



State Records Act 1997

Operational Records Disposal Schedule

**Department for Correctional Services (DCS)
(and predecessor agencies)**

RDS 2015/08 Version 2

Effective Date: 8 November 2016 to 31 October 2026

Approved Date: 8 November 2016

Approved by SRC



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Department for Correctional Services (DCS) (and predecessor agencies)

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

**Department for Correctional Services (DCS)
(and predecessor agencies)**

Approved Date: 8 November 2016

Effective Date: 8 November 2016 to 31 October 2026

Authorisation by State Records

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

State Records' Contact Information

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Department for Correctional Services (DCS) (and predecessor agencies)

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 DCS, 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 staff from DCS 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.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section (*e.g.* **ASSET MANAGEMENT**).
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Acquisition**).
- Description:** 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 supplying, maintaining, repairing and disposing of equipment, stores and vehicles used by the agency; the construction, fitting-out, managing, maintaining, protecting and disposing of properties; and the management of land and working, storage or living space within the agency's premises.**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- 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 DCS. 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 DCS may extend the retention period of the record if it considers there is an administrative need to do so. Where DCS 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)*. DCS needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. DCS 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.



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Destruction of Temporary Records

Temporary records can 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. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

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.

DCS 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.

DCS 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 DCS 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.

**Department for Correctional Services (DCS) (and predecessor agencies)****Context Statement****Context of the Agency Covered by the Schedule****DCS History and Background**

When South Australia settled in 1836, it was deemed a free state. As such, there were no provisions for a gaol within the City of Adelaide settlement¹. Serious offenders were transported to Van Diemen's Land (now Tasmania) and petty offenders were locked in irons and imprisoned on the HMS Buffalo which was moored in Glenelg. When the HMS Buffalo sailed back to England in 1837, tents were set up along the Torrens River, which were later replaced by a wooden stockade (the Stone Jug) in 1838².

In May of 1837, Samuel Smart was appointed as the Sheriff. Sheriff Smart formed part of the judicial team to establish a separate legal authority in the colony³. In 1839, William Baker Ashton was appointed as the Governor of the Gaol and oversaw the closure of the Stone Jug and opening of the Adelaide Gaol in 1841⁴.

The *Gaols Act (Act for the regulation of Gaols, Prisons, and Houses of Correction in South Australia)* was passed by the Legislative Council on 5 October 1842 because the *Act to legalize a new Common Gaol for the Province* was lost by fire in the Governor's offices, and it was "necessary to make further provision for the regulation of gaols, prisons, and houses of correction"⁵

The *Aboriginal Prisoners Act 1844 (An ordinance to provide for the employment and instruction of Aboriginal Prisoners)* was passed by the Legislative Council on 19 August 1844, which enabled the 'employment and instruction' of Aboriginal people who were imprisoned.⁶

In 1867, the Sheriff's Department and the Gaols and Prisons Department were established to manage and control all offenders for the State.

In 1869, the *Prisons Act* was tabled in Parliament to amend and consolidate all Acts relating to prisons and prisoner management. There were many alterations and revisions to this Bill. These included the inclusion of the *Act No. 11 of 1844*, in relation to aboriginal prisoners, the addition of the option to use

¹ Department of Environment, Water and Natural Resources, 'Free settlement', *Adelaide Gaol* [webpage], page updated 07 Jul 2011, http://www.environment.sa.gov.au/adelaidegaol/History/Free_settlement, para. 2, accessed 16 March 2015.

² Adelaide Gaol Preservation Society 'Gaol History', *Adelaide Gaol* [webpage], http://www.adelaidegaol.org.au/Adelaide_Gaol_History.htm, Early Settlement, accessed 16 March 2015.

³ 'The Office of Sheriff in South Australia', *Courts Administration Authority of South Australia*, [webpage], 2012, <http://www.courts.sa.gov.au/SheriffsOffice/Pages/History.aspx>, para. 12, accessed 16 March 2015.

⁴ Department of Environment, Water and Natural Resources, 'Gaol founders', *Adelaide Gaol* [webpage], page updated 20 Jun 2011, http://www.environment.sa.gov.au/adelaidegaol/History/Gaol_founders, para. 2, accessed 16 March 2015.

