

State Records Act 1997

Operational Records Disposal Schedule

**The Independent Commissioner Against
Corruption (ICAC) (and including Office for
Public Integrity (OPI))**

RDS 2018/02 Version 3

Effective Date: 24 October 2018 to 31 October 2028

Approved Date: 23 February 2021



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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the State Records Act 1997.

Application of the Schedule

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Approved Date: 23 February 2021

Effective Date: 24 October 2018 to 31 October 2028

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

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Chair, State Records Council

Director, State Records



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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by the ICAC, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with employees from the ICAC to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

Item Number:	Numbering in the Schedule is multi-level: Functions have single numbers (e.g. 2.) Activities and/or processes have two-level numbers (e.g. 2.1) Disposal classes have three-level numbers (e.g. 2.1.1)
Function:	The general functions are shown in 12 point bold Arial upper case at the start of each section. (e.g. CASE MANAGEMENT (ICAC))
Activity/Process :	The activities and processes relating to each function are shown in 12 point bold Arial sentence case (e.g. Cases).
Description:	<p>Descriptions are in three levels ranging from broad functions to specific disposal classes. Definitions of functions are shown at the start of each section in bold (e.g. The function of managing matters, including enquiries, complaints, reports, own initiative matters and subsequent investigations relating to corruption, misconduct or maladministration in public administration, pursuant to the ICAC Act and Police Complaints and Discipline Act. This includes matters that are deemed outside the jurisdiction of the ICAC.</p> <p>Includes: receiving, registering, assessing, re-assessing, overseeing and investigating and/or referring cases to another law enforcement agency, an inquiry agency, a public authority or a public officer, information sharing and discussions on matters relevant to cases/matters (where appropriate), and managing digital forensics information collected as result of digital forensic analysis.</p> <p>This includes all enquiries received by the OPI which are treated as being potentially case related until determined otherwise.)</p> <p>Definitions of activities are located adjacent to the activity title in italics e.g. <i>The activities associated with processing and overseeing matters, including the undertaking of investigations into alleged corruption, serious or systemic maladministration or misconduct in public administration, pursuant to legislation.</i></p> <p><i>Includes matters arising externally, internal reviews and own initiative matters initiated by the Commissioner (or Delegate).</i></p> <p>Descriptions of each disposal class are arranged in sequence under the activity definitions.</p>
Disposal Action:	Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.



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Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of the ICAC. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and the ICAC may extend the retention period of the record if it considers there is an administrative need to do so. Where the ICAC wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***. The ICAC needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).



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The custody of official records on networks or hard drives is also the responsibility of agencies. The ICAC needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Records

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

When official records, in the ICAC's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an Intention to Destroy Records Report. This form is available on the State Records' website (www.archives.sa.gov.au).

The ICAC must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

The ICAC should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.



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Review

State Records' disposal schedules apply for a period of ten years. Either the ICAC or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

The ICAC History and Background

Most Australian states and territories have an anti-corruption body with jurisdiction to investigate alleged corruption in public administration. In many states, the introduction of such an integrity body was the result of an identified circumstance of widespread or serious corruption. The introduction of the Independent Commissioner Against Corruption Bill into the South Australian State Parliament was not the result of such an event. As explained by The Honourable Tom Kenyon in the second reading speech¹ to the ICAC Bill, the need for an integrity body in South Australia was explained as follows:

'with a modern society becoming increasingly complex and the financial resources of public funds being stretched to meet the ever-increasing needs for essential government services, the temptation to engage in corrupt conduct for personal gain by abuse of public office will exist. A modern and sophisticated society should pre-empt this risk and proactively act to safeguard and preserve community confidence in the integrity of public administration. Establishing an ICAC constitutes that pre-emptive strike and safeguard.'

The development of the office of Independent Commissioner Against Corruption (the ICAC) in South Australia was led by the Public Integrity Reform Team established within the Attorney-General's Department. That Team developed the operating model and procedures in anticipation of the commencement of the ICAC Act and the appointment of the inaugural Commissioner.

The ICAC was established by the *Independent Commissioner Against Corruption Act 2012* (SA) (the Act) to empower the Commissioner to identify and investigate corruption in public administration and prevent and minimise corruption, misconduct and maladministration in public administration generally. The Act also established the Office for Public Integrity (OPI). The ICAC and the OPI commenced operation on 2 September 2013.

Prior to establishment of the ICAC and OPI investigation of corruption in public administration was carried by SA Police. Education and prevention as a means to minimise incidents of corruption, misconduct and maladministration were left within the authority of individual agencies.

The OPI is responsible to the Commissioner for the receipt and assessment of complaints and reports and for making determinations as to the course of action to be taken or making recommendations to the Commissioner as to the appropriate course of action to

¹ Hansard House of Assembly - Wednesday, 2 May 2012, Page 1357



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be taken. Since September 2017 the OPI has the added responsibility of being the sole independent oversight agency for the receipt, assessment and management of complaints and reports about South Australian police.

The First Commissioner

On 19 February 2013, it was announced that The Honourable Justice Bruce Lander would be South Australia's first Independent Commissioner Against Corruption. Justice Lander resigned all his judicial appointments effective 31 August 2013.

