

Australian Capital Territory

Territory Records (Records Disposal Schedule – Victims Support and Redress Records) Approval 2026 (No 1)

Notifiable instrument N2026–79

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 – Victims Support and Redress) Approval 2026 (No 1).

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the Records Disposal Schedule – Victims Support and Redress.

4 Revocation

This instrument revokes Territory Records (Records Disposal Schedule – Victims Support and Redress Records) Approval 2009 (No 1) NI2009-211.

Danielle Wickman
Director of Territory Records
11 February 2026

Territory Records Disposal Schedule (RDS)

Authorised under s.19 of the *Territory Records Act 2002* for the disposal of
Victims Support and Redress Records



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INTRODUCTION

The *Records Disposal Schedule – Victims Support and Redress* 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* to support appropriate retention and disposal of records created in the course of ACT Government business.

Records Disposal Schedules define the minimum period records should be kept (retention periods) and specifies whether, upon expiry of the retention periods, the records may be destroyed or are required as Territory Archives.

Using this schedule

This Records Disposal Schedule covers all records related to the function Victims Support and Redress, and applies to records created in any format, unless otherwise specified in the *Description of Records*. It also applies to records created or maintained by consultants, contractors, and other third parties undertaking the function on behalf of ACT Government agencies.

Authority

The Director of Territory Records, 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 Schedule or approved Records Management Program.

Agencies 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, or are of intrinsic or enduring value.

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

Disposal

When the approved retention period of records has been reached and there is no other business need to keep them, appropriate arrangements for their destruction should be made in accordance with the agency's Records Management Program (s16 (4)) and appropriately documented in accordance with *Standard and Guidelines for Records and Information Governance*: <https://www.territoryrecords.act.gov.au/standards>.

Transitory and short-term records are not required to be captured into a recordkeeping application and do not require formal destruction documentation. For further information on disposing of these records refer to the advice *Assess - Normal Administrative Practice*:

https://www.territoryrecords.act.gov.au/_data/assets/pdf_file/0007/1218391/Assess-Normal-Administrative-Practice-NAP-2024-002.pdf.

Support and Assistance

Enquiries about this schedule or recordkeeping should be directed to your agency's Records Manager. If further assistance is required, including suggestions for amendments or alterations to the RDS, please contact the Territory Records Office.

VICTIMS SUPPORT AND REDRESS

The function of providing support and services to victims of crime. This includes support and services through the provision of financial assistance, counselling or therapeutic services, restorative justice programs, witness intermediaries, case coordination, victims' registers, and the associated provision of information in relation to an offender's sentence. Also includes facilitating cooperation between agencies in the administration of justice with respect to victims and promoting and advocating for the rights and best interests of victims of crime.

[For the receiving and handling complaints about victims' rights, use HUMAN RIGHTS PROTECTION & PROMOTION.]

For managing relationships with the media, including issuing media releases, use GOVERNMENT & STAKEHOLDER RELATIONS – Media Relations.

For keeping and managing financial records of the agency's operations under victim services and support schemes, use FINANCIAL MANAGEMENT.

For delegations of power and authorisations to agency staff to authorise administrative action relating to the victims support and redress function, use STRATEGY & GOVERNANCE - Authorisation & Delegation.

For the identification and assessment of risks, including agency risk registers, use STRATEGY & GOVERNANCE - Risk Management & Insurance.]

Advice		
<p>The activities associated with offering opinions as to an action or judgement. Includes the process of advising.</p> <p><i>[For advice and information provided to clients as part of managing the client's case, use VICTIMS SUPPORT & REDRESS - Case Management.]</i></p> <p><i>For legal advice, use SOLICITOR & LEGAL SERVICES - Advice.</i></p> <p><i>For formal submissions prepared by the agency such as those prepared in response to specific requests from government (e.g. seeking comment on draft legislation, policy, or discussion papers, or as input to inquiries), use VICTIMS SUPPORT & REDRESS – Submissions.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.005.001	Advice prepared by the agency which relates to matters considered significant, controversial, or which has far-reaching implications for services and support provided to victims of crime. This may include advice given on high-level policies, legislation, public-wide issues and reforms. Includes draft advice where the draft was provided in lieu of final advice.	Retain as Territory Archives
206.005.002	Advice on matters considered routine or operational.	Destroy 5 years after last action

