

STATE RECORDS

of South Australia

Operational Records Disposal Schedule

Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

RDS 2021/19 Version 1

Effective Dates: 9 November 2021 to 9 November 2031

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the State Records Act 1997.

RDS No	RDS 2021/19 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)
Records Scope	Records documenting the statutory functions associated with three separate roles – Guardian for Children and Young People, Training Centre Visitor, and Child and Young Persons Visitor: <ul style="list-style-type: none"> • Promote • Advocate • Monitor • Advise Minister • Inquire • Investigate
Records Coverage Dates	August 2004 - ongoing
Effective Dates	9 November 2021 to 9 November 2031
Status	Determined by Director State Records and approved by State Records Council 5 October 2021
Associated RDS	Nil
Associated Document	Use the RDS in conjunction with its RDS Context Statement

© 2020 - 2030 Government of South Australia

This Disposal Schedule may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study or research purposes. No part of this Disposal Schedule may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.

The Terms and Scope Notes in the Schedule Body may include terms and relationships that have been taken from Keyword AAA: A Thesaurus of General Terms (© State Records Authority of New South Wales, 1995 and 1998), and are reproduced under a licence agreement between State Records of South Australia and the State Records Authority of New South Wales.

Contents

RDS 2021/19 Version 1 1

Introduction 4

 Scope 4

 Objectives 4

 Relationship to other disposal schedules 5

 State Records Contact Details 7

Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the State Records Act 1997 including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody or records of permanent value to be retained in agency.

Status/Disposal action definitions

- Permanent – retain as State archives
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- Temporary – retain for [list specific period of time] then destroy.
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the Destruction of Official Records Guideline issued by State Records of South Australia.

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997* and may be considered by Ombudsman SA as misconduct or maladministration.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

Level 15, 10 Franklin Street

ADELAIDE SA 5000

GPO Box 464

ADELAIDE SA 5000

Tel (+61 8) 8204 8786

Email staterecords@sa.gov.au

Web www.archives.sa.gov.au

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person’s Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	GUARDIAN FOR CHILDREN & YOUNG PEOPLE	The statutory function relating to the authority of the Guardian for Children and Young People as per s.26 of <i>Children and Young People (Oversight and Advocacy Bodies) Act 2016</i>. Guardianship includes promoting, advocating, monitoring, advising, inquiring, investigating and reporting in support of children and young people in care.		
1.1	Promoting	<p><i>The activity of promoting the best interest of children and young people under the guardianship, or in the custody, of the Chief Executive (GCYP), those in alternative care at training centres (TCV) or prescribed residential facilities (CYPV).</i></p> <p><i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(a)</i></p> <p>See GDS 30 v2 (as amended) 12 PUBLICATION – (various activities) for records relating to Being in Care products.</p> <p>See GDS 30 v2 (as amended) 3.8 COMMUNITY RELATIONS – Marketing for records of mascots including Oog and Nunga Oog.</p>		
1.1.1		<p>Records documenting the preparation, variation, review and promotion of the Charter of Rights for Children and Young People in Care.</p> <p><i>Children and Young People (Safety) Act 2017 Part 4</i></p>	PERMANENT	Retain as State archives
1.1.2		<p>Records relating to the establishment and maintenance of processes that ensure the participation of children and young people in strategic, policy or systemic practice development or review processes. Records may include artwork, activity responses, notes and meeting transcriptions.</p>	TEMPORARY	Retain 10 years after action completed, then destroy

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>Children and Young People (Oversight and Advocacy Bodies) Act 2016, s.27</i>		
1.1.3		Records of the development of materials for children and young people in care, in relation to the Charter or other materials (such as how to lodge a complaint).	TEMPORARY	Retain 10 years after action completed, then destroy
1.1.4		Facilitative records relating to the abovementioned activities, including Charter Champions and records of endorsing organisations	TEMPORARY	Retain 10 years after action completed, then destroy
1.2	Advocating	<i>The activity of acting as an advocate for the interests of children under the guardianship, or in the custody, of the Chief Executive, (GCYP) or resident at a training centre (TCV), or other prescribed facility (CYPV), and, in particular, for any such child who has suffered, or is alleged to have suffered, sexual abuse.</i> <i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(b)</i>		
1.2.1		Records documenting individual client matters received by or referred to OGCYP from first intake to closure of the matter. Records may include, assessment, correspondence, DCP case management information, client representations, health records, medical reports, care concern referrals, orders, determinations, information from investigations and inquiries, critical incident reports, transition from care plans and other documentation provided by DCP.	TEMPORARY	Retain 105 years after date of birth
1.2.2		Records documenting meetings with many government and non-government organisations, including Relationships Australia, Baptist Care, Youth Court, Education Department etc, in relation to government policies and practices, care arrangements, operations and client matters.	PERMANENT	Retain as State archives