The Honourable Justice Bruce Lander QC commenced in his role as Independent Commissioner Against Corruption on 2 September 2013 and concluded on 1 September 2020.

Current Commissioner

The Honourable Ann Vanstone QC commenced in her role as Independent Commissioner Against Corruption on 2 September 2020.

The ICAC Role and Function

The Commissioner

The ICAC Act has three primary objectives:

- (a) to establish the Independent Commissioner Against Corruption with functions designed to further—
 - (i) the identification and investigation of corruption in public administration; and
 - (ii) the prevention or minimisation of corruption, misconduct and maladministration in public administration, including through referral of potential issues, education and evaluation of practices, policies and procedures; and
- (b) to establish the Office for Public Integrity to manage complaints about public administration with a view to—
 - (i) the identification of corruption, misconduct and maladministration in public administration; and



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- (ii) ensuring that complaints about public administration are dealt with by the most appropriate person or body; and
- (c) to achieve an appropriate balance between the public interest in exposing corruption, misconduct and maladministration in public administration and the public interest in avoiding undue prejudice to a person's reputation (recognising that the balance may be weighted differently in relation to corruption in public administration as compared to misconduct or maladministration in public administration).

(Section 3 ICAC Act)

The Commissioner has the following functions:

1. Investigate or refer for investigation potential corruption or serious or misconduct or maladministration
2. Refer potential misconduct or maladministration to an inquiry agency or public authority
3. Refer other issues to an inquiry agency, public authority or public officer
4. Evaluate the practices, policies or procedures of an inquiry agency or public authority
5. Conduct, or facilitate the conduct of, educational programs designed to prevent or minimise corruption, misconduct or maladministration.

The Commissioner is both independent and accountable.

The Commissioner is not subject to the direction of any person in relation to any matter and will execute the functions and powers of the office without fear or favour

The ICAC Act requires the Commissioner to prepare and present an annual report to be laid before Parliament and provides for an annual review of the operations of the ICAC and the OPI. Complaints about abuse of power, impropriety or misconduct by the Commissioner or the Commissioner's staff can be made to the Independent Reviewer established under the ICAC Act. Independent Reviewer works separately from the ICAC and is responsible for his or her own records. The ICAC appears before the Parliamentary Crime and Public Integrity Policy Committee. The Committee would be governed by the same rules as all other parliamentary committees.

The jurisdiction of the Act is generally confined to public authorities and public officers. Public authorities and public officers are those entities identified in Schedule 1 of the ICAC Act. The terms public authority and public officer are critical to the construction and operation of the legislation.

Public authorities include:



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- the Governor
- both Houses of Parliament
- Chief Executives of administrative units of the Public Service
- Local Councils.

Public officers include:

- Members of Parliament
- members of the Judiciary
- police officers
- public sector employees
- councillors
- council employees
- persons contracted to perform work for a public authority or the Crown.²

The Office for Public Integrity³

The OPI is responsible to the Commissioner for the receipt and assessment of complaints and reports and for making determinations as to the course of action to be taken or making recommendations to the Commissioner as to the appropriate course of action to be taken.

Suspected corruption or serious or systemic misconduct or maladministration in public administration must be reported to the OPI.

The OPI assesses all complaints and reports received. Following assessment the OPI may determine what action (if any) should be taken. If a matter is assessed as raising potential corruption or serious or systemic misconduct or maladministration the OPI must make a recommendation to the Commissioner as to the action that should be taken.

The Commissioner is not bound by a recommendation of the OPI.

Matters raising a potential issue of corruption may be investigated by the Commissioner or referred to South Australia Police or another law enforcement agency.

² Schedule 1 of the ICAC Act

³ ICAC Act 2012 (SA) s17



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Matters raising a potential issue of misconduct or maladministration may be referred to an inquiry agency or a public authority.

If a matter raising potential issues of misconduct or maladministration in public administration is referred to a public authority, the Commissioner or the OPI may require the authority to submit a report or reports on action taken in respect of the matter.

In cases where the Commissioner or the OPI does not require a report or reports, the public authority's records may be the only documentation of the authority's determination as to the action that will be taken and the period within which it will be taken.

The Commissioner may determine to personally investigate a potential issue of serious or systemic misconduct or maladministration, subject to satisfying certain criteria set out in the ICAC Act.



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Police Complaints – Making a Complaint Against a Police Officer

On 1 September 2017, the Office of the Police Ombudsman closed. Police Complaints legacy records are controlled by AGD.

From 4 September 2017, the assessment and investigation of all complaints and reports about police are subject to oversight by the OPI unless the complaint or report is investigated under the ICAC Act.

The OPI refers complaints and reports about police to the Internal Investigations Section (IIS) of SA Police unless it refers the matter to the ICAC.

The IIS assesses the complaint or report to determine the most appropriate action. If the OPI disagrees with the assessment made by the IIS, the OPI can reassess the complaint and the IIS must proceed according to the modified assessment.

If the IIS assesses the complaint as raising a potential issue of corruption it is required to bring the assessment to the OPI's attention.