206.005.003	Records documenting the preparation of advice, including: <ul style="list-style-type: none"> • background research; • substantive draft advice, unless the draft was provided in lieu of final advice; and • internal feedback and liaison. 	Destroy 2 years after last action
<p>Agreements</p> <p>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.</p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.006.001	Records documenting the negotiation, establishment, maintenance, and review of agreements under seal, made in relation to victims' support and services.	Destroy 12 years after agreement expires or is terminated
206.006.002	Records documenting the negotiation, establishment, maintenance, and review of memoranda of understanding and simple signed agreements, made to support the delivery of victims support and services.	Destroy 7 years after agreement expires or is terminated
206.006.003	Registers of agreements and contracts.	Destroy 7 years after last entry
<p>Authorisation & Delegation</p> <p>The activities associated with delegating power to authorise an action and the seeking or granting permission to undertake a requested action.</p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.290.001	Instrument approving an organisation as a Domestic Violence Crisis Support Organisation.	Retain as Territory Archives

206.290.002	Records documenting the approval of a Domestic Violence Crisis Support Organisation.	Destroy 8 years after accreditation ceases
<p>Case Management</p> <p>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, organisation or client’s needs or outcomes. Includes processing of 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.</p> <p><i>[For agreements and memoranda of understanding with partner agencies in relation to information sharing or management of support and services to clients, use VICTIMS SUPPORT AND REDRESS - Agreements.</i></p> <p><i>For the appointment and management of counsellors, arbitrators, intermediaries, or other providers engaged by the agency to provide support and services to clients, use VICTIMS SUPPORT AND REDRESS - Contracting Out.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.194.001	Restorative justice database.	Retain as Territory Archives
206.194.002	<p>Case records documenting services provided to individual clients in accordance with relevant victims support and redress schemes, programs, or initiatives, where services are sought and/or provided in response to actual or alleged child sexual abuse. Records may include:</p> <ul style="list-style-type: none"> • applications and supporting documents; • referrals and assessments; • decision letters regarding eligibility for assistance or support; • requests for, reports and outcomes of reviews of decision or appeals; • allocation of case coordinators or service providers, including conflict of interest checks; • liaison and correspondence with and notifications and updates to clients, including in relation to the sentencing of their offenders; • case notes, including records of liaison, meetings and/or coordination with partner agencies or providers relating 	Destroy 75 years after date of birth or 15 years after last action or contact with the client, whichever is longer

	<p>to the safety and support of clients;</p> <ul style="list-style-type: none"> • client management plans (e.g. care, support, communication, or safety plans) and associated reviews; • claims and associated approvals for payments or services; and • progress and closure reports. 	
206.194.003	<p>Summary records consolidating information on the history of clients who have sought and/or received assistance or support in accordance with victims support and redress schemes, programs, or initiatives. Includes summarised information identifying:</p> <ul style="list-style-type: none"> • name of the victim; • date of birth of the victim; • crime/s the victim was subject to, including crime type, dates of occurrence and injuries sustained; • method of referral; • applications received, including application type, number/ID, date received and status; • support or service hours used; and • recovery/repayments requested and/or received. 	<p>Destroy 75 years after date of birth, or 7 years after date of death, whichever is sooner</p>
206.194.004	<p>Restorative justice case files held by the case convenor. Files include referral documentation, eligibility and suitability assessment documents, case notes, offence details, conference documentation, restorative justice agreements, compliance reports, referring entity reports, correspondence, and client surveys.</p>	<p>Destroy 25 years after date of birth of the person, or 12 years after last action or contact, whichever is longer</p>
206.194.005	<p>Case records documenting services provided to individual clients in accordance with relevant victims support and redress schemes, programs, or initiatives, excluding clients seeking and/or receiving services because of actual or alleged child sexual abuse. Records may include:</p> <ul style="list-style-type: none"> • applications and supporting documents; • referrals and assessments; • decision letters regarding eligibility for assistance or support; • requests for, reports and outcomes of reviews of decision or appeals; • allocation of case coordinators or service providers, including conflict of interest checks; 	<p>Destroy 25 years after date of birth of the client, or 7 years after last action or contact with the client, whichever is longer</p>