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person’s Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See GDS 30 v2 (as amended) 13.14.4 STRATEGIC MANAGEMENT – Meetings for administrative arrangements.		
1.2.3		Facilitative records of advocacy meetings and arrangements, including working papers.	TEMPORARY	Retain 10 years after action completed, then destroy
1.3	Monitoring	<i>The activity of monitoring the circumstances of children under the guardianship, or in the custody, of the Chief Executive.</i> <i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(c)</i>		
1.3.1		Records documenting the official record of the auditing of DCP annual reviews for each client, including notifications of audit schedule, case plans, follow up reviews and reports back to DCP. Includes transcriptions of meetings.	PERMANENT	Retain as State archives
1.3.2		Records of auditing visits to residential care facilities including interviews with children and young people <u>that lead</u> to individual advocacy or advocacy on systemic issues. Records include observations of care, treatment and control, interviews with staff and review of records, reports and recommendations.	PERMANENT	Retain as State archives
1.3.3		Records of auditing visits to residential care facilities including interviews with children and young people that <u>do not lead</u> to individual advocacy or advocacy on systemic issues. Records include observations of care, treatment and control, interviews with staff and review of records, reports and recommendations.	TEMPORARY	Retain 105 years after date of birth

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.4		Records and reports associated with Recommendation 20 of the Royal Commission into Children in State Care 2008 (Mullighan Inquiry), to enable the monitoring (recording, noting and discussing) of the management and investigation of allegations of sexual abuse, through quarterly meetings with other agencies including SAPOL and DCP.	PERMANENT	Retain as State archives
1.3.5		Facilitative records relating to the abovementioned activities, including scheduling, planning, and notebooks of records of meetings, transcribed to case notes. May include Annual Reviews, and Advocates' notebooks of enquiries and transcriptions of phone calls that have been entered into Objective, which are processed and recorded electronically within a financial year.	TEMPORARY	Retain 10 years after action completed, then destroy
1.4	Advising	<i>The activity of providing advice to the Minister on the quality of the provision of care for children under the guardianship, or in the custody, of the Chief Executive and on whether the children's needs are being met.</i> <i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(d)</i>		
1.4.1		Records of advice and information provided to the Minister (including interviews with children and young people), feedback and recommendations from the Guardian regarding systemic reform, policy decisions, proposed legislative amendments and Bills that may affect children and young people under the guardianship, or in the custody of the Chief Executive.	PERMANENT	Retain as State archives
1.4.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5	Inquiring	<p><i>The activity of inquiring into, and provide advice to the Minister in relation to, systemic reform necessary to improve the quality of care provided for children, in alternative care, (GCYP) and/or treatment or control of residents in a training centre (TCV), or a prescribed residential facility (CYPV) and facilities management.</i></p> <p><i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(e)</i></p>		
1.5.1		Records of inquiring on matters referred from the Minister including those regarding systemic reforms. Records may include consultation and interviews with children and young people, social workers, experts, specialists and stakeholders.	PERMANENT	Retain as State archives
1.5.2		Facilitative records relating to the abovementioned activities, scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
1.6	Investigating	<p><i>The activity of investigating and reporting outcomes to the Minister on matters referred to the Guardian / Visitor by the Minister.</i></p> <p><i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.26(1)(f)</i></p>		
1.6.1		Records of investigating matters referred from the Minister. Includes consultation, data collection and interviews with children and young people, DCP staff, social workers, experts, specialists and stakeholders.	PERMANENT	Retain as State archives
1.6.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7	Reporting	<i>The activity of reporting to the Minister on the performance of the Guardian's or Training Centre Visitor's or Child and Young Person's Visitor's functions or any other matter specified by the Minister.</i> <i>Children and Young People (Oversight and Advocacy Bodies) Act 2016 s.27 & s.28</i>		
1.7.1		Reports submitted to the Minister and tabled in Parliament, published on OGCYPs website and lodged with National edeposit (NED).	PERMANENT	Retain as State archives
2	TRAINING CENTRE VISITOR	The statutory function relating to the authority of the Training Centre Visitor under Part 3 of Youth Justice Administration Act 2016. The TCV function includes visiting the Training Centre, promoting, advocating, monitoring, advising, inquiring, investigating and reporting in support of the residents.		
2.1	Visiting and Inspecting	<i>The activity of conducting visits to residents at training centres (TCV) and other prescribed facilities (CYPV) as required or authorised. Visits also include inspections of the facility itself.</i> <i>Youth Justice Administration Act 2016, Part 3 s.14(1)(a)(b)</i>		
2.1.1		Records of conversations and interviews with residents and staff, and observations relating to issues or concerns relating to the care, treatment and control of each resident. Issues include processes and practices that may impact negatively on the rights and best interests of residents at any part of the Training Centre.	PERMANENT	Retain as State archives
2.1.2		Records relating to conducting an inspection of the social and physical environment, including policies and practices that affect residents' rights and entitlements, notes from interviews with residents, operational staff, management, senior Executives and other agencies, and details of on-site interventions and reports to the Department of Human Services.	PERMANENT	Retain as State archives