The ICAC Structure Description

The Act created two offices, namely:

- the Independent Commissioner Against Corruption, and
- the Office for Public Integrity.

The Office for Public Integrity is responsible to the Commissioner for the performance of its functions.

Predecessor Agencies

Office of the Police Ombudsman - The introduction of the Police Complaints and Discipline Act 2016 (PCDA) on 4 September 2017 saw the closure of the office of the Police Ombudsman and the transfer of responsibility for the independent oversight of police to the Office for Public Integrity (OPI). The State Records of South Australia's Agency number for the Police Ombudsman (formerly Police Complaints Authority of South Australia) is GA547.

Successor Agencies

There are no successor agencies.



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Legislation

Enabling Act of the ICAC:

- *Independent Commissioner Against Corruption Act 2012 (SA)* (as amended).

Legislation not administered by the ICAC but having a direct impact on operational and recordkeeping requirements:

- *Telecommunications (Interception and Access) Act 1979 (Cth)*
- *Telecommunications (Interception) Act 2012 (SA)*
- *Surveillance Devices Act 2004 (Cth)*
- *Surveillance Devices Act 2016 (SA)*
- *Police Complaints and Discipline Act 2016 (SA)*
- *Public Interest Disclosure Act 2018 (SA)*
- *State Records Act 1997*
- *Public Sector (Honesty and Accountability) Act 1995.*

Legislation Requiring Amendment:

A number of other Acts were amended by the ICAC Act to accommodate ICAC requirements, ensure ICAC powers are not inconsistent with other Acts and to give effect to other policy decisions (for example, the introduction of standard codes of conduct for local government members and employees).

At least 24 separate pieces of legislation were amended by the ICAC Act upon its commencement, including:

- *Australian Crime Commission (South Australia) Act 2004*
- *Child Sex Offenders Registration Act 2006*
- *City of Adelaide Act 1998*
- *Correctional Services Act 1982*
- *Criminal Investigation (Covert Operations) Act 2009*



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- *Criminal Law Consolidation Act 1935*
- *Criminal Law (Forensic Procedures) Act 2007*
- *Defamation Act 2005*
- *Freedom of Information Act 1991*
- *Legal Practitioners Act 1981*
- *Listening and Surveillance Devices Act 1972*
- *Local Government Act 1999*
- *Ombudsman Act 1972*
- *Parliamentary Committees Act 1991*
- *Police Act 1998*
- *Police (Complaints and Disciplinary Proceedings) Act 1985*
- *Protective Security Act 2007*
- *Public Finance and Audit Act 1987*
- *Public Sector Act 2009*
- *Shop Theft (Alternative Enforcement) Act 2000*
- *Summary Offences Act 1953*
- *Terrorism (Preventative Detention) Act 2005*
- *Whistleblowers Protection Act 1993*
- *Witness Protection Act 1996.*



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Context of the Records Covered by the Schedule

Coverage of RDS 2018/02

This schedule applies to all operational records, and some administrative records, of the ICAC and the OPI.

The schedule also covers permanent ICAC records contained within series not yet registered within the Government Records Series (GRS). See 'Records Structure within the ICAC' (below) for further details about record types.

Related Series Affected by RDS 2018/02

There are no related series affected by this RDS.

Complementary Schedules to RDS 2018/02

There are no complementary Disposal Schedules to use with this RDS.

Existing Disposal Schedules Superseded by RDS 2018/02

- RDS 2013/16 v1 Independent Commissioner Against Corruption (ICAC) (and including Office for Public Integrity (OPI)) Approved 15 April 2014 is superseded by this RDS.

Records Structure within the ICAC

The ICAC and the OPI commenced operations in 2013 using a centralised electronic records structure, using the electronic case management system *Resolve*. This system was used to capture all the records of the ICAC.

In 2016 the *Objective* Enterprise Content Management System (ECMS) was implemented to manage the records of the ICAC. Case related records can be captured by using *Resolve*, but through integration reside in the *Objective* ECMS.

The operational and administrative records are controlled in the *Objective* ECMS using the following systems of arrangement and format:

- General files: ICAC YYYY/NNNNN
- Case files: YYYY/NNNNNN

For a particular case or general file, hard copy and electronic records may be created or received. The hard copy records will be digitised and managed in the electronic file. The electronic file may include more records than the hard copy file resulting in the electronic file being the definitive / authoritative record.

The general and case management records will be managed in hybrid files, both electronic and scanned hard copy (source) records. The electronic file will be the



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complete file. The hard copy file containing source records will be disposed of in line with the source records policy.

Objective is an Enterprise Content Management System used by the ICAC. *Objective*'s primary capabilities are to capture, manage, store, track, and control versions and disposal of official records. As a secondary capability *Objective* provides a hierarchy and classification scheme based on metadata which can be used for searching, auditing and reporting from the system. Information security within the system is managed using classifications, dissemination limiting markers, and user privileges.

Broad Description and Purpose of the Records

The records of the ICAC and the OPI document the activities and processes associated with managing matters, including enquiries, complaints, reports, own initiative matters, and subsequent referrals and investigations. Records documenting activities relating to Commissioner discharging his statutory functions, education and prevention, asset management, employee management and intelligence management that are not covered by the General Disposal Schedule.