	<ul style="list-style-type: none"> • liaison and correspondence with and notifications and updates to clients, including in relation to the sentencing of their offenders; • case notes, including records of liaison, meetings and/or coordination with partner agencies or providers relating to the safety and support of clients; • client management plans (e.g. care, support, communication, or safety plans) and associated reviews; • claims and associated approvals for payments or services; and • progress and closure reports. 	
206.194.006	Registers of victims of offenders.	Remove register entry 7 years after completion of the offender's sentence
206.194.007	Records documenting: <ul style="list-style-type: none"> • requests to be on the victims register where the person is assessed as ineligible; and • referrals and follow up contact with clients where the agency is unable to contact the client, or the client does not wish to take up support services offered. 	Destroy 5 years after last action
<p>Committees</p> <p>The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings reports, agendas, etc. of committees and task forces.</p> <p><i>[For the establishment, management and meetings of boards, councils, and their committees, set up to oversee, direct or manage the operations of the agency, use STRATEGY & GOVERNANCE - Planning.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.020.001	Records documenting high-level external or internal boards, councils, committees, taskforces or similar working groups set up to provide independent advice, strategic planning, coordination or decision making, or to oversee the provision of support and services to victims of crime, and where the agency provides the chair, secretariat, or is the Territory's main representative. Includes: <ul style="list-style-type: none"> • documents establishing the group; 	Retain as Territory Archives

	<ul style="list-style-type: none"> • terms of reference; • appointment of members; and • final version of minutes, reports, recommendations, discussion papers or other meeting papers. 	
206.020.002	<p>Records documenting other external or internal boards, councils, committees, or similar bodies set up to consider routine or operational matters, or where the agency is not the chair, secretariat, or the Territory's main representative. Includes:</p> <ul style="list-style-type: none"> • documents establishing the group; • terms of reference; • appointment of members; and • final version of minutes, reports, recommendations, discussion papers or other meeting papers. 	Destroy 5 years after last action
206.020.003	<p>Records documenting routine administration and working papers of boards, councils, committees and working groups. Includes:</p> <ul style="list-style-type: none"> • agendas; • notices of meetings; • draft minutes, reports, and meeting papers; and • venue and facility bookings and arrangements. 	Destroy 1 year after last action
<p>Contracting Out</p> <p>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.</p> <p><i>[For management plans (e.g. care, support, or safety plans), progress and closure reports submitted by service providers relating to individual clients, use VICTIMS SUPPORT AND REDRESS - Case Management.</i></p> <p><i>For records documenting the establishment, maintenance and review of contracts or agreements with service providers, use VICTIMS SUPPORT AND REDRESS - Agreements.</i></p> <p><i>For records relating to the development, receipt, and evaluation of tenders, use VICTIMS SUPPORT AND REDRESS - Tendering.]</i></p>		

Disposal Reference	Description of Records	Retention Period & Trigger
206.025.001	<p>Records documenting the approval and ongoing management of external service providers engaged to provide counselling, psychological, intermediary, justice advocacy, or other services to victims of crime in accordance with victims support schemes, programs, and initiatives. Includes service providers approved as independent arbiters to resolve client issues. Includes unsuccessful applications or bids to provide services. Records may include:</p> <ul style="list-style-type: none"> • applications and supporting documents necessary to evidence suitability against assessment criteria; • assessments and decisions to approve service providers; • notifications or advice regarding changes to the services, contact details, or status of providers; • requests for and evidence received to support provider continuing professional development; • records documenting the payment of fees and charges; • ongoing liaison with service providers; • decisions made to suspend or cancel an approval; and • records of reviewable decisions determined by higher bodies. 	Destroy 7 years after last action
206.025.002	<p>Records documenting the engagement and ongoing management of contractors, consultants, and other services providers, other than those providing services directly to clients. Includes unsuccessful applications or bids to provide services. Includes:</p> <ul style="list-style-type: none"> • requests for contracted services and associated responses; • assessments, decisions, and notifications to successful and unsuccessful service providers; • minutes of meetings and ongoing liaison; • reports evaluating or reviewing the progress or performance of service providers; and • records of any appeals made by service providers. 	Destroy 7 years after last action
206.025.003	Registers or similar summary records of contractors, consultants, or other providers of services to the agency or clients in accordance with victims support programs, schemes, and initiatives.	Destroy 7 years after last action
<p>Customer Service</p> <p>The activities associated with planning, providing and monitoring services to customers. Includes developing customer service plans and charters, receiving and responding to enquiries, requests, complaints and feedback about the agency's services, and monitoring and evaluating the suitability and performance of services</p>		

to customers.

