

# **Territory Records (Records Disposal Schedule – Child & Youth Protection Services Records) Approval 2016 (No 1)**

**Notifiable instrument NI2016—567**

made under the

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

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## **1 Name of instrument**

This instrument is the Territory Records (Records Disposal Schedule – Child & Youth Protection Services Records) Approval 2016 (No 1)\*

## **2 Commencement**

This instrument commences on the day after notification.

## **3 Approval**

I approve the Records Disposal Schedule – Child & Youth Protection Records.

## **4 Revocation**

This instrument revokes Territory Records (Records Disposal Schedule - Children Care and Protection Programs Records) Approval 2015 (No 1) NI2015-33 and Territory Records (Records Disposal Schedule - Youth Services Records) Approval 2014 (No 1) NI2014-292.

Danielle Wickman  
Director of Territory Records  
10 October 2016

\*Name amended under Legislation Act, s 60



# **Records Disposal Schedule**

## **Child & Youth Protection Services Records**

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## **INTRODUCTION**

The *Records Disposal Schedule – Child & Youth Protection 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 Child & Youth Protection 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 take all reasonable steps to ensure that no legal action is contemplated in relation to its records and 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 - Child & Youth Protection 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 Child & Youth Protection 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 (Records, Information and Data) Standard 2016*. 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 – Child & Youth Protection 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:

*Adoptions 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 (Sentence Administration) Act 2005*  
*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*  
*Human Rights Commission Act 2005*  
*Information Privacy Act 2014*  
*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**

## ***CHILD & YOUTH PROTECTION SERVICES***

The function of providing care or adoption programs and services for children and young people who are in need of support and protection from being harmed or from harming others. Includes arranging and regulating the adoption or permanent care of children, providing kinship or foster care, development activities from early intervention to tertiary service provisions for children and providing support for families to enable them to continue to provide adequate care for their children and youth. Also includes programs to reduce youth crime and the likelihood of committing further offences, providing professional advice and representing the Territory and coordinating legal matters relating to child protection in the ACT Children's Court, Family Court, Magistrates Court, Supreme Court and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

### ***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

### ***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.

### ***Authorisation***

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

### ***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.

### ***Contracting out***

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

### ***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.

### ***Grant Funding***

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

### ***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

### ***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.

### ***Marketing***

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

### ***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

### ***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.

### ***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)



# **RECORDS DISPOSAL SCHEDULE**



### ***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.

*[For agreements with other governments, including international governments, use GOVERNMENT & STAKEHOLDER RELATIONS - Partnerships & Collaboration.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of significant agreements with government bodies or private organisations with implications for major liabilities or obligations, including records documenting negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
022.006.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements with government bodies or private organisations with no major liabilities or obligations, including records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after last action

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.011.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting travel and accommodation arrangements for children to visit parents or other family members, health professionals, siblings, going on excursions or the regular transportation of children.	Destroy 1 year after last action

## 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.013.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the provision of care and protection programs and services that cause significant changes to policies, procedures or involved significant public interest or political debate. Includes audits conducted by the Privacy Commissioner or the ACT Auditor General's Office. Also includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body;</li> <li>• minutes of meetings;</li> <li>• notes taken at opening and exit interviews;</li> <li>• draft reports;</li> <li>• final reports;</li> <li>• comments.</li> </ul>	Retain as Territory Archives
022.013.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the provision of care and protection programs and services that did not cause significant changes to policies, procedures or <b>were not</b> involved in significant public interest or political debate. Includes audits conducted by the Privacy Commissioner or the ACT Auditor General's Office. Also includes: <ul style="list-style-type: none"> <li>• liaison with the auditing body;</li> <li>• minutes of meetings;</li> <li>• notes taken at opening and exit interviews;</li> <li>• draft reports;</li> <li>• final reports;</li> <li>• comments.</li> </ul>	Destroy 5 years after last action



