

Territory Records (Records Disposal Schedule – Corrective Services) Approval 2021 (No 1)*

Notifiable instrument NI2021-313

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 – Corrective Services) Approval 2021 (No 1).

2. Commencement

This instrument commences on the day after notification.

3. Approval

I approve the Records Disposal Schedule – Corrective Services.

4. Revocation

This instrument revokes Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) - NI2006 (1)—345.

Danielle Wickman
Director of Territory Records Office
19 May 2021



Records Disposal Schedule

Corrective Services

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INTRODUCTION

The Records Disposal Schedule – Corrective Services is the official authority for the disposal of these ACT Government records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records Office in accordance with the provisions of the *Territory Records Act 2002*. It should be used in conjunction with other relevant Territory Records Disposal Schedules.

PURPOSE

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

SCOPE

This Records Disposal Schedule applies to all ACT Government Agencies as defined in the *Territory Records Act 2002*. It also applies to consultants, contractors and other third parties undertaking functions on behalf of Agencies.

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

AUTHORITY

The Director of Territory Records Office, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use.

Officers using this Records Disposal Schedule should apply it with caution. 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 under the *Territory Records Act 2002*, including any other applicable Records Disposal Schedules or approved Records Management Program.

An Agency must take appropriate steps to meet the prerequisites for disposal in this and other applicable Records Disposal Schedules, including to ascertain whether disposal is prohibited, for example where the Records relate to any reasonably foreseeable legal action or current Records Disposal Freeze.

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

STRUCTURE AND RELATIONSHIP TO THE WHOLE OF GOVERNMENT THESAURUS

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.

The Records Disposal Schedule – Corrective Services 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 Whole of Government Thesaurus. The Records Disposal Schedule is designed to be applicable to all records relating to the function described in this schedule regardless of titling conventions used, so that records, which have not been classified and 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.

In the Whole of Government Thesaurus all functions are considered to be functions performed by the ACT Government and have been included following consultation with stakeholder Agencies and after consideration by the Territory Records Office via a formal approval process.

The Whole of Government Thesaurus is mandated by the Director of Territory Records Office for use by all ACT Government Agencies as part of classifying and titling of their paper and electronic records.

GUIDELINES FOR USE

Coverage of Authority

The Records Disposal Schedule – Corrective Services:

- covers all records under the following functions:
 - CORRECTIVE SERVICES
 - SENTENCE ADMINISTRATION
- 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.

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. 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. 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 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 'Sentence Management' is linked to both functions). However, each function and activity set represent 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/microfilm/microfiche
- hard copy/physical files
- 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 several ways:

- on the database (the main database, or a special archive 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.

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.

Routine treatment such as wiping, updating, alterations or re-recording does not constitute destruction.

UPDATING THE RECORDS DISPOSAL SCHEDULE

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

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

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

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Bail Act 1992
Crimes Act 1900
Crimes (Child Sex Offenders) Act 2005
Crimes (Disrupting Criminal Gangs) Legislation Amendment Act 2019
Crimes (Forensic Procedures) Act 2000
Crimes (Sentence Administration) Act 2005
Corrections Management Act 2007
Discrimination Act 1991
Electronic Transactions Act 2001
Evidence Act 1971
Financial Management Act 1996
Firearms Act 1996
Freedom of Information Act 2016
Health Records (Privacy and Access) Act 1997
Human Rights Act 2004
Human Rights Commission Act 2005
Information Privacy Act 2014
Inspector of Correctional Services Act 2017
Mental Health (Secure Facilities) Act 2016
Monitoring of Places of Detention (Optional Protocol to the Convention Against Torture) Act 2018
Official Visitors Act 2012
Ombudsman Act 1989
Public Health Act 1997
Public Sector Management Act 1994
Radiation Protection Act 2006
Territory Records Act 2002
Uncollected Goods Act 1996
Victims of Crimes Act 1994
Work Health and Safety Act 2014

Note: Above list may not be exhaustive, it is the responsibility of the officers using this Records Disposal Schedule to follow all applicable legislation, regardless of whether it is listed above.

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* is to be an Agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be created and 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.

Disposal Action

The direction relating to disposal or retention of a Record that applies to a Record once it has been sentenced, including any conditions about the necessary Retention Period and prerequisites for disposal.

Permanent Record

A record that has been sentence under a Records Disposal Schedule so that the applicable Disposal Action is Retain as Territory Archives. Permanent Records are considered of archival value to the Territory and may not be destroyed.

Principal Officer

As defined in the *Territory Records Act 2002*.

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

Record

As defined in the *Territory Records Act 2002*.

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 format.

Records of an Agency

Records, in writing, electronic or any other format, 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 Freeze

When the Director of Territory Records temporarily suspends the approval of all or part of a Records Disposal Schedule.

Records Disposal Schedule

A document approved by the Director of Territory Records Office, 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 how 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.

Significance

Significance is determined according to the context, the government activity being undertaken and the level of impact on the government or the community¹. Significant records may document an activity, event or decision that:

- sets a precedent
- had considerable economic, environmental or social impact
- lead to a change in government policy
- implemented an innovative or important project or program
- aroused wide scale controversy, public interest or external scrutiny; or
- represents a unique moment in the Territory's history.

¹ Queensland State Archives, *Identify records with permanent archival, enduring or intrinsic value*, <https://www.forgov.qld.gov.au/identify-records-permanent-archival-enduring-or-intrinsic-value#significant> (accessed on 4 January 2019)

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.