The records created and managed using the *Resolve* Case Management System and the *Objective* ECMS comprise case files documenting complaints, reports, enquiries, investigations, etc.

The records created and managed using the *Objective* ECMS comprise general files documenting:

- Commissioner's function
- Intelligence management
- Education and prevention
- Asset management
- Employee management



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Functions and Activities Documented by the Records

The records document the following functions and supporting activities of the ICAC:

- ASSET MANAGEMENT (ICAC) –
 - Building Security (ICAC)
- CASE MANAGEMENT (ICAC) –
 - Cases, Enquiries – Cases (ICAC)
 - Public Statements
- COMMISSIONER’S FUNCTION –
 - Directions and Guidelines, Enquiries (ICAC)
 - Evaluation and Review
 - Recommendations and Reporting
- EDUCATION AND PREVENTION –
 - Enquiries and Requests
 - Program Delivery
 - Reporting (Education and Prevention)
 - Research (ICAC)
 - Resources and Materials
- EMPLOYEE MANAGEMENT (ICAC) –
 - Personnel (ICAC)
 - Recruitment (ICAC)
- INTELLIGENCE GATHERING –
 - Compliance (ICAC)
 - Control (Intelligence Management)
 - Information Gathering and Data Analysis
 - Telecommunication.



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Arrangement of the Records

As described in “Records Structure within the ICAC” and “Broad Description and Purpose of the Records” above, the operational and administrative records are managed within the *Objective* ECMS. Records are contained within files and the files are classified with the ICAC Business Classification Scheme. The system of arrangement within the *Objective* ECMS is determined by the numbering pattern of the various file types. The hard copy files containing printed electronic records and source records have the same numbering as the digital counterpart. Therefore, the physical files are arranged by their file number in the ICAC in various hard copy storage environments.

Agency Creating the Records

The ICAC creates, receives and administers the records covered by this RDS.

Agency Owning or Controlling the Records

The ICAC administers the records covered by this RDS and also controls or owns the records covered by this RDS.

Date Range of the Records

Records Date Range: 2013 to Ongoing

Volume of the Records

A survey undertaken in June 2017 identified 45 linear metres of hard copy records. It is estimated that of the annual rate of accumulation is 9.5 linear metres, therefore the current volume of records is estimated at 72 linear metres. These records are stored onsite in the office of the ICAC and with the State Records approved off-site records storage provider.

An assessment undertaken in August 2018 identified 1.3 terabytes of electronic records stored in the ICAC’s ECMS, which amounts to approximately 11,000 electronic files (1000 general files and 10,000 case files).

Special Custody Requirements

The ICAC applies the SA Government’s Information Management Security Framework (ISMF) as part of its compliance/integrity regime.

Records relating to cases and subsequent assessments and referrals are treated as Sensitive or classified with higher protection as appropriate. Cases subject to a corruption investigation by the ICAC are classified as Protected.



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The existence and content of cases must only be disclosed and/or published in accordance section 54 and/or section 56 of the ICAC Act.

Within the ICAC, access to records within the *Objective* ECMS and the hard copy counterparts are restricted by the application of a security regime to employees based upon their role and the nature of the records.

The records of the ICAC are not publicly available and are exempt from the provision of the *Freedom of Information Act 1991*. Any external access to official records of the ICAC is at the discretion of the Commissioner or the Deputy Commissioner.

Therefore, records can be accessed or viewed only by authorised employees within the ICAC and not by any other persons, including State Records of South Australia. If these records are transferred to State Records of South Australia, special storage requirements will be essential to ensure these records are protected from any unauthorised access.

Special Storage Requirements

See above Special Custody Requirements for information relating to storage requirements.

Issues Not Mentioned Previously

Records in electronic format are to be maintained and migrated as necessary to ensure they are accessible for the life of the record.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records nominated for permanent retention in this RDS document substantive processes and outcomes of business functions and activities undertaken by the ICAC. These records meet the criteria for ongoing value as set out in the *Appraisal of Official Records: Policy and Objectives Guideline*, in particular Objectives 1, 2 and 5.

The following RDS items meet the Appraisal of Official Records – Policy and Objective:

Objective 2 - To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.

Item 3.1.1, 3.1.2, 3.3.1, 3.4.1, 4.2.1, 4.3.1, 4.4.1, and 4.5.1.

The records covered by these items meet this objective as they are evidence of key decisions and activities influencing the administration of government and the people of



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South Australia. This include records documenting the background, basis, and outcomes of those decisions and activities.

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Objective 3

To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.

Items 2.1.1, 2.3.1, 6.1.1, 6.3.1 and 6.4.1.

The records covered by these items meet this objective as they are essential for establishing and protecting the fundamental rights and entitlements of individuals and groups within the community and the ongoing administration of the State. This includes records establishing the existence of individuals and groups, as well as their rights to participate in the affairs of the State and make claim to entitlements and protection provided by the State.

Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of the ICAC. Retention periods have been determined by the legal, administrative/operational, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to the ICAC or the State. They include RDS items 1.1.1, 1.1.2, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.2.1, 3.1.3, 3.2.1, 3.3.2, 3.3.3, 3.4.2, 4.1.1, 4.1.2, 4.2.2, 4.3.2, 4.4.2, 4.4.3, 4.4.4, 4.5.2, 5.1.1, 5.2.1, 6.1.2, 6.2.1, 6.2.2, 6.2.3, 6.4.2, 6.4.3 and 6.4.4.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

Records are created and received in both physical (hard copy) and electronic formats as previously identified. There are no alternative record formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.



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Indigenous Considerations

The determinations within *RDS 2018/02* are consistent with Recommendation 21 of the **National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families**.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2018/02 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before disposal.



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Scope Note

Records Covered by this Schedule

This *RDS 2018/02* applies to the operational, and specific administrative records of the ICAC.

Records in digital formats must be managed and maintained by migrating and reformatting as required to ensure ongoing accessibility for evidentiary, historical and administrative purposes in accordance with their permanent or temporary disposal status.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with ***GDS 30***, as amended, or its successor. Cross-references to the ***GDS 30*** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to ***GDS 16***. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to ***GDS 27***. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to ***GDS 32***. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2018/02

- *RDS 2013/16 v1* Independent Commissioner Against Corruption (ICAC) (and including Office for Public Integrity (OPI)) approved 15 April 2014 is superseded by this RDS.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

The ICAC will review and re-sentence the records whose retention periods have altered.



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Records excluded from RDS 2018/02

There are no records excluded from cover by this RDS.

Application to records in all formats

RDS 2018/02 applies to records in all formats, including databases and other electronic records. The ICAC is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in *RDS 2018/02* are minimum retention periods for which records need to be retained. It is at the discretion of the ICAC as to whether records are kept for longer than the minimum period.

Acronyms

- AGD - Attorney-General's Department
- GDS - General Disposal Schedule
- GRS - Government Record Series
- The ICAC - The Independent Commissioner Against Corruption
- KMP – Key Management Personnel
- The OPI - The Office for Public Integrity
- RDS - Records Disposal Schedule
- SAPOL - South Australia Police



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Definitions of terms specific to RDS 2018/02

Term	Description
Commissioner:	The Independent Commissioner Against Corruption (or acting Commissioner) appointed under section 8 of the ICAC Act.
Corruption:	<p>Corruption in public administration as defined in the ICAC Act includes:</p> <ul style="list-style-type: none">• bribery or corruption of public officers• threats or reprisals against public officers and• certain offences committed by public officers including:<ul style="list-style-type: none">○ abuse of public office○ demanding or requiring a benefit on the basis of public office○ offences relating to the appointment of public office○ an offence or an attempt to commit an offence against the Public Sector (Honesty and Accountability) Act 1995 or the Public Corporations Act 1993 and○ an offence or an attempt to commit an office against the Lobbyists Act 2015○ any other offence committed by a public officer whilst acting in his or her capacity as a public officer○
Key Management Personnel	KMP are those people having authority and responsibility for planning, directing, and controlling the activities of the ICAC. KMP are the Commissioner, the Deputy Commissioner, and members of the executive team who form part of the senior management group.
Legislative Scheme:	A Legislative Scheme consists of two or more Acts enacted by one Parliament alone, or by two Parliaments or more. Includes where the Commonwealth and the states enact mirror legislation.
Maladministration:	Maladministration is defined to include the conduct of a public officer or the practices, policies and procedures of public authorities that results in an irregular and unauthorised use of public money, the substantial mismanagement of public resources, or the conduct of a public officer that results in a substantial mismanagement in relation to the performance of official functions. It includes conduct that might be described as incompetent or negligent.



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Misconduct:	Misconduct in public administration is conduct by a public officer that contravenes a code of conduct, which constitutes a ground for disciplinary action, or other misconduct.
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Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where the ICAC is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the South Australian Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET MANAGEMENT (ICAC)			
1	ASSET MANAGEMENT (ICAC)	The function of supplying, maintaining, repairing and disposing of equipment, stores and vehicles used by the ICAC; the construction fitting-out, managing, maintaining, protecting and disposing of properties; and the management of land and working, storage and living space within the ICAC's premises.	
1.1	Building Security (ICAC)	<i>The activities associated with measures taken to protect premises from accidental or intentional damage or from unauthorised access.</i>	
1.1.1	Building Security (ICAC)	Records relating to the installation, maintenance of security systems and security arrangements in the premises of the ICAC, including the Commissioner's residence.	TEMPORARY Destroy 30 years after premises are vacated
1.1.2	Building Security (ICAC)	Records of audio-visual surveillance.	TEMPORARY Erase recording media 6 months after recording or last viewing