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.3		Records of the review and scrutiny of case notes, and unit logs, complaints and feedback, critical incidents, CCTV footage, activity and procedure logs, relating to the rights and best interests of residents.	PERMANENT	Retain as State archives
2.1.4		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
2.2	Promoting	<i>The activity of promoting the best interest of children and young people under the guardianship, or in the custody, of the Chief Executive (GCYP), those in alternative care at training centres (TCV) or prescribed residential facilities (CYPV).</i> <i>Youth Justice Administration Act 2016, Part 3 s.14(1)(c)</i>		
2.2.1		Records relating to the establishment and maintenance of processes that encourage individual residents to express their own views and give proper weight to those views under the Act, and pay particular attention to the needs and circumstances of residents who are under the guardianship of the CE of DCP, are Aboriginal or Torres Strait Islander or have a physical, psychological or intellectual disability. Records may include artwork, activity responses, notes and meeting transcriptions. <i>Youth Justice Administration Act 2016, Part 3 s.14(2)</i>	PERMANENT	Retain as State archives
2.2.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3	Advocating	<p><i>The activity of acting as an advocate for the interests of children under the guardianship, or in the custody, of the Chief Executive, (GCYP) or resident at a training centre (TCV), or other prescribed facility (CYPV), and, in particular, for any such child who has suffered, or is alleged to have suffered, sexual abuse.</i></p> <p><i>Youth Justice Administration Act 2016, Part 3 s.14(1)(d)</i></p>		
2.3.1		<p>Records documenting individual client matters from intake or enquiry, assessment, advocacy, monitoring, case management and planning meetings <u>that lead</u> to individual advocacy or advocacy on systemic issues.</p> <p>Records may include: client representations, correspondence, DHS or DCP case management information, client representations, health records, medical reports, care concern referrals, orders, determinations, information from investigations and inquiries, critical incident reports and others as provided by DHS or DCP (if the young person in question is also under guardianship of the chief executive of DCP).</p>	PERMANENT	Retain as State archives
2.3.2		<p>Records documenting individual client matters from intake or enquiry, assessment, advocacy, monitoring, case management and planning meetings that <u>do not lead</u> to individual advocacy or advocacy on systemic issues.</p> <p>Records may include: client representations, correspondence, DHS or DCP case management information, client representations, health records, medical reports, care concern referrals, orders, determinations, information from investigations and inquiries, critical incident reports and others as provided by DHS or DCP (if the young person in question is also under guardianship of the chief executive of DCP).</p>	TEMPORARY	Retain 105 years after date of birth

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.3		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
2.4	Inquiring	<i>The activity of inquiring into, and provide advice to the Minister in relation to, systemic reform necessary to improve the quality of care provided for children, in alternative care, (GCYP) and/or treatment or control of residents in a training centre (TCV), or a prescribed residential facility (CYPV) and facilities management.</i> <i>Youth Justice Administration Act 2016, Part 3 s.14(1)(e)</i>		
2.4.1		Records of consultation, including interviews with individual residents, staff, management, DHS or other government staff and Executives, social workers, experts, specialists and stakeholders.	TEMPORARY	Retain 105 years after date of birth
2.4.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
2.5	Investigating	<i>The activity of investigating and reporting outcomes to the Minister on matters referred to the Guardian / Visitor by the Minister.</i> <i>Youth Justice Administration Act 2016, Part 3 s.14(1)(a)</i>		
2.5.1		Records of consultation which may include interviews with residents, staff and management, other government employees, social workers, experts, specialists and stakeholders.	TEMPORARY	Retain 105 years after date of birth
2.5.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
				completed, then destroy
2.6	Reporting	<i>The activity of reporting to the Minister on the performance of the Guardian's or Training Centre Visitor's or Child and Young Person's Visitor's functions or any other matter specified by the Minister.</i> <i>Youth Justice Administration Act 2016, Part 3 s.18</i>		
2.6.1		Reports submitted to the Minister and tabled in Parliament, published on OGCYPs website and lodged with National edeposit (NED).	PERMANENT	Retain as State archives
3	CHILD AND YOUNG PERSON'S VISITOR	The statutory function relating to the authority of the Child and Young Person's Visitor under Chapter 9 of the <i>Children and Young People (Safety) Act 2017</i>. Includes visiting prescribed facilities, promoting, advocating, inquiring and reporting in support of the residents.		
3.1	Visiting and Inspecting	<i>The activity of conducting visits to residents at training centres (TCV) and other prescribed facilities (CYPV) as required or authorised. Visits also include inspections of the facility itself.</i> <i>Children and Young People (Safety) Act 2017 Chapter 9 s.118(1)(a)</i>		
3.1.1		Records of meetings and interviews with individual residents and staff, observations arising from inspecting the facility and inquiries about the care, treatment and control of each resident and processes and practices that may impact negatively on the rights and best interests of residents	PERMANENT	Retain as State archives
3.1.2		Records relating to the rights and best interests of residents arising from the review and scrutiny of case notes, and unit logs, complaints and feedback, critical incidents, Missing Person Reports, activity and procedure logs	TEMPORARY	Retain 105 years after date of birth