Temporary Record

A Record that has been sentenced under a Records Disposal Schedule so that the applicable Disposal Action is something other than Retain as Territory Archives, and therefore the Record may be destroyed after the relevant retention period.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

CORRECTIVE SERVICES

The function of delivering adult corrective services in the Australian Capital Territory aiming to reduce offending behaviour through humane containment, supervision and rehabilitation of offenders/detainees in corrective services facilities and the community. Includes:

- protecting the community by supervision and detention of offenders/detainees
- provision of safe care and secure accommodation in custody to offenders/detainees
- secure supervision of offenders/detainees in the community
- provision of sustainable opportunities for offenders/detainees through rehabilitation and reintegration programs within and outside of facilities
- administration of offenders/detainees' sentences; and
- facilitation of inspections and visits conducted by oversight agencies and subsequent management of recommendations.

Advice

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

Cases – Offender/Detainee Management

The activities associated with the management of offenders/detainees who have been charged, remanded, or convicted of an offence, including offenders/detainees with custodial and non-custodial sentences, and those referred to alternative programs.

Scope of offender/detainee case management file may include:

- identification details, including photographs
- case notes
- alerts (medical, disability, association and placement or risk)
- admission and discharge forms
- establishment and review of security classifications plans
- management of disciplinary action in relation to breaches
- case management plans - current, previous and proposed
- reports, including pre-sentence reports
- induction documents and referrals
- screening forms
- transfer forms, including lodgement, sentencing and committal documents
- assessment and intervention processes
- calculations, determinations, and clarifications of time to be served
- custodial, remand, parole reports and orders
- behaviour management plans
- drug and alcohol test results
- significant authorisations (marriages and change of name); and
- rehabilitation programs.

Contraband Detection and Control

The activities associated with detection and control of contraband in corrective services facilities. Includes all actions leading to discovery, confiscation, and disposal of illegal or prohibited goods and services such as searches, collection and testing.

Discipline

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

Escorts

The activities associated with managing offenders/detainees accompanied transfers between locations. Includes the provision of transport and secure custody of offenders/detainees during state, interstate, and international transfers, such as for court appearances, medical appointments or work/recreation activities.

Incident Management

The activities associated with management, control, investigation and reporting of incidents. Includes notifiable, critical and other incidents relating to the safety, health or wellbeing of offenders/detainees or staff, a security or disturbance to the good order of the corrective services facilities, breach of standing orders, Regulations or Legislation and loss and damage to plant and equipment.

Intelligence

The activities associated with the use of overt and covert methodologies to gain information or intelligence on a particular subject/target. Includes interpreting and analysing of collected intelligence, dissemination of intelligence and liaison with law enforcement agencies.

Oversight Agencies Visits

The activities associated with facilitation of official visits, inspections and examinations conducted by external oversight agencies. Includes visits from the Australian Capital Territory Official Visitors, Office of the Inspector of Correctional Services, Human Rights Commission, Ombudsman, Health Services Commission, and the Discrimination Commission.

Personal Property Management

The activities associated with collection, registration, custody, handling and return of offenders/detainees relinquished property whilst in custody. Includes handling of property resulting from transfers between jurisdictions and disposal or transfer of confiscated and unclaimed property.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

Policies and Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

Registration

The activities associated with recording, cataloguing, inventorying or listing objects, information or actions. Includes the establishment and maintenance of registers containing information required by legislation.

Rehabilitation and Reintegration

The activities associated with determining the suitability of potential or existing programs related to delivery of rehabilitation and reintegration services. Includes the implementation of suitable programs, program delivery and ongoing program monitoring.

Reporting and Statements

The activities associated with drafting, preparing and providing reports, including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.

Sentence Management

The activities associated with the administration, management and monitoring of offenders/detainees' sentences and parole, includes maintaining accurate sentence calculation for offenders/detainees and facilitating the transfer of parole orders.

Visitors Management

The activities associated with the administration of visits to offenders/detainees, and corrective services facilities. Includes the administration of contacts, non-contact personal, professional and authorised offenders/detainees' visitors, restricted, banned and ex-offenders/detainees visitors.

SENTENCE ADMINISTRATION

The function of making determinations by the Sentence Administration Board (and its predecessors) with respect to offenders/detainees' release on parole and provision of recommendations about the release of offenders/detainees on licence. Includes:

- determinations of consequences with respect to breaches of parole, licence, periodic detention or intensive correction order
- amending, suspending or cancelling parole orders
- providing advice to Minister and victims about offenders/detainees; and
- victims liaison and maintenance of the victim contact register.

Advice

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

Cases – Offender/Detainee Sentence Management

The activities associated with the administration, management and monitoring of offenders/detainees' parole process including parole orders and breaches, intensive corrections order breaches and reinstalments and release on licence. Includes the evaluation of applications from offenders/detainees wishing to change their name.

Scope of offender/detainee sentence case management file may include:

- identification details and parole application
- nature and circumstances of the offence
- comments made by the judge when imposing the sentence
- the offender/detainee's criminal history
- previous history of supervision in the community
- potential risks to the community and/or the individual offender/detainee
- release plans
- cancellation orders
- assessment and recommendations made by a variety of professionals, including medical practitioners, psychiatrist, psychologists, custodial staff and/or community corrections officers
- submissions made by the offender/detainee, the offender/detainee's family, friends and potential employers or any other relevant individuals
- representations made by the victim or by persons related to the victim
- representations made by the offender/detainee or others with an interest in the case
- warnings, instructions or directions concerning applications for variations
- outcome of the application.

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

Policies and Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

Registration

The activities associated with recording, cataloguing, inventorying or listing objects, information or actions. Includes the establishment and maintenance of registers containing information required by legislation.

Sentence Administration Meetings

The activities associated with Sentence Administration Board (and its predecessors) meetings conducted to consider and make determinations with respect to individual offenders/detainees' parole, licence, periodic detention or intensive correction order applications.

Victims Liaison

The activities associated with maintaining regular contact between agency and offenders/detainees' relevant victims and/or members of the victim's family. Includes:

- provision of information about the offenders/detainees' sentence management and parole decisions
- management of submissions and parole hearing attendance; and
- maintaining victims contact register.