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CASE MANAGEMENT			
2	CASE MANAGEMENT	<p>The function of managing matters, including enquiries, complaints, reports, own initiative matters, public interest disclosures and subsequent investigations relating to corruption, misconduct or maladministration in public administration, pursuant to the ICAC Act, Police Complaints and Discipline Act, and Public Interest Disclosure Act.</p> <p>This includes matters that are deemed outside the jurisdiction of the ICAC.</p> <p>Includes:</p> <ul style="list-style-type: none">• receiving, registering, assessing, re-assessing, overseeing and investigating and/or referring cases to another law enforcement agency, an inquiry agency, a public authority or a public officer,• information sharing and discussions on matters relevant to cases/matters (where appropriate), and• managing digital forensic information collected as result of digital forensic analysis. <p>This includes all enquiries received by the OPI which are treated as being potentially case related until determined otherwise.</p>	
2.1	Cases	<p><i>The activities associated with processing and overseeing matters, including the undertaking of investigations into alleged corruption, serious or systemic maladministration or misconduct in public administration, pursuant to legislation. Includes matters arising externally, internal reviews and own initiative matters initiated by the Commissioner (or Delegate).</i></p>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CASE MANAGEMENT			
2.1.1	Cases	<p>Records documenting matters investigated by the ICAC. Also includes summary records documenting assessment and recommendation. Includes matters initially referred to another agency but then subsequently investigated by the ICAC.</p> <p>Includes diaries and note books relating to matters, maintained by the ICAC.</p> <p>Includes records summarising the findings of digital forensic analysis. Includes final reports and statements.</p>	PERMANENT
2.1.2	Cases	Records documenting matters referred to another law enforcement agency, an inquiry agency, public authority or public officer which are not investigated by the ICAC.	TEMPORARY Destroy 20 years after action completed
2.1.3	Cases	Records documenting oversight matters, matters outside jurisdiction and matters where no further action is taken.	TEMPORARY Destroy 20 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CASE MANAGEMENT			
2.1.4	Cases	<p>Original versions of documents received, seized, or otherwise obtained in the course of an assessment or investigation, which have been copied by the ICAC. Includes documents and information voluntarily provided.</p> <p>Includes devices containing original digital forensic information or a subset of the original information.</p> <p>Documents and information received, seized, or otherwise obtained in the course of an assessment or investigation or recorded information voluntarily provided and retained by the ICAC, are disposed of in accordance with the related case file, for which see item 2.1.1 or 2.1.2 above.</p>	TEMPORARY Return to provider in accordance with relevant legislation or the ICAC policy