### ***Case Management (Continued)***

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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.016.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to arrangements for children who are in need of support due to physical, emotional or sexual abuse or due to neglect. Includes records documenting: <ul data-bbox="549 696 1091 1070" style="list-style-type: none"><li>● support for families to enable them to continue to provide adequate care for children;</li><li>● the removal of children from parental care when they need protection;</li><li>● arrangements for placement of children with other family members or foster care;</li><li>● decisions about permanent living arrangements.</li></ul>	Destroy 99 years after last action.
022.016.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of custodial residents and youths involved in programs on a case basis and may include records relating to: <ul data-bbox="549 1252 1091 2018" style="list-style-type: none"><li>● Attendance records relating to offender achievements;</li><li>● Case managers;</li><li>● Case Plans;</li><li>● Classification Gradings;</li><li>● Completion of programs;</li><li>● Death Review Committees;</li><li>● Demographics;</li><li>● Incident Management;</li><li>● Interstate leave permits;</li><li>● Local leave permits;</li><li>● Multicultural Youth Services ACT (MYS);</li><li>● Recreation;</li><li>● Remissions assessments;</li><li>● Resident Leave;</li><li>● Transfer of Orders;</li><li>● Victims;</li><li>● Youth detention;</li><li>● Youth Engagement Service.</li></ul>	Destroy 50 years after sentence period expires.

***Case Management (Continued)***

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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.016.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to the coordination of legal matters relating to children in need of support or protection including representation of the Territory in the ACT Children's Court, Family Court, Magistrate's Court or Tribunals. Also includes records relating to court proceedings, annual reviews, interstate transfer of court orders, and supporting legal documents.	Destroy 25 years after date of birth or 7 years after last action, whichever is later

## **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.

[For audit committees, use STRATEGY & GOVERNANCE - Audit.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGY & GOVERNANCE – Planning.]

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"> <li>• establishing the committee;</li> <li>• terms of reference;</li> <li>• appointment of members;</li> <li>• minutes;</li> <li>• reports;</li> <li>• recommendations;</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives
022.020.002 ■■■■■■■■■■■■■■■■■■■■	Internal committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"> <li>• establishing the committee;</li> <li>• terms of reference;</li> <li>• appointment of members;</li> <li>• minutes;</li> <li>• reports;</li> <li>• recommendations;</li> <li>• supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 7 years after last action
022.020.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment
022.020.004 ■■■■■■■■■■■■■■■■■■■■	Working papers and administration of committees. Includes: <ul style="list-style-type: none"> <li>• agenda;</li> <li>• notices of meetings;</li> <li>• draft minutes;</li> <li>• room bookings.</li> </ul>	Destroy 1 year after last action



### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after last action

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.022.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting conferences relating to care and protection programs and services arranged by the agency. Includes: <ul style="list-style-type: none"> <li>• program development;</li> <li>• invitation to speakers;</li> <li>• promotion activities;</li> <li>• registrations;</li> <li>• venue bookings;</li> <li>• copies of financial statements;</li> <li>• comments and assessment reports;</li> <li>• unpublished proceedings reports, speeches and papers.</li> </ul>	Destroy 3 years after last action
022.022.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs, registration forms and published proceedings. <p><i>[For travel and accommodation arrangements made for staff to attend conferences, use HUMAN RESOURCES – Training &amp; Development.]</i></p>	Destroy 1 year after last action

### **Contracting out**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management that involves significant litigation or complaint.	Retain as Territory Archives
022.025.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management that does not involve significant litigation or complaint	Destroy 7 years after last action

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.026.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to care and protection programs and services, including adoptions and permanent care. Also includes registers which record the name, date of birth, address and/or other related client details and any other information required by legislation.	Retain as Territory Archives

Registers include:

- Adoption Registers;
- Adoptive Parents Register;
- Alcohol and Drugs;
- Alternative Care Provider;
- Birth defects register;
- Care Services Provider;
- Child Sex Offenders Register;
- Children at Risk;
- Foster Care;
- Indigenous Peoples;
- Intakes Register;
- Sudden Infant Deaths Syndrome (SIDS) register.