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.1.3		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
3.2	Communicating	<i>The activity of communicating with children and young people in prescribed facilities.</i> <i>Children and Young People (Safety) Act 2017 Chapter 9 s.118(1)(b)</i>		
3.2.1		Records of meetings and interviews with individual residents, including transcripts and audio recordings of views and opinions of children and young people that may inform advocacy positions, reports or advice to the Minister and other government agencies.	PERMANENT	Retain as State archives
3.2.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
3.3	Promoting	<i>The activity of promoting the best interest of children and young people under the guardianship, or in the custody, of the Chief Executive (GCYP), those in alternative care at training centres (TCV) or prescribed residential facilities (CYPV).</i> <i>Children and Young People (Safety) Act 2017 Chapter 9 s.118(1)(c)</i>		
3.3.1		Records relating to the establishment and maintenance of processes that encourage children and young people in the facilities to express their own views and give proper weight to those views under the Act, and pay particular attention to the needs and circumstances of residents who are Aboriginal or Torres Strait Islander or have a physical, psychological or intellectual disability. Records may include artwork, activity responses, notes and meeting transcriptions.	PERMANENT	Retain as State archives

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<i>Children and Young People (Safety) Act 2017, s.18(2)</i>		
3.3.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
3.4	Advocating	<i>The activity of acting as an advocate for the interests of children under the guardianship, or in the custody, of the Chief Executive, (GCYP) or resident at a training centre (TCV), or other prescribed facility (CYPV), and, in particular, for any such child who has suffered, or is alleged to have suffered, sexual abuse.</i> <i>Children and Young People (Safety) Act 2017, s.18(1)(d)</i>		
3.4.1		Records documenting individual client matters received by or referred to OGCYP from first intake to closure of the matter. Records may include, assessment, correspondence, DCP case management information, client representations, health records, medical reports, care concern referrals, orders, determinations, information from investigations and inquiries, critical incident reports, transition from care plans and other documentation provided by DCP.	TEMPORARY	Retain 105 years after date of birth
3.4.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
3.5	Inquiring	<i>The activity of inquiring into, and provide advice to the Minister in relation to, systemic reform necessary to improve the quality of care provided for children, in alternative care, (GCYP) and/or treatment or control of residents in a training centre (TCV), or a prescribed residential facility (CYPV) and facilities management.</i> <i>Children and Young People (Safety) Act 2017, s.18(1)(e)</i>		

OFFICIAL

RDS 2021/19 v1 Office of the Guardian for Children and Young People, (including Training Centre Visitor, and Child and Young Person's Visitor)

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.5.1		Records of inquiring about matters referred from the Minister. Records may include consultation, interviews with children and young people, DCP and other facility staff, social workers, experts, specialists and stakeholders.	PERMANENT	Retain as State archives
3.5.2		Facilitative records relating to the abovementioned activities, including scheduling, planning and meeting minutes.	TEMPORARY	Retain 10 years after action completed, then destroy
3.6	Reporting	<i>The activity of reporting to the Minister on the performance of the Guardian's or Training Centre Visitor's or Child and Young Person's Visitor's functions or any other matter specified by the Minister.</i> <i>Children and Young People (Safety) Act 2017, s.119</i>		
3.6.1		Reports submitted to the Minister and tabled in Parliament, published on OGCYPs website and lodged with National edeposit (NED).	PERMANENT	Retain as State archives