengthen their sphere of support. Includes: programs to reduce youth crime and the likelihood of committing further offences through intake assessments, which identify needs; the formulation of case plans, which focus on intervention strategies, which enable young people to participate in the social and economic structure of society; the detention of young people in accordance with a committal court order; and providing opportunities for rehabilitation.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Arrangements

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

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Conferences

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

Control

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.

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

Evaluation

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.

Grant Funding

The activities associated with the application for and receipt of grants.

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that 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.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Investigations

The activities involved in a formal search, examination and/or scrutiny undertaken as a result of an accident, an incident, a complaint, an observation, a breach or non-compliance. Includes evidence collected, produced documents, photographs, statements, notes, decisions and final reports.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

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

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Procedures

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

Public Reaction

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.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

Representations

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.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Research

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

Reviewing

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

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Security

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

Submissions

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

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Training

The activities associated with all aspects of the provision of training and development (external/internal).

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.

RECORDS DISPOSAL SCHEDULE

Inquiries

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting agency responses and input to inquiries relating directly to its functions and activities. Includes: <ul style="list-style-type: none">• submissions;• briefing papers;• reports;• attendance records;• transcripts of oral evidence given by agency staff;• working papers.	Retain as Territory Archives
023.056.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency responses and input to inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: <ul style="list-style-type: none">• agency statements and submissions;• responses to final reports;• transcripts of oral evidence given by agency officers;• working papers.	Destroy 7 years after last action
023.056.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency responses and input to inquiries with no direct relation to the agency's function where the agency made little or no contribution. Also includes working papers.	Destroy 2 years after last action

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Entry No.	Description of Records	Disposal Action
023.072.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting inspections carried out in detention centres to ensure compliance with the facility's detention and contraband rules. <i>[For disciplinary action taken due to contraband detection, use YOUTH SERVICES – Case Management.</i> <i>For records relating to an investigation resulting from contraband detection, use YOUTH SERVICES – Investigations.]</i>	Destroy 7 years after last action
023.072.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting inspections of private service providers and government facilities, accommodation and detention centres to ensure compliance with standards and are suitable for purpose.	Destroy 3 years after last action

Investigations

The activities involved in a formal search, examination and/or scrutiny undertaken as a result of an accident, an incident, a complaint, an observation, a breach or non-compliance. Includes evidence collected, produced documents, photographs, statements, notes, decisions and final reports.

Entry No.	Description of Records	Disposal Action
023.202.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting investigations into infringements or breaches of mandatory standards, rules or statutory requirements that relate to the provision of youth services that do not proceed to litigation. Includes investigations into infringements or breaches in a youth detention facility and intelligence gathered for the investigation. <i>[For cases that proceed to litigation, use LEGAL SERVICES – Litigation.</i> <i>For infringements by staff, use PERSONNEL – Infringements.</i> <i>For disciplinary action against residents resulting from an investigation, use YOUTH SERVICES – Case Management.]</i>	Destroy 7 years after last action

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, (e.g. Community Partners, Community Youth Justice, Court Liaison Officers, Official Visitors, victims), on the programs and services provided to youth in the Territory. Includes collaboration on projects and exchanges of information relating to the function.	Destroy 3 years after last action

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after last action
023.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action

Representations

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.

[For records documenting the recording of communications sent to or from the Minister including Ministerial Directives (project worksheets) and background material, use INFORMATION MANAGEMENT – Control.

For the collection of statistics and weekly reports on representations, use YOUTH SERVICES - Reporting.]

Entry No.	Description of Records	Disposal Action
023.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister (Ministerial Representations) from peak industry bodies, leading community interest groups, influential stakeholders and individuals concerning issues of a contentious nature which were subject to major public or political scrutiny or are of major significance to the agency, Territory 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 responses.	Retain as Territory Archives
023.089.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after last action
023.089.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister (Ministerial Representations) from the public of a routine nature concerning issues that were not contentious or subject to major public or political scrutiny or are of no major significance to the agency, Territory 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 responses.	Destroy 2 years after last action

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment, resignation and/or termination of agency representatives on inter-governmental forums and non-government organisations, forums, working parties, etc. relating to youth programs and services, including youth justice.	Destroy 7 years after last action

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting research into ways of providing or improving programs or services to the Territory's youth, including youth justice. Records could include surveys, interviews, observations, etc.	Destroy 7 years after last action