RECORDS DISPOSAL SCHEDULE

CORRECTIVE SERVICES

The function of delivering adult corrective services in the Australian Capital Territory aiming to reduce offending behaviour through humane containment, supervision and rehabilitation of offenders/detainees in corrective services facilities and the community. Includes:

- protecting the community by supervision and detention of offenders/detainees
- provision of safe care and secure accommodation in custody to offenders/detainees
- secure supervision of offenders/detainees in the community
- provision of sustainable opportunities for offenders/detainees through rehabilitation and reintegration programs within and outside of facilities
- administration of offenders/detainees' sentences; and
- facilitation of inspections and visits conducted by oversight agencies and subsequent management of recommendations.

Advice

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.005.001	Records documenting major advice and opinions by or to Executive and Ministers. Includes: <ul style="list-style-type: none"> • legal advice sought and received • interpretation of legislation administered by the agency • advice on organisational strategy and response to events; and • advice on policy research and proposals. 	Retain as Territory Archives
202.005.002	Records documenting routine/adhoc advice providing progress updates, advice by or to the agency staff and community stakeholders.	Destroy 5 years after last action

Cases - Offender/Detainee Management

The activities associated with the management of offenders/detainees who have been charged, remanded, or convicted of an offence, including offenders/detainees with custodial and non-custodial sentences, and those referred to alternative programs.

Scope of offender/detainee case management file may include:

- identification details, including photographs
- case notes
- alerts (medical, disability, association, placement or risk)
- admission and discharge forms
- establishment and review of security classifications plans
- management of disciplinary action in relation to breaches
- case management plans - current, previous and proposed
- reports, including pre-sentence reports
- induction documents and referrals
- screening forms
- transfer forms, including lodgement, sentencing and committal documents
- assessment and intervention processes
- calculations, determinations, and clarifications of time to be served
- custodial, remand, parole reports and orders
- behaviour management plans
- drug and alcohol test results
- significant authorisations (marriages and change of name); and
- rehabilitation programs.

[For records documenting management of parole, licence, periodic detention and intensive correction orders, use SENTENCE ADMINISTRATION – Cases – Sentence Management]

[For records documenting transfer of orders between jurisdictions, use CORRECTIVE SERVICES - Sentence Management]

Entry No	Description of Records	Disposal Action
202.429.001	Records documenting case management of serious, notorious and high-profile offenders/detainees, including those: <ul style="list-style-type: none"> • serving a life sentence • serving more than 12 years without parole • convicted of murder • remaining in custody after expiry of their sentence • that died in custody • whose cases generated significant public interest or controversy • referred for security classification, placement/release; and • identified for social research and policy purposes, e.g. witness protection and counter terrorism. 	Retain as Territory Archives

Cases - Offender/Detainee Management (cont.)

The activities associated with the management of offenders/detainees who have been charged, remanded, or convicted of an offence, including offenders/detainees with custodial and non-custodial sentences, and those referred to alternative programs.

[For records documenting management of parole, licence, periodic detention or intensive correction orders, use SENTENCE ADMINISTRATION – Cases – Sentence Management]

[For records documenting transfer of orders between jurisdictions, use CORRECTIVE SERVICES - Sentence Management]

Entry No	Description of Records	Disposal Action
202.429.002	Records documenting all other case management of custodial and non-custodial offenders/detainees not covered in class 202.429.001.	Destroy 25 years after last action
202.429.003	Records documenting case management of unsentenced offenders/detainees held in corrective services facilities whose charges were dismissed and offenders/detainees were released without conviction/sentence.	Destroy 7 years after last action
202.429.004	Records documenting routine activities of individual custodial and non-custodial offenders/detainees management, including: <ul style="list-style-type: none"> • participation and attendance in welfare, educational and rehabilitation programs • programs and services referrals • administration of drug and alcohol testing • collection of forensic samples • offenders/detainees’ movements and routine surveillance • temporary leave administration • management of privileges – telephone, mail and other communications • participation in chaplaincy and other religious services • arrangement for access and use of computers • resolved requests and complaints made to the oversight agencies • minor complaints or matters which are unsubstantiated or unresolved due to lack of evidence or of a minor or non-recurring nature • visitors attendance • allocation of work to case managers • accommodation placement reviews • first aid and medication provision to cases not resulting from an incident or treatment in hospital • photographic consent forms and photographs of offenders/detainee participation in programs and visitations; and • income and payments, including earning calculations and allowance payments. 	Destroy 7 years after last action

Contraband Control

The activities associated with detection and control of contraband in corrective services facilities. Includes all actions leading to discovery, confiscation and disposal of illegal or prohibited goods and services such as searches, collection and testing.

[For records documenting further investigations related to contraband found, use CORRECTIVE SERVICES - Incident Management]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.430.001	Records documenting the summary information about searches of offenders/detainees, visitors, staff, accommodation and facilities, e.g. searches register.	Retain 15 years after last action
202.430.002	Records documenting all actions taken in order to detect, confiscate and dispose of contraband items. Includes: <ul style="list-style-type: none"> • monitoring the movement of prohibited goods or services • searching of persons, vehicles, corrective services facilities and designated work locations for prohibited items • regular and ad hoc audits and forensic examination of offenders/detainees' personal computers and software • administration of the drug and alcohol testing • collection and transportation of samples for analysis • provision or refusal of consent for the conduct of searches, including which require the removal of clothing; and • maintaining and disposing of prohibited items. 	Destroy 5 years after last action

Discipline

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.431.001	Records documenting activities associated with the disciplinary process for serious, notorious and high-profile offenders/detainees, including those: <ul style="list-style-type: none"> • serving a life sentence • serving more than 12 years without parole • convicted of murder • remaining in custody after expiry of their sentence • that died in custody • whose cases generated significant public interest or controversy • referred for security classification, placement/release; and • identified for social research and policy purposes, e.g. witness protection and counter terrorism. 	Retain as Territory Archives

Discipline (cont.)