⁵ *Victoria Regine No. 4 [Gaols Act 1842]*, W.C. Cox, Government Printer, Victoria-square

⁶ *Victoria Regine No. 4 [Aboriginal Prisoners Act 1844]*, W.C. Cox, Government Printer, Victoria-square

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offenders to conduct labour outside of the prisons, restricting any Justice of the Peace having complete access to the prisons and the segregation of short term and life term prisoners⁷.

Due to the contention with Parliament regarding this major consolidation of Acts, the *Prisons Act* was not passed until 1870.

In 1870, the Sheriff was appointed responsibility of all gaols and custody of all imprisoned debtors and criminals⁸. At this time there were seven (7) gaols open throughout the State:

- Adelaide Gaol (1841-1988)
- Redruth Gaol (Burra) (1853-1893)
- Yatala Labour Prison (previously Dry Creek Labour Prison) (1854)
- Robe Gaol (1861-1881)
- Mount Gambier Prison (1866-1995, rebuilt 1995)
- Wallaroo Gaol (1867-1929)
- Port Augusta Gaol/Prison (1869).

By 1936, there were only five (5) gaols in operation and the Sheriff's Department and the Gaols and Prisons Department were replaced with the Sheriff's, Gaols and Prison Department:

- Adelaide Gaol (1841-1988)
- Yatala Labour Prison (1854)
- Mount Gambier Prison (1866-1995, rebuilt 1995)
- Port Augusta Gaol/Prison (1869)
- Gladstone Gaol (1881-1975).

The *Prisons Act* was amended in 1936 to detail the management of escaped offenders from prison or other lawful custody. The main contention debated in Parliament was Clause 3 as it was not defined and resulted in offenders escaping custody and serving their sentence whilst still at large. "Clause 3, therefore, provides that where a prisoner escapes from prison or other lawful custody, the period during which he is at liberty shall not be regarded as part of his sentence and that his sentence shall be deemed to be suspended during that period."⁹

Hangings were ceased in the gaols in 1964¹⁰ and by this time there was a total of 66 people hanged and 45 of these took place at the Adelaide Gaol¹¹. Only one female was executed in South Australia and this

⁷ South Australia Parliamentary Debates, 1869-70, Legislative Council

⁸ Office of Sheriff, op. cit., para. 17.

⁹ South Australia Parliamentary Debates, 1936, Vol. 1, Under Secretary, pg. 1316

¹⁰ Department of Environment, Water and Natural Resources, 'Hangings', *Adelaide Gaol* [webpage], page updated 07 Jul 2011, <http://www.environment.sa.gov.au/adelaidegaol/History/Hangings>, para. 10, accessed 16 March 2015.

¹¹ *ibid.*, para. 1.



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occurred in 1873¹². Executed prisoners were buried within the outer walls of the gaol with only their initials and execution date to mark their position¹³.

The Prisons Department was renamed in 1965 with six (6) gaols in operation:

- Adelaide Gaol (1841-1988)
- Yatala Labour Prison (1854)
- Mount Gambier Prison (1866-1995, rebuilt 1995)
- Port Augusta Gaol/Prison (1869)
- Gladstone Gaol (1881-1975)
- Cadell Training Centre (1960).

The Criminal Law and Penal Methods Reform Committee was appointed by the Attorney-General on 14 December 1971. The Committee recommended far-reaching changes to the structure and functions of the Department, some of which took more than a decade to implement.¹⁴

In 1974, the Prisons Department was replaced by the Department of Correctional Services, which oversaw the abolishment of capital punishment in 1976 and the closure of Adelaide Gaol in 1988.

From the mid to late 1970s, there have been ongoing Industrial Relations issues within the Prisons Department. Some of these issues have resulted in major strikes; the first major strike being in May 1981 and lasted for nineteen (19) days. The ongoing Industrial Relations issues stem from various reasons such as lack of adequate facilities, pay disputes and limited staff compared to offender management.