### ***Control (Continued)***

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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.026.002 ■■■■■■■■■■■■■■■■■■■■	Daily occurrence, observation ledger, journal, log books, control room duty log detailing: date, shift time, occurrences, description, and officer's signature. Also includes Officers Contemporaneous Notebooks, Officer duty logs and Case work diaries	Destroy 25 years after the date of last entry

### ***Enquiries***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.040.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to enquiries about the care and protection, adoption or permanent care arrangements for children from other government organisations, members of the public or private organisations.	Destroy 1 year after last action

### ***Grant Funding***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.049.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications for departmental and territorial grant funding to carry out projects, events, activities relating to the provision of child and youth protection programs and services, including adoptions and permanent care.  <i>[For records documenting financial or accounting transactions, use FINANCE &amp; TREASURY MANAGEMENT - Accounting.]</i>	Destroy 7 years after last action
022.049.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications for departmental and territorial grant funding to carry out projects, events, activities relating to the provision of child and youth protection programs and services, including adoptions and permanent care.	Destroy 2 years after last action

## ***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.

*[For legal support or opinions provided during an investigation, use SOLICITOR & LEGAL SERVICES - Advice.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.056.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to inquiries into the provision of child and youth protection and services, including adoptions and permanent care where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"> <li>• agency statements and submissions;</li> <li>• legal support;</li> <li>• responses to final reports;</li> <li>• transcripts of oral evidence given by agency officers;</li> <li>• working papers.</li> </ul>	Destroy 10 years after last action
022.056.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to inquiries into the agency's provision of child and youth protection programs and services, including adoptions and permanent care where the agency made a routine or minor contribution. Includes: <ul style="list-style-type: none"> <li>• agency statements and submissions;</li> <li>• legal support;</li> <li>• responses to final reports;</li> <li>• working papers.</li> </ul>	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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.202.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reports by the public or mandatory reporters about concern for a child where the child can be identified. Includes reports that are investigated but where no risk was discovered and there are no requirements for further action. Also includes notifications, background information, interviews and outcomes and reports that did not escalate into a care and protection report.	Destroy 25 years after last action
022.202.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting investigations into infringements or breaches of mandatory standards, rules or statutory requirements that relate to the provision of care and protection programs and services, including adoption and permanent care arrangements that do not proceed to litigation.  <i>[For cases that proceed to litigation, use SOLICITOR &amp; LEGAL SERVICES - Litigation &amp; Representation.  For infringements by staff, use HUMAN RESOURCES - Performance Management.]</i>	Destroy 7 years after last action
022.202.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to reports by the public or mandatory reporters about concern for a child where the child <b>cannot</b> be identified. Includes reports <b>where no</b> investigation is conducted and there <b>were no</b> requirements for further action. Includes notifications, background information, correspondence, interviews and outcomes.  <i>[For multiple concern reports or where further action is warranted, use CHILD &amp; YOUTH PROTECTION SERVICES - Case Management.]</i>	Destroy 1 year 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, on the provision of child and youth protection programs and services, including adoptions and permanent care. Includes collaboration on projects and exchanges of information relating to the function.	Destroy 3 years after last action

### ***Marketing***

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.070.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the marketing of child and youth protection activities, programs and services, including adoptions and permanent care. Includes records covering arrangements for advertising campaigns and promotional photographs.	Destroy 7 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.072.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes, final versions of minutes and supporting documents tabled at meetings. Also includes meetings with external agencies.	Destroy 3 years after last action

### ***Planning***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.079.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agency or territory wide management plans relating to the provision of child and youth protection programs and services, including adoptions and permanent care.	Retain as Territory Archives
022.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop management plans relating to the provision of child and youth protection programs and services, including adoptions and permanent care. Includes draft plans, reports, analysing issues and comments on draft plans.	Destroy 1 year after last action