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.431.002	Records documenting activities associated with the disciplinary process for offenders/detainees other than in class 202.431.001.	Destroy 25 years after last action

Escorts

The activities associated with managing offenders/detainees accompanied transfers between locations. Includes the provision of transport and secure custody of offenders/detainees during state, interstate and international transfers, such as for court appearances, medical appointments or work/recreation activities.

[For records documenting transfers within the corrective services facilities, use CORRECTIVE SERVICES - Registration]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.432.001	Records documenting all arrangements required to provide escorted transfer of offenders/detainees between locations. Includes: <ul style="list-style-type: none"> • movement orders • court lists • escort diaries • log sheets • transfer and transport list/register • vehicles log and inspection forms • security planning; and • security and communication equipment. 	Destroy 7 years after last action

Incident Management

The activities associated with management, control, investigation and reporting of incidents. Includes notifiable, critical and other incidents relating to the safety, health or wellbeing of offenders/detainees or staff, a security or disturbance to the good order of the corrective services facilities, breach of standing orders, Regulations or Legislation loss and damage to plant and equipment.

Entry No	Description of Records	Disposal Action
202.433.001	<p>Records documenting investigation and reporting of criminal and non-criminal incidents that:</p> <ul style="list-style-type: none"> • are identified as criminal, notifiable or critical in mandates • are identified as significant by the Minister, Director General, Commissioner or external oversight/investigative agency; and • further investigation, reporting and legal proceedings occurred. <p>Includes:</p> <ul style="list-style-type: none"> • internal investigation and any items relating to the incident • referrals to and reports from external investigative bodies • footage of lead-up/aftermath of the incident • telephone conversations, mail or other evidence seized from offenders/detainees and retained as evidence; and • post incident management reports and formal debriefs. 	Retain as Territory Archives
202.433.002	<p>Records documenting investigation and reporting of all other incidents not covered in class 202.433.001, where action was taken such legal proceedings, punishment or written warning. Includes:</p> <ul style="list-style-type: none"> • internal investigation and any items relating to the incident • referrals to and reports from external investigative bodies • footage of lead-up/aftermath of the incident • telephone conversations, mail or other evidence seized from offenders/detainees and retained as evidence • written warnings issued to offenders/detainees; and • post incident management reports and formal debriefs. 	Destroy 15 years after last action
202.433.003	<p>Records documenting investigation and reporting of incidents where no further action was taken.</p>	Destroy 7 years after last action

Intelligence

The activities associated with the use of overt and covert methodologies to gain information or intelligence on a particular subject/target. Includes interpreting and analysing of collected intelligence, dissemination of intelligence and liaison with law enforcement agencies.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.434.001	Records documenting information or intelligence gathered or received and analysed which must be reported to other relevant law enforcement and/or government agencies/authorities as required by legislation or internal policies.	Destroy 7 years after last action
202.434.002	Records documenting information or intelligence gathered or received and analysed that required no further action or reporting to other agencies or authorities.	Destroy 1 year after last action

Oversight Agencies Visits

The activities associated with facilitation of official visits, inspections and examinations conducted by external oversight agencies. Includes visits from the Australian Capital Territory Official Visitors, Office of the Inspector of Correctional Services, Human Rights Commission, Ombudsman, Health Services Commission and the Discrimination Commission.

[For records documenting the register of visiting oversight agencies representatives to corrective services facilities, use CORRECTIVE SERVICES – Visitors Management]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.435.001	Records documenting inspections and visits conducted by external oversight agencies to corrective services facilities and places outside the facility where offenders/detainees are or have been directed to work or participate in an activity. Includes: <ul style="list-style-type: none"> • visit/inspection report and recommendations • subsequent agency response to queries, reports and recommendations • agendas and briefings • business, and discussion papers; and • correspondence to the Executive Director and/or the Minister. 	Retain as Territory Archives
202.435.002	Records documenting facilitation of official visits/inspections for reviewing offenders/detainees' complaints and observations.	Destroy 20 years after last action

Personal Property Management

The activities associated with collection, registration, custody, handling and return of offenders/detainees relinquished property whilst in custody. Includes handling of property resulting from transfers between jurisdictions and disposal or transfer of confiscated and unclaimed property.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.436.001	Records documenting day-to-day administration of offenders/detainees' income and monies. Includes: <ul style="list-style-type: none"> • calculation of earnings generated by the offenders/detainees' participation in correctional and employment programs • payment of any allowances received • purchase of items by offenders/detainees • routine payment documentation, purchase sheets and reconciliations • debit money from offenders/detainees' accounts for items purchased • deductions made for restitution and fines imposed • transactions; and • annual or monthly summaries of account. 	Destroy 7 years after last action
202.436.002	Records documenting collection, registration, storage, transfer and return of personal property accompanying offenders/detainees being transferred or escorted or discharged. Includes: <ul style="list-style-type: none"> • property sheets, including indemnity sheets • arrangements for the possession and usage of personal computers and software • management, storage and disposal of unclaimed, abandoned and confiscated items • collection, registration and disposal, or transfer, of confiscated and unclaimed money, property or other personal items; and • register of property in secure storage or cells. 	Destroy 5 years after last action

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For records documenting the development of business and corporate plans which set the strategic agenda and direction for the whole agency, use STRATEGY & GOVERNANCE – Planning]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.079.001	Records documenting the development, implementation and review of strategic plans for offenders/detainees management, operation of corrective services and programs. Includes reports analysing issues and consultation.	Retain as Territory Archives
202.079.002	Records documenting the development and implementation of operational plans for offenders/detainees management of operational matters, schedules and resourcing.	Destroy 7 years after last action