In 1980, the Public Services Board and Touche Ross Services conducted a major review of the Prisons Department, from which major changes were adopted. This review focused on the running of the Prisons Department on matters which were likely to improve the efficiency of the prison system including security, staff, training of officers etc. This was following a report conducted by the Director of Correctional Service, Mr W.A. Stewart, which was to report on such matters as: accommodation requirements, institutional security standards, security procedures, equipment, and staff.

The Community Service Advisory Committee was formed in May of 1982 to 'formulate guidance for the approval of projects and tasks suitable for community service and to perform such other tasks as the Minister may direct'. This was a major step for Offender Development and reduction of offenders being remanded in the Prisons.

The *Correctional Services Act 1982* was tabled in Parliament in 1982 and would replace the Prisons Act. This Bill caused contention in Parliament as it was implemented on the 18 February 1982 and was 'to provide for the establishment and management of prisons and other correctional institutions; to regulate the manner in which persons in correctional institutions are to be treated by those responsible

¹² *ibid.*, para. 2.

¹³ *ibid.*, para. 9.

¹⁴ GA355, Department of Correctional Services, Later Department for Correctional Services, para. 3



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for their detention and care; and for other purposes'¹⁵. The *Correctional Services Act 1982* has been amended numerous times since its implementation; however, there have been no major changes to the legislation.

The Department of Correctional Services had a name change in 1993 to become the current Department for Correctional Services.

As of 2015, there are nine (9) prisons in operation throughout the State:

- Yatala Labour Prison (1854)
- Port Augusta Gaol/Prison (1869)
- Port Lincoln Prison (1966)
- Mount Gambier Prison (1866-1995, rebuilt 1995)
- Cadell Training Centre (1960)
- Adelaide Women's Prison (1969)
- Adelaide Pre-Release Centre (1984)
- Adelaide Remand Centre (1986)
- Mobilong Prison (1987).

The Department of Correctional Services has had various Royal Commission Inquiries conducted directly on the Department. Some have had ramifications directly effecting the Department, where others have had minor impacts. Examples include:

- 1908-1909 - Royal Commission on the conviction of Myles Flynn
- 1926-1926 - Royal Commission on release of prisoners
- 1975-1975 - Royal Commission into Allegations made by prisoners at Yatala Labour Prison
- 1981-1982 - Royal Commission on Allegations in Relation to Prisons under the Charge, Care and Direction of the Director of the Department of Correctional Services and Certain Related Matters
- 1987-1991 - Royal Commission into Aboriginal Deaths in Custody (Commonwealth)
- 2004-2008 - Commission of Inquiry into Children in State Care.

DCS Role and Function

The Department for Correctional Services is responsible, on behalf of the State of South Australia, for providing safe, secure and humane custodial services to sentenced adult offenders and to adults remanded in the custody of the Department by the Courts. Prisoners are provided with development programs which address their behavioural and criminogenic needs and which give them the life skills they will need to successfully re-join the wider community on release.

¹⁵ Attorney-General's Department, 'Correctional Services Act 1982', *South Australian Legislation* [webpage], <http://www.legislation.sa.gov.au/LZ/C/A/CORRECTIONAL%20SERVICES%20ACT%201982.aspx>, accessed 16 March 2015.



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The Department is also responsible for the provision of a range of services to offenders on court-ordered sentences and supervision as well as to sentencing authorities through the Community Correctional Centres. Departmental staff supervise offenders on probation, parole, home detention, intensive bail supervision, community services and provide programs to address offending behaviour. The Department also provides a range of reports to the Courts and the Parole Board.

In addition, the Department provides accommodation and welfare for Commonwealth prisoners who are either under investigation or are awaiting deportation at the conclusion of their prison sentence.

The Department, in response to Government and community expectations, collaborates with and assists other agencies and stake holders to achieve the broader goals and strategies of the Criminal Justice System. These agencies include South Australia Police (SAPOL), Attorney General's Department, Department for Communities and Social Inclusion (DCSI) and Offender and Rehabilitation Services (OARS).

DCS Structure Description

The Department for Correctional Services is an agency within the Justice Portfolio. The Department administers nine (9) prisons throughout the State, accommodating high, medium and low security prisoners:

- Yatala Labour Prison (1854)
- Port Augusta Gaol/Prison (1869)
- Port Lincoln Prison (1966)
- Mount Gambier Prison (1866-1995, rebuilt 1995)
- Cadell Training Centre (1960)
- Adelaide Women's Prison (1969)
- Adelaide Pre-Release Centre (1984)
- Adelaide Remand Centre (1986)
- Mobilong Prison (1987).