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CASE MANAGEMENT			
2.1.5	Cases	<p>Digital forensic information collected for the purposes of an investigation, from a range of sources, including:</p> <ul style="list-style-type: none"> • Full copies of hard disk drives and other physical storage devices located in servers, computers, email archives, USB drives, or similar devices. • Digital information that has been extracted from a server, computer, tablet, mobile phone, USB device, SIM card or similar devices. • Digital information that has been provided by a third-party. <p>Also includes digital forensic information generated and reports created as a part of the analysis process.</p> <p>Also see items 2.1.1 and 2.1.4 above.</p>	<p>TEMPORARY</p> <p>Destroy 3 months after case closed or action completed (e.g. after completion of all contemplated legal proceedings)</p>
2.2	Enquiries - Cases (ICAC)	<i>The activities associated with the seeking and handling of requests for information and other enquiries not relating to specific matters.</i>	
2.2.1	Enquiries - Cases (ICAC)	<p>The records relating to the seeking and handling of requests for information and other enquiries not relating to specific matters.</p> <p>See items 2.1.1 and 2.1.2 for enquiries relating to specific matters.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
2.3	Public Statements	<i>The activities associated with the making of public statements by the Commissioner in connection with a particular matter if it is considered appropriate to do so in the public interest.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CASE MANAGEMENT			
2.3.1	Public Statements	Records relating to the making of a public statement by the Commissioner relating to a specific matter.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COMMISSIONERS FUNCTION			
3	COMMISSIONER'S FUNCTION	<p>The function of the Commissioner in discharging statutory functions in accordance with the ICAC Act, not related to education, prevention or specific cases. Includes the provision of directions and guidelines, evaluations of agencies and reviews of legislative schemes.</p> <p>See Function 2 Case Management for records associated with the management of cases.</p>	
3.1	Directions and Guidelines	<i>The activities associated with the provision of directions and guidelines by the ICAC in relation to dealing with complaints and reports, and the reporting requirements of an inquiry agency, public authority or a public officer.</i>	
3.1.1	Directions and Guidelines	The records relating to the provision of directions and guidelines to public authorities in dealing with misconduct and maladministration in public administration, in accordance with Section 7 of the ICAC Act.	PERMANENT
3.1.2	Directions and Guidelines	The records relating to the provision of directions and guidelines governing reporting of matters involving corruption, misconduct and maladministration by inquiry agency, public authority or a public officer, in accordance with Section 20 of the ICAC Act.	PERMANENT
3.1.3	Directions and Guidelines	Supplementary information, working papers and drafts associated with items 3.1.1 and 3.1.2.	TEMPORARY Destroy 10 years after action completed
3.2	Enquiries (ICAC)	<i>The activities associated with the seeking and handling of requests for information and other enquiries relevant to the ICAC.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COMMISSIONERS FUNCTION			
3.2.1	Enquiries (ICAC)	The records relating to the seeking and handling of requests for information and other enquiries relevant to the ICAC. See items 2.1.1 and 2.1.2 for enquiries relating to specific matters.	TEMPORARY Destroy 10 years after action completed
3.3	Evaluation and Review	<i>The activities associated with conducting an evaluation of the practices, policies and procedures of an inquiry agency or public authority, in accordance with Section 40 the ICAC Act. Includes activities associated with a review of a legislative scheme.</i>	
3.3.1	Evaluation and Review	Records documenting evaluation by the ICAC of policies, practices, and procedures of an inquiry agency or public authority. Includes the review of a legislative scheme related to public administration.	PERMANENT
3.3.2	Evaluation and Review	Supplementary information, working papers and drafts associated with Item 3.3.1.	TEMPORARY Destroy 10 years after action completed
3.3.3	Evaluation and Review	Original versions of documents received or otherwise obtained in the course of an evaluation or review, which have been copied by the ICAC.	TEMPORARY Return to provider in accordance with relevant legislation or the ICAC policy.
3.4	Recommendations and Reporting	<i>The activities associated with the making of recommendations and preparation of reports in accordance with sections 41 and 42 of the ICAC Act.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 COMMISSIONERS FUNCTION			
3.4.1	Recommendations and Reporting	Final Commissioner's reports relevant to the ICAC's function. This includes reports transmitted to the Parliament, the Government or other external agencies/organisations and stakeholders (including the public).	PERMANENT
3.4.2	Recommendations and Reporting	Supplementary information, working papers and drafts associated with Item 3.3.1.	TEMPORARY Destroy 10 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 EDUCATION AND PREVENTION			
4	EDUCATION AND PREVENTION	<p>The function of facilitating an education program designed to prevent and minimise corruption, misconduct and maladministration in public administration.</p> <p>This includes:</p> <ul style="list-style-type: none"> • providing education in identifying and reporting corruption, maladministration and misconduct. • developing, conducting and facilitating educational programs • organising, attending and hosting events such as, speaking engagements, awareness and training sessions, workshops and seminars on conducting an investigation • production of resources such as brochures, promotional and educational material and videos. 	
4.1	Enquiries and Requests	<p><i>The activities associated with the seeking and handling of requests for information relating to education and prevention programs and material. Includes requests for the provision of speaking engagements, awareness and training sessions, workshops and seminars.</i></p>	
4.1.1	Enquiries and Requests	Records relating to requests for information relating to education and prevention programs and material.	TEMPORARY Destroy 10 years after action completed
4.1.2	Enquiries and Requests	Records relating to requests for provision of speaking engagements, awareness and training sessions, workshops and seminars.	TEMPORARY Destroy 10 years after action completed
4.2	Program Delivery	<p><i>The activities associated with the promotion, arrangement and delivery of education and prevention speaking engagements, awareness and training sessions, workshops and seminars.</i></p>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 EDUCATION AND PREVENTION			
4.2.1	Program Delivery	Records relating to the delivery of education and prevention speaking engagements, awareness and training sessions, workshops and seminars. Includes attendance records and session details.	TEMPORARY Destroy 20 years after action completed
4.2.2	Program Delivery	Records relating to the arrangements and bookings for the delivery of education and prevention speaking engagements, awareness and training sessions, workshops and seminars.	TEMPORARY Destroy 10 years after action completed
4.3	Reporting (Education and Prevention)	<i>The activities and processes associated with providing considered responses (comprising public statements, briefing papers, progress reports, final reports, executive summaries, abstracts and précis) in relation to the education and prevention functions activities and operations of the ICAC.</i>	