Policies and Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

[For records documenting the development of corporate services policies and procedures for the whole agency, use STRATEGY & GOVERNANCE – Policies and Procedures]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
202.273.001	Records documenting policy development projects, decisions, operating procedures and notifiable instruments relating to the delivery of corrective services. Includes: <ul style="list-style-type: none"> • final versions and drafts • supporting documentation • approvals • business cases • research • options and recommendations • reviews of current practice • responses to external reviews • incidents and lessons learnt • stakeholder consultation, internal and external • surveys and data collections; and • implementation plans. 	Retain as Territory Archives
202.273.002	Records documenting policy project development administration, including project plans, schedules, meetings and other facilitative records.	Destroy 5 years after last action

Registration

The activities associated with recording, cataloguing, inventorying or listing objects, information or actions. Includes the establishment and maintenance of registers containing information required by legislation.

Entry No	Description of Records	Disposal Action
202.437.001	Records documenting the summary registration of all offenders/detainees in the correctional system. Includes: <ul style="list-style-type: none"> • summary of identification • summary of sentencing • arrival/departure and transfer to another jurisdiction or facility • period and terms of supervision • legal documents summary, including orders for remand, custody, post-custodial release, outstanding orders and parole eligibility • notes about offenders/detainees' appointments, authority to move, for example within the prison, to hospital or court • work assignments • initial assessment, including personal and education information • circumstances of the offence committed • summary of notes made by custodial officers regarding prison offences • parole conditions • summary of discipline; and • hard copy registers and indexes. 	Retain as Territory Archives
202.437.002	Records documenting summary reception and discharge register of all offenders/detainees who come through custody.	Retain 100 years after last action
202.437.003	Records documenting the use of force in the corrective services facilities, including summary information regarding all restraints use instances.	Retain 50 years after last action
202.437.004	Records documenting other registers and logbooks of authorisations for routine events relating to offenders/detainees. Includes registers of: <ul style="list-style-type: none"> • cell changes • offenders/detainees movement • offenders/detainees observation by prison or medical staff • offenders/detainees mail • phone cards • court attendance • computer use • leave permits • outside work; and • approved contacts. 	Retain 5 years after last action

Registration (cont.)

The activities associated with recording, cataloguing, inventorying or listing objects, information or actions. Includes the establishment and maintenance of registers containing information required by legislation.

Entry No	Description of Records	Disposal Action
202.437.005	Records documenting daily operational activities and routines relating to staff and offenders/detainees through officer duty logs.	Retain 2 years after last action
202.437.006	Records documenting register of the allocation and return of tools and equipment used as part of offenders/detainees' employment activities as well as all trades entering the corrective services facilities.	Destroy 1 year after last action

Rehabilitation and Reintegration

The activities associated with determining the suitability of potential or existing programs related to delivery of rehabilitation and reintegration services. Includes the implementation of suitable programs, program delivery and ongoing program monitoring.

Entry No	Description of Records	Disposal Action
202.438.001	Records documenting the development and implementation of rehabilitation and reintegration programs and services, such as start-up of new, or significantly revised programs, including: <ul style="list-style-type: none"> • criminogenic programs • vocational and educational programs • reintegration programs • drug treatment programs • anger management programs • psychological assessment programs • employment programs • recreation programs; and • other programs designed to assist the offenders/detainees' transition into the community. 	Retain as Territory Archives
202.438.002	Records documenting the administration of partnerships with not-for-profit organisations for the delivery of programs enabling offenders/detainees to perform work as part of the conditions order.	Destroy 7 years after last action
202.438.003	Records documenting delivery and monitoring of programs supporting the delivery of rehabilitation and reintegration programs and services. Includes: <ul style="list-style-type: none"> • program schedules • enrolments • venue management • attendance records • sessions timetables • rostering • reports on program delivery; and • working papers. 	Destroy 7 years after last action

Reporting and Statements

The activities associated with drafting, preparing and providing reports, including in the form of informal or formal statements, statistics, returns, submissions or similar reports.

Entry No	Description of Records	Disposal Action
202.287.001	Records documenting high level daily report on corrective services facilities daily activities/operations commonly known as the General's Manager/Superintendent's Journal or Daily Brief.	Retain as Territory Archives
202.287.002	Records documenting reporting on activities and occurrences within corrective services facilities, including: <ul style="list-style-type: none"> • drafts, comments, working papers, and final versions documenting regular, periodic reports to external regulators and government bodies • formal internal and external reports supporting corrective services functions • officers' contemporaneous logs/notebooks and unit logbooks • supervisor logbooks and handover notes • shift reports and notes; and • correspondence relating to day to day running of the corrective services facilities. 	Destroy 7 years after last action
202.287.003	Records documenting compliance with regulatory reporting, including reports: <ul style="list-style-type: none"> • responding to legal requests • on complaints received • monitoring of operations • on equipment issue/usage; and • drug and alcohol test results. 	Destroy 2 years after last action
202.287.004	Records documenting daily operational and statistical reporting, including offenders/detainees: <ul style="list-style-type: none"> • observation sheets • request forms • accommodation allocation • occupancy monitoring and reporting • job and locker sheets • muster or head count sheets • housekeeping of cells • lock-in summary information • purchases, including canteen and specials • return to custody forms • court clothes searches forms • escort property sheets; and • federal department reception. 	Destroy 2 years after last action
202.287.005	Records documenting daily operational activities relating to food services, including: <ul style="list-style-type: none"> • catering orders • meal preparation by and for offenders/detainees • management of kitchens • kitchen duty rosters • menu planning; and • requests for ingredients required to prepare meals. 	Destroy 6 months 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.