Reviewing

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

Entry No.	Description of Records	Disposal Action
023.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of youth programs and services processes, policy, procedures, standards and systems that result in major changes to those processes, etc., including final versions of reports and working papers.	Retain as Territory Archives
023.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of youth programs and services processes, policy, procedures, standards and systems that do not result in major changes to those processes, etc., including final versions of reports and working papers.	Destroy 3 years after last action

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry No.	Description of Records	Disposal Action
023.094.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of actions taken as part of providing youth programs and services, including youth justice, either carried out within the agency or by an external authority.	Destroy 7 years after last action
023.094.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting applications for reviews of actions taken as part of providing youth programs and services, including youth justice, that were not proceeded with (e.g. if the application for review is considered frivolous or vexatious).	Destroy 2 years after last action

Security

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

[For CCTV security footage not related to youth detention, use *PROPERTY MANAGEMENT – Security, SECURITY COORDINATION – Security.*]

Entry No.	Description of Records	Disposal Action
023.097.001 ■■■■■■■■■■■■■■■■■■■■	CCTV security footage relating to youth detention that contains evidence of notifiable incidents such as assault, death or significant injury, security breach, escape, etc.	Destroy 25 years after date of birth of offender or 7 years after last action whichever is later
023.097.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting security arrangements, including escorts, for visitors, resident's leave or other dignitaries or individuals requiring security measures.	Destroy 7 years after last action
023.097.003 ■■■■■■■■■■■■■■■■■■■■	CCTV security footage Security footage relating to youth detention that contains evidence of the use of force, use of the seclusion room.	Destroy 2 years after date of creation
023.097.004 ■■■■■■■■■■■■■■■■■■■■	CCTV security footage Security footage relating to youth detention that does not contain evidence as described in other classes of security.	Destroy 30 days after creation

Training

The activities associated with all aspects of the provision of training and development (external/internal).

[For internal and external training courses attended by staff, use PERSONNEL - Training.

For conferences attended by staff, use PERSONNEL - Conferences.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.105.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the provision of educational and vocational programs to young people.	Destroy 25 years after date of birth, or 7 years after last action, whichever is later

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.109.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangements for visits made to the agency or its centres by important community representatives involved with youth programs, services and justice, including Official Visitors. Also includes visitor registers and books.	Destroy 7 years after last action
023.109.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangements for visits or tours to the agency by the public or staff of community organisations involved with youth programs, services and justice.	Destroy 2 years after last action

RETAIN AS TERRITORY ARCHIVES

Control

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.026.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to the provision of youth programs and services, including youth justice (e.g. Register of young detainees, Register of searches and uses of force, Register of segregation directions, Therapeutic protection register, Children and young people deaths register, Youth Justice Victims Register.)	Retain as Territory Archives
023.026.002 ■■■■■■■■■■■■■■■■■■■■	Senior Manager's Journals recording the Senior Manager's activities.	Retain as Territory Archives
023.026.003 ■■■■■■■■■■■■■■■■■■■■	Register recording the receipt, storage and dispatch of Officers Contemporaneous Notebooks.	Retain as Territory Archives
023.026.004 ■■■■■■■■■■■■■■■■■■■■	Officer duty logs.	Retain as Territory Archives
023.026.005 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of arrival, departure and transfer of residents.	Retain as Territory Archives

Evaluation

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.042.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports on the evaluation of facilities, accommodation, providers, potential or existing services and systems.	Retain as Territory Archives

Inquiries

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting agency responses and input to inquiries relating directly to its functions and activities. Includes: <ul style="list-style-type: none">• submissions;• briefing papers;• reports;• attendance records;• transcripts of oral evidence given by agency staff;• working papers.	Retain as Territory Archives

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.079.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agency or territory wide youth justice and youth services management plans.	Retain as Territory Archives

Submissions

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.

[For records documenting the development of Cabinet submissions, use GOVERNMENT RELATIONS – Submissions.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.102.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of submissions (other than Cabinet submissions) made to the Chief Minister, Minister, government bodies or community organisations relating to the provision of youth programs and services, including youth justice, that were controversial with far reaching social, economic or national implications or were the subject of significant public or political interest or debate. Includes working papers.	Retain as Territory Archives

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.104.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of signed contracts under seal with government bodies or private organisations that <ul style="list-style-type: none">• have major significance to the agency;• have implications for major liabilities or obligations for the agency;• establish a precedent;• involved significant political or public interest.	Retain as Territory Archives