[For enquiries relating to the management of specific clients, use VICTIMS SUPPORT AND REDRESS - Case Management.

For the handling of complaints by victims of crime which are made under human rights laws, use HUMAN RIGHTS PROTECTION & PROMOTION – Complaints.]

Disposal Reference	Description of Records	Retention Period & Trigger
206.030.001	Records documenting the planning, delivery, monitoring, evaluation, and management of customer services to the agency's clients, including: <ul style="list-style-type: none"> • customer service plans; • service charters; • customer feedback and suggestions; • receipt and response to complaints, enquiries, and requests for information; • distribution of general information or greetings to customers, such as general mail outs; • customer surveys; and • reports monitoring recurring customer service activities and operations. 	Destroy 2 years after last action

Evaluation & Reviewing

The activities associated with evaluating, monitoring or reviewing the suitability, effectiveness, quality or performance of services, programs, schemes, or initiatives.

[For evaluating, monitoring, and reviewing the provision of customer services, including through customer surveys, feedback and reporting, use VICTIMS SUPPORT AND REDRESS - Customer Service.

For case coordinator evaluation reports about services provided to victims as part of case closure processes, use VICTIMS SUPPORT AND REDRESS – Case management.]

Disposal Reference	Description of Records	Retention Period & Trigger
206.451.001	Records documenting major evaluations or reviews of victims support services, programs, schemes or initiatives carried out or commissioned by the agency, such as those which provide a detailed report to external stakeholders on the effectiveness or performance of victims services, programs, schemes and initiatives, lead to the establishment of new or major changes to policies, programs, schemes, initiatives, or legislation, or otherwise	Retain as Territory Archives

	<p>present significant findings or recommendations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • documents initiating the evaluation or review; • final reports; and • action plans. 	
206.451.002	<p>Records documenting the evaluation and review of victims support services, programs, schemes, or initiatives which are considered routine and/or part of ongoing operational monitoring and analysis activities. Includes:</p> <ul style="list-style-type: none"> • documents initiating the evaluation or review; • final reports; and • action plans. 	Destroy 5 years after last action
206.451.003	<p>Working papers supporting the evaluation, monitoring and review of victims support services, programs, schemes, and initiatives, including background research, information gathered, and draft versions of reports and action plans.</p>	Destroy 1 year after action completed
<p>Fees & Charges Determination</p> <p>The activities associated with determining fees and charges.</p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.201.001	Final version of fee determinations for victims' services schemes, programs or initiatives.	Retain as Territory Archives
206.201.002	Records documenting the development of fee determinations.	Destroy 7 years after last action
<p>Liaison & Meetings</p> <p>The activities associated with maintaining general contact with internal or external stakeholders through routine liaison and/or meetings for the purposes of collaborating on matters or sharing informal advice and information.</p>		

[Where the agency liaises or holds meetings with internal or stakeholders to support a more specific process, use the relevant activity. For example, use Contracting Out for liaison and meetings to monitor or manage the work or performance of service providers; Case Management for liaison or notes of meetings with clients or partner agencies relating to the support of a specific client; or Agreements for liaison with parties relating to the negotiation and establishment of agreements. For formal liaison and meetings of boards, committees, taskforces and similar working groups, use VICTIMS SUPPORT AND REDRESS - Committees.]