[For records documenting incidents relating to security, security breaches investigations and records of video surveillance that provide evidence of an incident, use *CORRECTIVE SERVICES - Incident Management*]

Entry No	Description of Records	Disposal Action
202.097.001	<p>Records documenting the management of serious, notorious and high-profile offenders/detainees' security while in custody, including those:</p> <ul style="list-style-type: none"> • serving a life sentence • serving more than 12 years without parole • convicted of murder • remaining in custody after expiry of their sentence • that died in custody • whose cases generated significant public interest or controversy • referred for security classification, placement/release; and • identified for social research and policy purposes, e.g. witness protection, counter terrorism. <p>Records include:</p> <ul style="list-style-type: none"> • investigation, direction and review of separating offenders/detainee for their own safety • other significant security arrangement; and • processes of managing offenders/detainees due to security classifications or the need for segregations due to behaviour management issues. 	Retain as Territory Archives
202.097.002	<p>Records documenting the management of offenders/detainees' security while in custody, other than in class 202.097.001. Includes:</p> <ul style="list-style-type: none"> • investigation, direction and review of separating offenders/detainee for their own safety • other significant security arrangement; and • processes of managing offenders/detainees due to security classifications or the need for segregations due to behaviour management issues. 	Destroy 25 years after last action
202.097.003	<p>Records documenting management of protective equipment, weapons and chemical agents. Includes:</p> <ul style="list-style-type: none"> • security, maintenance, and storage • receipt/issue and inspection of firearms and ammunition registers • firearms licence details registers • receipt/issue and inspection of chemical agents registers • receipt/issue and inspection of riot and protective equipment registers; and • receipt/issue and inspection of restraint equipment registers. 	Destroy 7 years after last action

Security (cont.)

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.

[For records documenting incidents relating to security, security breaches investigations and records of video surveillance that provide evidence of an incident, use CORRECTIVE SERVICES - Incident Management]

Entry No	Description of Records	Disposal Action
202.097.004	Records documenting checks of the security management system. Includes: <ul style="list-style-type: none"> • details of the checks, e.g. date, time, name of persons' conducting the check • duress alarm check books; and • perimeter and fence check fault reports. 	Destroy 2 years after last action
202.097.005	Records documenting the management of canine squad. Includes: <ul style="list-style-type: none"> • acquisition, use and disposal/retirement, health and veterinary treatment of individual dogs • training and assessment of individual dogs • operational records relating to the activities of dogs and their handlers; and • applications for the deployment of canine squad. 	Destroy 2 years after last action
202.097.006	Records documenting management of licences and exemptions. Includes: <ul style="list-style-type: none"> • staff licences for operation of security equipment (e.g. radiation user licences) • security exemptions for bringing tools, supplies or electronic and other equipment into corrective services facilities (e.g. contractors bringing in trade tools); and • medical exemptions for staff or visitors to bypass the x-ray machine and go through manual security checks before entering the corrective services facilities. 	Destroy 2 years after last action
202.097.007	Records documenting monitoring of offenders/detainees' voice and mail communications. Excluding digital and analogue video recordings. <i>[For digital and analogue video recordings, use class 202.097.009]</i>	Destroy 2 years after last action

Security (cont.)

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access.

[For records documenting incidents relating to security, security breaches investigations and records of video surveillance that provide evidence of an incident, use CORRECTIVE SERVICES - Incident Management]

Entry No	Description of Records	Disposal Action
202.097.008	Records documenting the biometric process of verification and identification of individuals. Includes collection of all biometric data such as samples, fingerprints, eye scan, facial recognition, hand geometry and similarity scores.	Destroy 3 months after last action
202.097.009	Records documenting the video recordings (digital, analogue and video phone calls) of all activities where no incidents have occurred and are not required for investigative purposes. Includes video recordings of: <ul style="list-style-type: none"> • corrective services facilities perimeter activities • offenders/detainees' activities and movements; and • interactions between offenders/detainees. 	Destroy 1 month after last action
202.097.010	Records documenting all biometric data of offenders/detainees released without conviction/sentence by a court or acquitted of the charge on which they were imprisoned.	Destroy as soon as practicable after release or acquittal
202.097.011	Records documenting all biometric data and the process of verification and identification where request has been made by the visitor to delete their data from database. Includes destruction of all biometric data, including samples, fingerprints, eye scan, facial recognition, hand geometry and similarity scores.	Destroy immediately

Sentence Management

The activities associated with the administration, management and monitoring of offenders/detainees' sentences and parole, including maintaining accurate sentence calculation for offender/detainees and facilitating the transfer of parole orders.

Entry No	Description of Records	Disposal Action
202.439.001	<p>Records documenting sentence management of serious, notorious and high-profile offenders/detainees, including those:</p> <ul style="list-style-type: none"> • serving a life sentence • serving more than 12 years without parole • convicted of murder • who are in custody after expiry of their sentence i.e. post-sentence detainees • that died in custody • whose cases generated significant public interest or controversy • referred for security classification, placement/release; and • identified for social research and policy purposes, e.g. witness protection and counter terrorism. <p>Records include:</p> <ul style="list-style-type: none"> • confirmation of a valid court order to detain persons in custody in respect of remand orders, imprisonment orders and protection orders • preparation of return to custody notifications and discharges from custody; and • information provided to the Sentencing Administration Board, used in consideration of cases for parole and breaches of parole or periodic detention. 	Retain as Territory Archives
202.439.002	<p>Records documenting sentence management of offenders/detainees other than in class 202.439.001. Includes:</p> <ul style="list-style-type: none"> • confirmation of a valid court order to detain persons in custody in respect of remand orders imprisonment orders and protection orders • preparation of return to custody notifications and discharges from custody; and • information provided to the Sentencing Administration Board, used in consideration of cases for parole and breaches of parole or periodic detention. 	Destroy 25 years after last action
202.439.003	Records documenting transfer of orders between jurisdictions.	Destroy 25 years after last action

Visitors Management

The activities associated with the administration of visits to offenders/detainees, and corrective services facilities. Includes the administration of contacts, non-contact personal, professional and authorised offenders/detainees' visitors, restricted, banned and ex-offenders/detainees visitors.