### ***Policy***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.080.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of agency's policies relating to the provision of child and youth protection programs and services, including adoptions and permanent care. Includes: <ul style="list-style-type: none"> <li>● policy proposals;</li> <li>● comments;</li> <li>● research papers;</li> <li>● results of consultations;</li> <li>● supporting reports;</li> <li>● major drafts;</li> <li>● working papers.</li> </ul>	Retain as Territory Archives

## **Procedures**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives, etc. detailing instructions, standing orders and procedures.	Destroy 7 years after procedures are superseded
022.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of agency instructions, standing orders and procedures.	Destroy 2 years after procedures are superseded

## **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction to the provision of child and youth protection programs and services, including adoptions and permanent care, that caused significant public or political interest or resulted in significant changes to policies, procedures, established a precedent or required a significant investigation. Also includes responses from oversight agencies, (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor).  <i>[For suggestions received from the public, use GOVERNMENT &amp; STAKEHOLDER RELATIONS - Customer Service.]</i>	Retain as Territory Archives
022.084.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction to the provision of child and youth protection programs and services, including adoptions and permanent care, which required a routine response or minor investigation.	Destroy 6 years after last action



### ***Reporting & Statements***

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.

*[For the Annual Report drafting process and submission to the Portfolio Minister, use STRATEGY & GOVERNANCE - Performance Management.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.088.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of formal internal reports and reports made to external agencies or oversight organisations (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor), including final versions, supporting the provision of care and protection programs and services, including adoptions and permanent care. Includes working papers.	Retain as Territory Archives
022.088.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of periodic internal reports on general administrative matters, including final versions, used to monitor and document recurring activities to support the provision of care and protection programs and services, including adoptions and permanent care. Includes working papers.	Destroy 7 years after last action
022.088.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of responses to surveys from external organisations relating to provision of care and protection programs and services, including adoptions and permanent care. Includes final responses.	Destroy 2 years 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 RECORDS & INFORMATION MANAGEMENT - Operation & Control.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.089.001 ■■■■■■■■■■■■■■■■■■■■	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"><li>• copies of letters received;</li><li>• draft responses;</li><li>• minutes providing background details for the Minister;</li><li>• requests from the Minister's office for changes;</li><li>• final responses.</li></ul>	Retain as Territory Archives
022.089.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after last action
022.089.003 ■■■■■■■■■■■■■■■■■■■■	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"><li>• copies of letters received;</li><li>• draft responses;</li><li>• minutes providing background details for the Minister;</li><li>• requests from the Minister's office for changes;</li><li>• final responses.</li></ul>	Destroy 2 years after last action



**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.

*[For Cabinet submissions, use GOVERNMENT & STAKEHOLDER RELATIONS - Government & Parliamentary Matters.*

*For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE - Legislation.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.102.001 ■■■■■■■■■■■■■■■■■■■■	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 care and protection programs and services, including adoptions and permanent care, 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
022.102.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of submissions (other than Cabinet submissions) made to the Chief Minister, Minister, government bodies relating to the provision of care and protection programs and services, including adoptions and permanent care, that were not controversial and had no far reaching social, economic or national implications or were not the subject of significant public or political interest or debate. Includes working papers.	Destroy 10 years after last action
022.102.006 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of submissions (other than Cabinet submissions) made to community organisations, including successful and unsuccessful agency submissions, that were not controversial and had no far reaching social, economic or national implications or were not the subject of significant public or political interest or debate. Includes working papers.	Destroy 7 years after last action

## *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>
022.104.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of signed contracts with government bodies or private organisations that: <ul style="list-style-type: none"><li>• have major significance to the agency;</li><li>• have implications for major liabilities or obligations for the agency;</li><li>• establish a precedent;</li><li>• involved significant political or public interest.</li></ul>	Retain as Territory Archives
022.104.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development, issue and evaluation of tenders, including simple contracts and agreements, unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Records may include: <ul style="list-style-type: none"><li>• draft contract;</li><li>• due diligence checks;</li><li>• evaluation and final reports;</li><li>• Expression of Interest;</li><li>• post-offer negotiations;</li><li>• public notices;</li><li>• recommendations;</li><li>• Request for Proposals;</li><li>• Request for Tender (RFT);</li><li>• Statement of Requirements.</li></ul>	Destroy 7 years after last action
022.104.003 ■■■■■■■■■■■■■■■■■■■■	Contract and Tender registers.	Destroy 7 years after last action