Disposal Reference	Description of Records	Retention Period & Trigger
206.444.001	Records documenting liaison and meetings with partner agencies or other internal or external stakeholders for the purpose of triaging, coordinating, reviewing, and/or managing client referrals and/or cases, discussing routine operational issues, or sharing general information and advice relating to victims support services or related matters. Includes minutes, agenda and papers of meetings held.	Destroy 5 years after last action
<p>Planning</p> <p>The activities associated with carrying out systematic planning in order to meet strategic, business or operational goals and objectives.</p> <p><i>[For plans developed for specific clients, such as care, support, communication or safety plans, use VICTIMS SUPPORT AND REDRESS - Case Management.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.079.001	Final version of high-level plans and strategies relating to the provision of support and services to victims of crime such as those that support key government initiatives, provide the overarching direction and framework for victims support programs, schemes or initiatives, have far reaching implications for victim survivors and/or the broader community, or are otherwise considered significant in addressing issues or advancing support and services relevant to victims of crime.	Retain as Territory Archives
206.079.002	Final version of other plans and strategies relating to the provision of support and services to victims of crime, such as those considered operational or routine in nature.	Destroy 5 years after last action
206.079.003	Working papers used to develop all victims support and redress plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after last action

Policies & Procedures		
<p>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 other internal and external sources of authority, rules, and instructions.</p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.273.001	<p>Records documenting the development of high-level policies, procedures and guidelines such as those that provide the overarching framework and rules for the agency's approach or decision-making in the provision of support and services to victims of crime, including guidelines made under legislation. Includes:</p> <ul style="list-style-type: none"> • policy proposals; • supporting research reports; • major drafts issued for consultation • results of consultations; and • final versions. 	Retain as Territory Archives
206.273.002	Final version of routine or internal operational policies and procedures relating to the provision of support and services to victims of crime.	Destroy 5 years after last action
206.273.003	Working papers relating to the development of routine or internal operational policies and procedures, including supporting background papers, feedback from consultations and draft versions.	Destroy 1 year after last action
Reporting		
<p>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.</p> <p><i>[For the drafting and development of reports to government on the agency's core functions, such as annual reports, use STRATEGY & GOVERNANCE - Performance Management.</i></p> <p><i>Note: Where reports are the result of a more specific process, refer to the relevant activity. For example, use Case Management for client case closure report; use Evaluation & Reviewing for reports prepared as part of evaluating or reviewing victims' services programs, schemes, or initiatives; or use Contracting Out for reports</i></p>		

<i>relating to the progress or performance of externally engaged service providers.]</i>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.088.001	Final versions of high-level formal reports that provide a detailed overview of victims support services, programs, schemes, or initiatives or issues, are prepared in response to legislative requirements, or which otherwise present issues or make recommendations which have a major impact on services and support to victims of crime.	Retain as Territory Archives
206.088.002	Final version of all other reports considered operational or routine in nature, including periodic reports or statistical updates on operational matters, or routine reports used to monitor or document recurring activities relating to the delivery of victims' services and support.	Destroy 5 years after last action
206.088.003	Working papers documenting the development of reports. Includes substantive drafts and comments received.	Destroy 1 year after last action
Research		
The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.		
Disposal Reference	Description of Records	Retention Period & Trigger
206.091.001	Statistical data collected to enable research, analysis monitoring and evaluation of activities associated with the victims support and redress function and of issues related to victims support and redress in the Territory.	Retain as Territory Archives
206.091.002	Records documenting detailed original research carried out or commissioned by the agency where research is considered to be valuable in contributing to the existing body of knowledge relating to the provision of support and services, or issues relevant to victims of crime. Includes research which leads to major new policies or the implementation of new programs, schemes, initiatives, or services.	Retain as Territory Archives
206.091.003	Records documenting all other routine research carried out relating to the provision of support and services, or issues relevant to victims of crime.	Destroy 2 years after last action