As of 30 June 2015, there are sixteen (16) Correctional Centres in various metropolitan and country locations where Departmental staff supervise offenders on community based sanctions:

- Adelaide Community Correctional Centre
- Berri Community Correctional Centre
- Ceduna Community Correctional Centre
- Coober Pedy Community Correctional Centre
- Edwardstown Community Correctional Centre
- Elizabeth Community Correctional Centre
- Gawler Community Correctional Centre
- Mount Barker Community Correctional Centre



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- Mount Gambier Community Correctional Centre
- Noarlunga Community Correctional Centre
- North East Community Correctional Centre
- Port Adelaide Community Correctional Centre
- Port Augusta Community Correctional Centre
- Port Lincoln Community Correctional Centre
- Port Pirie Community Correctional Centre
- Whyalla Community Correctional Centre.

These operations are supported by a Central Office, which provides governance, operations support, strategic planning, human resource management, financial and physical resource management, and information and communications technology services.

The Department's Registered Training Organisation, Vocational Training and Education Centres of SA (VTEC-SA) is represented in all State prisons where there is a broad range of industry-related training programs.

A copy of the DCS organisational chart is included as Attachment A.

Predecessor Agencies

- GA 363 – Sheriff's Office, later Sheriff's Department, 1837-1936
- GA 362 – Gaols and Prisons Department, c1904-1936
- GA 361 – Sheriff, Gaols and Prisons Department, 1936-1965
- GA 360 – Prisons Department, 1965-1974
- GA 355 – Department of Correctional Services, 1974 to 16 December 1993 (continued as Department for Correctional Services)

Successor Agencies

There are no successor agencies.

Legislation

The following legislation is directly administered by the Department for Correctional Services:

- *Correctional Services Act 1982*
- *Bail Act 1986.*

The following legislation is not administered by the Department for Correctional Services but affects its recordkeeping:

- *A New Tax System (Goods and Services Tax) Act 1999 (Commonwealth)*
- *Australian Crime Commission (South Australia) Act 2004*



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- *Crimes Act 1914 (Commonwealth)*
- *Criminal Law (Consolidation) Act 1935*
- *Criminal Law (Sentencing) Act 1988*
- *Disability Discrimination Act 1992*
- *Dog and Cat Management Act 1995*
- *Equal Opportunity Act 1984*
- *Fair Work Act 1994*
- *Firearms Act 1977*
- *Freedom of Information Act 1991*
- *Independent Commissioner Against Corruption Act 2012*
- *Limitations of Actions Act 1936*
- *Mental Health Act 1993*
- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Native Title (SA) Act 1994*
- *Nurses Act 1984*
- *Prisoner (Interstate Transfer) Act 1982*
- *Psychological Practices Act 1973*
- *Public and Environmental Health Act 1987*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Public Sector Management Act 1995*
- *State and Commonwealth Evidence Acts*
- *State Records Act 1997*
- *Victims of Crime Act 2001*
- *Vocational Education, Employment and Training Act 1995*
- *Volunteer Protection Act*
- *Work Health and Safety Act 2012.*

Context of the Records Covered by the Schedule

Coverage of RDS 2015/08

This RDS applies to all operational records created or received by the Department for Correctional Services (DCS). It is intended to be a comprehensive Schedule encompassing all current DCS operational records which are maintained either by the records system of a prison, community correction centre, Central Office, or by individual business units or officers.

All records that relate to DCS out-sourced functions e.g. prisoner movements are incorporated in contractual agreements and are subject to conditions of those agreements. These include the right to



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request for the return of all documentation arising out of or in connection with the agreement at the termination or expiry of the agreement and are covered by this Records Disposal Schedule.

Records created or received by the Parole Board and the Parole Board Secretariat are excluded from this Schedule and instead covered by RDS 2007/07 Version 1.

Student records and teaching assessments created by the former Department of Employment and Technical and Further Education (DETAFFE) prior to July 1992 are excluded from this Schedule.