## ***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 HUMAN RESOURCES - Training & Development.*

*For arrangements for conferences attended by staff, use HUMAN RESOURCES - Training & Development.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.105.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the provision of training to external care and protection providers including out-of-home carers, foster parents and adoptive parents. Includes training reports and surveys and records associated with arranging, completing and reviewing training services.	Destroy 2 years after last action

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### ***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.

*[For agreements with other governments, including international governments, use GOVERNMENT & STAKEHOLDER RELATIONS - Partnerships & Collaboration.]*

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
022.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of significant agreements with government bodies or private organisations with implications for major liabilities or obligations. Includes records documenting negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

### ***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.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
022.013.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the provision of care and protection programs and services that cause significant changes to policies, procedures or involved significant public interest or political debate. Includes audits conducted by the Privacy Commissioner or the ACT Auditor General's Office. Also includes: <ul style="list-style-type: none"> <li>● liaison with the auditing body;</li> <li>● minutes of meetings;</li> <li>● notes taken at opening and exit interviews;</li> <li>● draft reports;</li> <li>● final reports;</li> <li>● comments.</li> </ul>	Retain as Territory Archives

### ***Authorisation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.014.001 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative actions relating to care and protection programs and services, including adoption and permanent care programs.  <i>[For registers of officers delegated to authorise administrative actions, use CHILD &amp; YOUTH PROTECTION- Control.]</i>	Retain as Territory Archives

### ***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.

*[For audit committees, use STRATEGY & GOVERNANCE - Audit.]*

*For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGY & GOVERNANCE – Planning.]*

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

***Contracting out***

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management that involves significant litigation or complaint.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.026.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to care and protection programs and services, including adoptions and permanent care. Also includes registers which record the name, date of birth, address and/or other related client details and any other information required by legislation.	Retain as Territory Archives

Registers include:

- Adoption Registers;
- Adoptive Parents Register;
- Alcohol and Drugs;
- Alternative Care Provider;
- Birth defects register;
- Care Services Provider;
- Child Sex Offenders Register;
- Children at Risk;
- Foster Care;
- Indigenous Peoples;
- Intakes Register;
- Sudden Infant Deaths Syndrome (SIDS) register.



### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction to the provision of child and youth protection programs and services, including adoptions and permanent care, that caused significant public or political interest or resulted in significant changes to policies, procedures, established a precedent or required a significant investigation. Also includes responses from oversight agencies, (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor).  <i>[For suggestions received from the public, use GOVERNMENT &amp; STAKEHOLDER RELATIONS - Customer Service.]</i>	Retain as Territory Archives

### **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.

*[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]*

*[For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
022.088.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of formal internal reports and reports made to external agencies or oversight organisations (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor), including final versions, supporting the provision of care and protection programs and services, including adoptions and permanent care. Includes working papers.	Retain as Territory Archives

### ***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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.089.001 ■■■■■■■■■■■■■■■■■■■■	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"> <li>• copies of letters received;</li> <li>• draft responses;</li> <li>• minutes providing background details for the Minister;</li> <li>• requests from the Minister's office for changes;</li> <li>• final responses.</li> </ul>	Retain as Territory Archives

### ***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of child and youth protection programs and services, including adoptions, processes, policies, 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

## ***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.

*[For Cabinet submissions, use GOVERNMENT & STAKEHOLDER RELATIONS - Government & Parliamentary Matters.*

*For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGY & GOVERNANCE - Legislation.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
022.102.001 ■■■■■■■■■■■■■■■■■■■■	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 care and protection programs and services, including adoptions and permanent care, 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.

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