Submissions		
<p>The preparation and submission of a formal statement (e.g. business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation within the agency, for the purpose of either gain or support.</p> <p><i>[Note: Includes submissions in response to specific requests from government seeking comment on draft legislation, policy or discussion papers; submissions providing input to government inquiries; and submissions and letters expressing the agency's concern or support for a particular matter.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.102.001	<p>Submissions prepared by the agency which provide detailed commentary on matters that are deemed significant, controversial, or have far-reaching implications for services and support for, or matters relevant to, victims of crime.</p> <p>Includes:</p> <ul style="list-style-type: none"> • final submissions; • submission summaries; • substantive draft submissions circulated for internal review; and • internal feedback and liaison. 	Retain as Territory Archives
206.102.002	<p>Submissions prepared by the agency which provide commentary on matters considered routine or operational.</p> <p>Includes:</p> <ul style="list-style-type: none"> • final submissions; • submission summaries; • substantive draft submissions circulated for internal review; and • internal feedback and liaison. <p>Also includes submissions where the agency provides a nil response.</p>	Destroy 5 years after last action
Tendering		
<p>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.</p> <p><i>[For the establishment, maintenance and review of agreements or contracts with successful providers, use VICTIMS SUPPORT & REDRESS - Agreements.</i></p> <p><i>For the engagement of consultants, contractors, or service providers where there is no tendering process, use VICTIMS SUPPORT & REDRESS - Contracting Out.</i></p>		

<i>For the managing the ongoing performance and work of consultants, contractors and service providers, use VICTIMS SUPPORT & REDRESS - Contracting Out.]</i>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.104.001	<p>Records documenting the development, issue, evaluation and review of tenders, including unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes:</p> <ul style="list-style-type: none"> • Statements of Requirements; • Requests for Proposals; • Expressions of Interest; • Request for Tender; • draft contracts; • evaluation reports; • recommendations; • final reports and public notices; • notification of outcome • records of post-offer negotiations and due diligence checks; and • tender registers. 	Destroy 7 years after last action
<p>Training & Development</p> <p>The activities associated with all aspects of managing and providing training and development or education and awareness sessions to an organisation's staff or to other organisations, industry or the community.</p> <p><i>[For attendance and results of training delivered to service providers where training is a requirement of their appointment or engagement, use VICTIMS SUPPORT AND REDRESS - Contracting Out.</i></p> <p><i>For the development and delivery of training to agency staff, volunteers, graduates or others under specific study or employment schemes, use HUMAN RESOURCES - Training & Development.]</i></p>		
Disposal Reference	Description of Records	Retention Period & Trigger
206.277.001	Final version of materials and resources developed for formal training courses delivered by the agency, such as	Destroy 7 years

	those training courses which are required to be completed to enable the provision of support or services to victims of crime. Includes final versions of programs, presentations, lecture notes, handouts or similar resources.	after superseded or no longer in use
206.277.002	Summary records of education and training events delivered by the agency. Including details of: <ul style="list-style-type: none"> • event type and name; • date held; and • client (if applicable). 	Destroy 2 years after last action
206.277.003	Records documenting the administration of all education and training programs and activities. Includes: <ul style="list-style-type: none"> • training or event schedules; • substantive draft materials and resources; • requests for education sessions, workshops presentations or similar events; • liaison with event organisers; • bookings and arrangements (e.g. venue, facilities, equipment, catering); and • evaluation and feedback forms. 	Destroy 2 years after last action
206.277.004	Final version of materials and resources (e.g. presentations, handouts, posters, flyers, guides, toolkits, videos, frequently asked questions etc.) developed to inform, educate, and promote awareness about the interests of victims and/or available victims services and support.	Destroy when superseded or no longer in use

RELATED LEGISLATION

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

Children and Young People Act 2008

Crimes (Child Sex Offenders) Act 2005

Crimes (Restorative Justice) Act 2004

Crimes (Sentence Administration) Act 2005

Crimes (Sentencing) Act 2005

Domestic Violence Agencies Act 1986

Evidence Act 2011

Evidence (Miscellaneous Provision) Act 1991

Family Violence Act 2016

Financial Management Act 1996

Freedom of Information Act 2016

Health Practitioner Regulation National Law (ACT)

Health Records (Privacy and Access) Act 1997

Human Rights Act 2004

Human Rights Commission Act 2005

Information Privacy Act 2014

Legislation Act 2001

Limitation Act 1985

Mental Health Act 2015

Public Sector Management Act 1994

Spent Convictions Act 2000

Territory Records Act 2002

Victims of Crime Act 1994

Victims of Crime (Financial Assistance) Act 2016

Victims of Crime Regulation 2000

Note: *The 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* 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.