Prison Medical Services records are the subject of a Memorandum of Understanding with the former Department of Human Services (now SA Health) and are also exempt from this Schedule.

RDS2015/08 does not cover records already in the custody of State Records as part of Government Record Group (GRG) 54 Correctional Services Department. These records have been deemed as permanent in accordance with a disposal determination made for all GRG's by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

Government Record Series (GRS) in the custody of State Records and which are covered by this RDS are:

Series #	Series Title	Series Date Range	
		Start	End
GRS 10276	Confidential corporate files, annual single number with 'CEN' then 'SEC' (secure) prefix - Department for Correctional Services	1984	ct
GRS 1337	Corporate files, annual single number series - Department for Correctional Services	1979	ct
GRS 6831	Offender administrative files	1984	2003
GRS 6832	Incident reporting files	1984	2003

Other GRS' in the custody of State Records are excluded from the application of this RDS, pending further review and appraisal of those series.

Related Series Affected by RDS 2015/08

There are no related series affected by RDS 2015/08 Version 2.

Complementary Schedules to RDS 2015/08

There are no complementary schedules.



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Existing Disposal Schedules Superseded by RDS 2015/08

- RDS2015/08 Version 1 Department for Correctional Services (approved 15 December 2015)

Records Structure within DCS

Records Management within DCS is decentralised, with various series of records being managed independently in separate systems (either electronic or manual). Some series of records are managed formally in a records management system (e.g. The Central Office administrative records) and others are managed in an ad-hoc manner, particularly those within business units or with individual officers.

General case files accompany the prisoner or offender through the corrections system before being sent to Central Office on discharge (e.g. Case Management File/Offender Management File). The Justice Information System (JIS) is used as the default “register” of these files. Specialist case files are created, retained and used in the business units (e.g. Education Files, Assessment Files, and Social Work Files). Management methods of these series vary between business units.

The Justice Information System (JIS) consists of a number of “justice agency” databases including DCS, SA Police, Department for Education and Child Development (DECD) and Department for Communities and Social Inclusion (DCSI); along with a number of shared databases. Each agency has responsibility for their own data but other agencies can be granted permission to view data from other agency databases. A disposal Schedule is yet to be developed to cater for this “shared” database and once developed will complement this Schedule.

Broad Description and Purpose of the Records

This Schedule covers operational records of DCS, which were created or received in the course of managing and supervising prisoners from admission to release, and also of offenders whilst under community-based supervision of the Department.

This Schedule also includes records relevant to the development and operation of programs and services to clients, security in correctional facilities, and liaison with other stakeholders.

Functions and Activities Documented by the Records

The records covered in this Schedule documents the activities of managing prisoners and offenders, including initial and ongoing assessments, development and monitoring of sentence plans, programs and training, and activities relating to their eventual release or discharge. They also include documentation of the day-to-day activities in the management of clients, including recording prisoner property and pay, applications for leave, notifiable incidents, attendance at community service and disciplinary matters. The documentation of developing and delivering programs and services to clients are also included. These include the administration of prison industries, education, health, life skills and offence-related programs.

The records also document activities related to the provision of security within prisons such as the management of access to departmental premises and the acquisition and maintenance of security systems in prisons.



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Records relating to Departmental liaison with stakeholders are included, such as the notification of client movements to registered victims, the administration of grant funding to external agencies, and liaison with other Justice agencies and the Justice Portfolio.

Some activities are used in more than one functional area and are recorded separately i.e. Incident Reporting.

Functions within RDS 2015/08 Version 2 include:

- Asset Management
- Community Service
- Corrections Security
- Intelligence And Investigation
- Knowledge And Information Systems
- Offender Education
- Offender Management
- Operations Security Unit (Dog Squad)
- Prison Industries
- Victim Services

Activities within RDS 2015/08 Version 2 include:

- Achievement
- Acquisition
- Admission
- Agreements
- Allocation
- Animal Care
- Animal Separations (Disposal)
- Assessment
- Audit
- Claims (Offenders)
- Committees
- Complaints
- Compliance
- Contracting-Out
- Control
- Coronial Investigations
- Delegation
- Discharge
- Disposal
- Drug Detection
- Enrolment
- Evaluation
- Implementation
- Incident Reporting
- Information Release
- Inspection
- Intelligence Product
- Intelligence Sharing
- Investigations
- Joint Ventures
- Maintenance
- Meetings
- Name Reconciliation
- Offender Records
- Operations
- Payments
- Planning
- Prison Visits
- Prisoner Allowance
- Prisoner Operations
- Prisoner Penalties
- Procedures
- Production (Industries)
- Project Management
- Registration
- Reporting
- Resource Development
- Reviewing
- Risk Management
- Security
- Separation (Prisoner)
- Stocktake
- Surveillance
- System Management
- Tendering
- Training (Dogs)
- Training (Offenders)
- Training (Vocational)
- Victim Support
- Volunteer Services
- Work Health & Safety (WH&S)



Department for Correctional Services (DCS) (and predecessor agencies)

Arrangement of the Records

The record series covered by this Schedule vary in their arrangement. Paper-based client case files are arranged in alphabetical order by name of client, and microfilmed/scanned client case files are filed in numerical order by client's Identifying Number as allocated by the JIS electronic database.

Administrative files maintained in the Central Office Registry are arranged in annual numerical sequence.

Paper records held in various business units are arranged by informal subject classification schemes.

Audio and videotaped records are arranged in chronological order.

Agency Creating the Records

DCS creates and administers the records covered by this RDS.

Agency Owning or Controlling the Records

DCS controls or owns the records covered by this RDS.

Date Range of the Records

Records Date Range: c1965 to **Ongoing**

Volume of the Records

DCS cannot provide an exact linear meterage of the volume of records contained within its holdings. However, the following approximate volume is currently what is held within:

- State Records of South Australia - 197.2 linear metres
- Offsite Storage Provider - 1870 linear metres
- Prisons and Community Correctional Centres - 200 linear metres
- Central Office - 600 linear metres.

There are currently approximately 8.27 Terabyte of electronic records saved within network drives and databases including drafts and possible duplications.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.



Department for Correctional Services (DCS) (and predecessor agencies)

Issues Not Mentioned Previously

The Department for Correctional Services recognises the importance of retaining the functionality and integrity of electronic records. A migration policy or similar will be developed to ensure that electronic records of continuing value are maintained through successive upgrades of hardware and software.

For the purpose of this Schedule the term “Offender” is considered a higher order term i.e. Offender Management. Departmental case management practices involve the activities of both prisoner and offenders and these terms are considered interchangeable in these circumstances.

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 Department for Correctional Services. These records meet the criteria for ongoing value as set out in the *Appraisal of Official Records: Policy and Objectives Guideline*.

The following records meet Objective 1 – *to identify and preserve office records providing evidence of the source of authority, foundation and machinery of the SA Government and public sector bodies* - Committees (2.3.1, 7.4.1); Contracting-Out (item 7.6.1); Joint Ventures (items 2.12.1, 7.15.1); Procedures (items 2.15.1, 3.2.1, 6.9.1, 7.23.1, 9.5.1, 10.4.1).

The following records meet Objective 3 - *to identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups* Claims (Offenders) (item 7.3.1); Coronial Investigations (items 4.1.1, 4.1.2); System Management (items 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5); Admission (item 7.1.1); Offender Records (item 7.17.1).

The following records meet Objective 4 - *to identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia* - Planning (items 2.14.1, 10.3.1).

Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of the Department for Correctional Services. 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 Department for Correctional Services or the State. They include Acquisition (items 1.1.1, 1.1.2); Evaluation (item 2.8.1); Intelligence Product (items 4.2.1, 4.2.2) and Reporting (items 10.5.1, 10.5.2 etc).

Temporary records that pertain to offenders and/or prisoner have long term temporary value to the Department for Correctional Services and are allocated a retention period of 100 years after the date of birth of the individual to ensure adequate retention for possible compliance and inquiry requirements. They



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include Admission (item 7.1.3); Drug Detection (items 2.7.1, 7.9.1); Offender Records (items 7.17.3, 7.17.4, 7.17.5, 7.17.10).