[For records documenting facilitation of official visits, inspections and examinations conducted by oversight agencies, use CORRECTIVE SERVICES - Oversight Agencies Visits]

Entry No	Description of Records	Disposal Action
202.440.001	Records documenting the processing of visitor requests, including non-offenders/detainees related visits, approved regular visitors, and foreign nationals. Includes: <ul style="list-style-type: none"> • restricted, prohibited and declined visitor applications • offenders/detainees' applications to amend their list of valid visitors • applications to visit by persons not listed as valid visitors • identity cards and security passes • booking visits • screening and searching visitors, with their consent • issues raised by visitors • restricted, prohibited or declined applications for visitation; and • lists of banned visitors. 	Destroy 7 years after last action
202.440.002	Records documenting entry/exit of persons (other than offenders/detainees) and vehicles. Includes gate diaries/logbooks, visitors' books/registers and register of visiting oversight agencies representatives.	Retain 7 years after last action

SENTENCE ADMINISTRATION

The function of making determinations by the Sentence Administration Board (and its predecessors) with respect to offenders/detainees' release on parole and provision of recommendations about the release of offenders/detainees on licence. Includes:

- determinations of consequences with respect to breaches of parole, licence, periodic detention or intensive correction order
- amending, suspending or cancelling parole orders
- providing advice to Minister and victims about offenders/detainees; and
- victims liaison and maintenance of the victim contact register.

[For records documenting the establishment of the Sentence Administration Board (and its predecessors), use STRATEGY AND GOVERNANCE – Organisational Structure]

Advice

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

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
203.005.001	Records documenting major advice and opinions by or to Executive and Ministers. Includes: <ul style="list-style-type: none"> • legal advice sought and received • interpretation of legislation administered by the agency • advice on organisational strategy and response to events; and • advice on policy research and proposals. 	Retain as Territory Archives
203.005.002	Records documenting routine/adhoc advice providing progress updates, advice by or to the agency staff and community stakeholders.	Destroy 10 years after last action

Cases – Offender/Detainee Sentence Management

The activities associated with the administration, management and monitoring of offenders/detainees' parole process, including parole orders and breaches, intensive corrections order breaches and reinstalments and release on licence. Includes the evaluation of applications from offenders/detainees wishing to change their name.

Scope of offender/detainee sentence case management file may include:

- identification details and parole application
- nature and circumstances of the offence
- comments made by the judge when imposing the sentence
- the offender/detainee's criminal history
- previous history of supervision in the community
- potential risks to the community and/or the individual offender/detainee
- release plans
- cancellation orders
- assessment and recommendations made by a variety of professionals, including medical practitioners, psychiatrist, psychologists, custodial staff and/or community corrections officers
- submissions made by the offender/detainee, the offender/detainee's family, friends and potential employers or any other relevant individuals
- representations made by the victim or by persons related to the victim
- representations made by the offender/detainee or others with an interest in the case
- warnings, instructions or directions concerning applications for variations; and
- outcome of the application.

Cases – Offender/Detainee Sentence Management (cont.)

The activities associated with the administration, management and monitoring of offenders/detainees' parole process, including parole orders and breaches, intensive corrections order breaches and reinstalments and release on licence. Includes the evaluation of applications from offenders/detainees wishing to change their name.

Entry No	Description of Records	Disposal Action
203.441.001	<p>Records documenting the management of parole applications and orders of serious, notorious and high-profile offenders/detainees, including those:</p> <ul style="list-style-type: none"> • serving a life sentence • serving more than 12 years without parole • convicted of murder • who are in custody after expiry of their sentence i.e. post-sentence detainees • that died in custody • whose cases generated significant public interest or controversy • referred for security classification, placement/release; and • identified for social research and policy purposes, e.g. witness protection and counter terrorism. <p>Records include:</p> <ul style="list-style-type: none"> • advice on sentence calculations • information considered in the assessment of granting parole or providing sanctions for breaches of parole • psychological reports • rehabilitation program participation reports pre-release assessments • breach reports • parole orders • warrants • intensive corrections orders • reinstatement of corrective orders administrative correspondence and correspondence with offender/detainee; and • information considered by the Sentence Administration Board in its consideration of offender/detainee case for parole, breaches of parole or periodic detention and release on licence. 	Retain as Territory Archives

Cases – Offender/Detainee Sentence Management (cont.)

The activities associated with the administration, management and monitoring of offenders/detainees' parole process, including parole orders and breaches, intensive corrections order breaches and reinstalments and release on licence. Includes the evaluation of applications from offenders/detainees wishing to change their name.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
203.441.002	Records documenting management of parole applications and orders for offenders/detainees other than in class 203.441.001, including: <ul style="list-style-type: none"> • advice on sentence calculations • information considered in the assessment of granting parole or providing sanctions for breaches of parole • psychological reports • rehabilitation program participation reports, pre-release assessments • breach reports • parole orders • warrants • intensive corrections orders • reinstatement of corrective orders, administrative correspondence and correspondence with offender/detainee; and • information considered by the Sentence Administration Board in its consideration of offender/detainee case for parole, breaches of parole or periodic detention and release on licence. 	Destroy 50 years after last action, or 75 years after date of birth, whichever is earlier

Planning

The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.