4.3.1	Reporting (Education and Prevention)	Records relating to final reports relating to the Education and Prevention Program.	PERMANENT
4.3.2	Reporting (Education and Prevention)	Records relating to informal and ad hoc reports relating to Education and Prevention.	TEMPORARY Destroy 10 years after action completed
4.4	Research (ICAC)	<i>The activities associated with the gathering, analysis and manipulation of data and information relating to agencies, people, and cases for continuous improvement, knowledge generation and the development of guides, fact sheets, research reports, and education and prevention resources and material.</i>	
4.4.1	Research (ICAC)	Master copies of guides, fact sheets, research reports, education and prevention resources and materials created as a result of research undertaken.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 EDUCATION AND PREVENTION			
4.4.2	Research (ICAC)	Records relating to the development of guides, fact sheets, research reports, education and prevention resources and materials, including working files and drafts.	TEMPORARY Destroy 5 years after action completed
4.4.3	Research (ICAC)	Records relating to the conduct of research. Includes data and information collected, analysed and manipulated from surveys and consultation.	TEMPORARY Destroy 20 years after action completed
4.4.4	Research (ICAC)	Records relating to the testing and reviewing of research methods and delivery methods of the education and prevention program.	TEMPORARY Destroy 10 years after action completed
4.5	Resources and Materials	<i>The processes associated with the development of education and prevention resources for publication and delivery of the education and prevention program.</i>	
4.5.1	Resources and Materials	Master copies of resources and materials, including case studies, developed for publication and presentation. See GDS 30 – Item no 12 Publication for the production of education and prevention resources.	PERMANENT
4.5.2	Resources and Materials	Records relating to the development of education and prevention resources and materials, including working files and drafts.	TEMPORARY Destroy 10 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 EMPLOYEE MANAGEMENT (ICAC)			
5	EMPLOYEE MANAGEMENT (ICAC)	The function of managing employees in the ICAC. Employee means a person employed under the ICAC Act or a person working as a member of staff for the ICAC, under secondment or a contract for services.	
5.1	Personnel (ICAC)	<i>The activities involved in maintaining personnel information about employees of the ICAC.</i>	
5.1.1	Personnel (ICAC)	<p>Personnel files relating to the KMP (Key Management Personnel) of the ICAC. This includes the Commissioner's file.</p> <p>See GDS 30 Item 5.3.2 for the retention of the personnel files of all other employees of the ICAC.</p>	TEMPORARY Destroy 150 years after date of birth
5.2	Recruitment (ICAC)	<i>The activities relating to the process of recruiting, which includes applying for approval to fill a position, the advertising of a vacant position, the handling of applications, interviews, selection and placement.</i>	
5.2.1	Recruitment (ICAC)	<p>Records documenting process of recruiting, which includes job and person specification, classification report, recruitment plan, interview notes and selection summary report.</p> <p>See GDS 30 Item 5.12.1 for the retention of records relating to the appointment of the Commissioner.</p>	TEMPORARY Destroy 20 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 INTELLIGENCE MANAGEMENT			
6	INTELLIGENCE MANAGEMENT	The function of proactively collecting information and data relating to cases or patterns of behaviour that may result in, or indicate, corruption, maladministration or misconduct. Includes various forms of data, i.e. human, electronic, imagery and open source.	
6.1	Compliance (ICAC)	<i>The activities associated with complying with mandatory or voluntary accountability, legal, or regulatory requirements to which the ICAC's intelligence management is subject. Includes compliance with all relevant Commonwealth and State legislation.</i>	
6.1.1	Compliance (ICAC)	Records relating to the annual audit conducted by the Commonwealth Ombudsman of the ICAC's compliance with the <i>Telecommunications (Interception and Access) Act 1979 (Cth)</i> , <i>Surveillance Devices Act 2004 (Cth)</i> and other relevant legislation. This includes the audit report.	TEMPORARY Destroy 75 years after audit
6.1.2	Compliance (ICAC)	Records relating to evidence of compliance with the <i>Telecommunications (Interception and Access) Act 1979 (Cth)</i> , <i>Surveillance Devices Act 2016 (SA)</i> and other relevant legislation.	TEMPORARY Destroy 20 years after action completed
6.2	Control (Intelligence Management)	<i>The activities associated with creating, maintaining and evaluating control mechanisms supporting intelligence processes and information collection. Includes user access control, registration, system logs and system manuals.</i>	
6.2.1	Control (Intelligence Management)	Records relating to registers of relevant contacts and requests for information sought by the ICAC employees undertaking intelligence management.	TEMPORARY Destroy 20 years after action completed
6.2.2	Control (Intelligence Management)	Records relating to external systems access used by the ICAC employees undertaking intelligence management, including system access logs.	TEMPORARY Destroy 20 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 INTELLIGENCE MANAGEMENT			
6.2.3	Control (Intelligence Management)	System manuals for external systems used by the ICAC employees undertaking intelligence management.	TEMPORARY Destroy 2 years after system no longer used
6.3	Information Gathering and Data Analysis	<i>The activities and processes associated with gathering information and data analysis relating to patterns of behaviour that may result in, or indicate, corruption, maladministration and misconduct (not related to a specific case).</i>	
6.3.1	Information Gathering and Data Analysis	Records relating to intelligence gathering activities not included in a specific case file. This includes: <ul style="list-style-type: none"> summary records documenting assessment, investigation and proceedings intelligence profiles the analysis of data, creation of models of patterns, reports, requests, results and internal briefing papers. 	PERMANENT
6.4	Telecommunication	<i>The activities and processes associated with gathering information and data relating to telecommunications and interception, including requests and results.</i>	
6.4.1	Telecommunication	Registers of telecommunication interception and listening surveillance device activities carried out in accordance with the <i>Telecommunications (Interception and Access) Act 1979 (Cth)</i> , <i>Telecommunications (Interception) Act 2012 (SA)</i> , <i>Surveillance Devices Act 2004 (Cth)</i> and/or <i>Surveillance Devices Act 2016 (SA)</i> .	TEMPORARY Destroy 20 years after action completed
6.4.2	Telecommunication	Records relating to telecommunication and interception data.	TEMPORARY Destroy 20 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 INTELLIGENCE MANAGEMENT			
6.4.3	Telecommunicati on	Supporting data relating to a case where a summary report or duplicated data is contained on a case file.	TEMPORARY Destroy 10 years after action completed
6.4.4	Telecommunicati on	Data provided that is not within the ICAC's authorisation to retain under the Telecommunications (Interception and Access) Act 1979.	TEMPORARY Destroy after the annual audit conducted by the Commonwealth Ombudsman



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