Other Disposal Considerations

Item number 7.25.4 - Offender Management, Reporting has been allocated a disposal of 'REVIEW - Retain until 2025. Subject to further review' due to ongoing Industrial Relations matters.

Disposal Recommendation Effect on Related Records

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

Alternative Record Formats

RDS 2015/08 applies to records in all formats whether they be in hardcopy or electronic format.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within RDS 2015/08 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 2015/08 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 being disposed of.



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Scope Note

Records Covered by this Schedule

RDS 2015/08 applies to the operational records created or received by the DCS. For further details see the Coverage of RDS section, p.17-18.

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

There are no complementary RDS'.

Other RDS superseded by RDS 2015/08

- RDS2015/08 Version 1 Department for Correctional Services (approved 15 December 2015)

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

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

Records excluded from RDS 2015/08

No records, other than those mentioned under Coverage of the RDS, p.17-18, are excluded from this RDS.



Department for Correctional Services (DCS) (and predecessor agencies)

Application to records in all formats

RDS 2015/08 applies to records in all formats, including databases and other electronic records. DCS 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 2015/08 are minimum retention periods for which records need to be retained. It is at the discretion of DCS as to whether records are kept for longer than the minimum period.

Acronyms

TERM	DEFINITION
ANTA	Australian National Training Authority
AQTF	Australian Quality Training Framework
AVETMISS	Australian Vocational Education and Training Management Information System
COAG	Council of Australian Governments
DAT	Digital Audio Tapes
DCS	Department for Correctional Services
ERG	Emergency Response Group
G4S	G4S Security
HRAT	High Risk Assessment Team
IHEAAS	Integrated Housing Exit Alternative Accommodation Service
IHEP	Integrated Housing Exit Program
IIMS	Intelligence and Investigation Management System
JIS	Justice Information System
KATS	K-9 Activity Tracking System



Department for Correctional Services (DCS) (and predecessor agencies)

KWAAA	Keyword AAA (Thesaurus)
LIS	Local Interpretation Statement
LOP	Local Operating Procedure
MAA	Memorandum of Administrative Agreement
MBCS	Messaging and Business Communication Services
MOU	Memorandum of Understanding
MOWCAMP	Mobile Outback Work Camp
NPP	New Prison Project
OARS	Offender Aid and Rehabilitation Services
OCF	Occupational Compliance Framework
OH&S	Occupational Health & Safety
OPS-1	Operational Stream Grade 1
OPS-2	Operational Stream Grade 2
OSU	Operations Security Unit
PAD	Passive Alert Detector
PAU	Prisoner Assessment Unit
PIR	Post Implementation Reviews
PRI	Post Implementation Review
PTS	Prisoner Telephone System
RTO	Registered Training Organisation
SAPMICM	South Australian Prison and In Court Management
SAPOL	South Australian Police
SEMS	Security and Emergency Management Standards



Department for Correctional Services (DCS) (and predecessor agencies)

SOP	Standard Operating Procedure
SVC	Store Value Card
V-TEC	Vocational Training and Education Centre
WH&S	Work Health & Safety

Definitions of terms specific to RDS 2015/08

DCS TERM	DEFINITION
Ares	A security system used by DCS
Austco	A security system used by DCS
Banned visitor	A person who is refused entry to the Department for Correctional Services facilities
Biometric Enrolment System	An enrolment system that contains biometric data on individuals. E.g. Iris scans and Fingerprints.
Canteen Buy	Foodstuffs available for purchase by prisoners as a Canteen facility
Case Management	The individualised and planned management of remand prisoners, prisoners and offenders based on risk/needs assessments, the development and implementation of case plans and progressive reviews
Community Services	A program providing for the undertaking of community service work as a penalty, or as an alternative to another penalty (sentence)
Contraband	Any item which is illegal, Illicit or prohibited for a prisoner to have within a prison
Correctional Services Management	Term used to encompass both Offenders under supervision within the Community Correctional Centres and Prisoners held with the prison system.
Data warehouse	A database environment that contains data extracted from operational and support systems that has been built specifically for Executive and Management reporting



Department for Correctional Services (DCS) (and predecessor agencies)