[For records documenting the development of business and corporate plans which set the strategic agenda and direction for the whole agency, use STRATEGY & GOVERNANCE – Planning]

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
203.079.001	Records documenting the development, implementation and review of strategic plans related to the sentencing administration function.	Retain as Territory Archives
203.079.002	Records documenting the development and implementation of operational plans related to the sentence administration function.	Destroy 7 years after last action

Policies and Procedures

The activities associated with drafting, developing and implementing policies, procedures, and guidelines establishing decisions, directions, precedents and standard methods of operating which act as a reference for future decision making, and maintaining their currency over time. Includes guidelines devised by both internal and external sources of authority, rules and instructions.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
203.273.001	Records documenting the development of policies, guidelines, decisions, operating procedures and notifiable instruments relating to the delivery of sentence administration function. Includes: <ul style="list-style-type: none"> • final versions and drafts • supporting documentation • approvals • business cases • research • options and recommendations • reviews of current practice • responses to external reviews • incidents and lessons learnt • stakeholder consultation • surveys and data collections; and • implementation plans. 	Retain as Territory Archives
203.273.002	Records documenting policy project development administration, including supporting documents, reference documents, project plans, schedules, meetings and other documents created during the development.	Destroy 5 years after last action

Registration

The activities associated with recording, cataloguing, inventorying or listing objects, information or actions. Includes the establishment and maintenance of registers containing information required by legislation.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
203.437.001	Records documenting summary registers of all offenders/detainees appearing before the Sentence Administration Board (and its predecessors). Includes: <ul style="list-style-type: none"> • identification details • summary case notes • indigenous status • Board determinations • order type • date of order • date of parole • eligibility of parole • earliest date of release • order expiry date; and • conditions for the release. 	Retain as Territory Archives

Sentence Administration Meetings

The activities associated with Sentence Administration Board (and its predecessors) meetings conducted to consider and make determinations with respect to individual offender/detainee parole, licence, periodic detention or intensive correction order applications.

203.442.001	Records documenting Sentence Administration Board (and its predecessors) meetings to consider and make determinations with respect to individual offender/detainee parole, licence, periodic detention or intensive correction order applications. Includes: <ul style="list-style-type: none"> • agenda • minutes of proceedings • decisions and recommendations • policies and procedures to determine parole administration • meeting pack containing individual offender/detainee's application, submissions and reports from relevant parties, parole suitability assessments, sentencing comments, victim statements, offender/detainee criminal history, intelligence reports, written correspondence from the offender/detainee, psychological reports, risk/compliance reports and police reports; and • register of all audio-visual recordings and copies made on request. 	Retain as Territory Archives
203.442.002	Records documenting members copies of files used by the Sentence Administration Board (and its predecessors) in its consideration of parole, breaches of parole cases or periodic detention and release on licence.	Destroy 6 months after last action
203.442.003	Records documenting draft meeting notes and audio-visual records supporting development of final agendas, meeting packs and minutes.	Destroy 6 months after last action

Victims Liaison

The activities associated with maintaining regular contact between agency and offenders/detainees' relevant victims and/or members of the victim's family. Includes:

- provision of information about the offenders/detainees' sentence management and parole decisions
- management of submissions and parole hearing attendance; and
- maintaining victims contact register.

Entry No	Description of Records	Disposal Action
203.443.001	Records documenting the management of and liaison with victims of the offender/detainee. Includes: <ul style="list-style-type: none"> • administration of victims registration requests • maintenance of the victims registers • provision of relevant information to victims about the offender/detainee; and • management of victims' submissions oral or written for parole assessment. 	Destroy 25 years after last action

GLOSSARY

Detainee

Detainee is a person held in full time custody under the jurisdiction of an adult corrective services agency. This includes sentenced detainees serving a term of imprisonment and unsentenced detainees held on remand.

Criminal incident

Criminal incident is an indictable event that is referred to law enforcement or other regulators for investigation.

Critical incident

A critical incident is any event in corrective services facilities or in the provision of corrective services that involves any of the following:

- the death of a person
- a person's life being endangered
- an escape from custody
- a person being taken hostage
- a riot that results in significant disruption to corrective services facilities operations or service
- a fire that results in significant property damage
- an assault or use of force that results in a person being admitted to a hospital
- any other incident identified as a critical incident by a relevant Minister or relevant Director-General.

Incident

An incident is an event that may cause threat to personal safety of staff, clients or the community, that presents a threat to the community and/or has the potential for external scrutiny towards the Agency.

Non-criminal incident

Non-criminal incident is an indictable event that is not referred to law enforcement or other regulators for investigation.

Notifiable incident

A notifiable incident is an incident in which:

- the safety of the community is jeopardised
- staff or offenders/detainees are at or under significant risk
- serious injury or a death of any person has occurred on correctives services facilities
- a serious security breach occurs
- any incident that may generate significant public or media scrutiny.

Offender

Offender is an adult serving a community-based corrections order, which includes bail orders if these orders are subject to supervision by community corrections officers.

Serious, notorious and high-profile offender/detainee

A serious, notorious and high-profile offender/detainee is defined as one who:

- is serving a sentence for life
- is serving a sentence with a non-parole period of 12 years or a series of sentences of imprisonment where the combined terms of all sentences in the series means they would have spent at least 12 years in custody
- is serving a sentence for murder, attempted murder or manslaughter
- is serving a sentence for sex offences – rape, incest and offences against juveniles
- is serving a sentence for armed robbery or extortion
- is serving a sentence for major illicit drug offences, fraud and deception or arson
- is serving a sentence where protection is required, for example witness protection
- died in custody
- escaped from corrective services custody and remains at large (is not re-captured)
- remains in custody after expiry of their sentence i.e. post sentence offender/detainee
- attracted significant public interest or controversy
- is a psychiatric patient within health facilities and does not return to corrective services facilities
- is a precedent or managed as a serious offender/detainee in accordance with a decision of the sentencing court or the Commissioner.