Death in Custody	Term used to specify the death of an offender whilst in custody within a prison or under supervision from a Community Correctional Centre. Home Detention is classified as a being within custody.
High Notoriety	An offender or prisoner who has gained a high and enduring public profile.
Home Detention	A program allowing for the graduated release of prisoners from prison to the community with intensive case management and home curfew/electronic monitoring conditions
Intelligence Product	Advice based on collated and assessed information provided to decision makers in advance of threats including to the good order or security of prisons.
Last action	The last date recorded on the file where an action occurred.
Local Incident	An occurrence or event which occur as a Business Unit level and does not require reporting to the Incident Reporting service
Local Interpretation Statements (LIS)	Instructions adapted from Standard Operating Procedures, which are developed as a Business Unit level
Local Operating Procedure (LOP)	A procedure relating to a specific business unit process. LOPS define the authorities and responsibilities of employees undertaking tasks in the procedure
Major	Major refers to transactions which are greater in importance, impact, or which have added significance to the activity being documented.
Minor	Minor includes all the other transactions of a routine nature.
Offender	A person on who the court or releasing authority has imposed a community based order
Prison Industries	The corporate body that manages the commercial industries in South Australian prisons.
Prisoner	A person committed to a correctional institution pursuant to an order of a court or a warrant of commitment



Department for Correctional Services (DCS) (and predecessor agencies)

Repay SA	A Community Service Program where offenders repay their debt to society through supervised community work projects.
Significant or substantial	Significant or substantial involves public interest or controversy and may include cases where there was extensive parliamentary debate and/or coverage in the media.
Staff	An employee/contractor required to undertake duties under the <i>Correctional Services Act</i> . Includes canine and G4S Contractors.
System Operating Procedure (SOP)	A procedure relating to a whole of department process. SOPS define the authorities and responsibilities of employees undertaking tasks in the procedure.
Store Value Cards (SVC)	A plastic debit card which is issued to each sentenced or on-remand prisoner immediately prior to release.
Strip Search	The search of a prisoner which requires the removal of clothing
Throughcare	An integrated and seamless approach to the delivery of programs and services for remand prisoners, prisoners and offender, from initial to final contact with the department
Type 1 Incident	A significant occurrence or event which requires reporting and recording in the DCS Incident Reporting Service. Identified in System Operating Procedure No. 4
Type 2 Incident	An occurrence or event which requires reporting but does not fit the Type 1 criteria. Identified in System Operating Procedure No. 4
Urinalysis	A DCS term for the testing of urine sample for the purpose of drug detection
VetTrack	A licenced software package
Victim	An individual harmed by the committing of an offence
Victim Management System	A electronic system used to manage victims registrations and data.
Visiting Inspector	A person appointed as an Inspector of a Prison
Visiting Tribunal	A formal inquiry convened to decide on an alleged breach of regulations by a prisoner



Department for Correctional Services (DCS) (and predecessor agencies)

Warrant	A legal instrument which authorises the detention of a person in a custodial facility
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Department for Correctional Services (DCS) (and predecessor agencies)

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 DCS is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the 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			
1	ASSET MANAGEMENT	The function of supplying, maintaining, repairing and disposing of equipment, stores and vehicles used by the agency; the construction, fitting-out, managing, maintaining, protecting and disposing of properties; and the management of land and working, storage or living space within the agency's premises.	
1.1	Acquisition	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)</i>	
1.1.1	Acquisition	Records relating to the acquisition of significant equipment and materials unique to the agency irrespective of asbestos or other hazardous components. E.g. purchasing of firearms and Emergency Response Group (ERG) equipment.	TEMPORARY Destroy 100 years after last action
1.1.2	Acquisition	Records relating to the acquisition of minor security equipment and materials unique to the agency. E.g. Purchase of sewing materials.	TEMPORARY Destroy 10 years after last action
1.1.3	Acquisition	Records relating to the management of the acquisition of specialist vehicles which reflect the function of the agency through purchase, hire, leasing, etc. E.g. Transport vehicles.	TEMPORARY Destroy 50 years after last action
1.1.4	Acquisition	Records relating to the requisitions and invoicing of corporate uniforms.	TEMPORARY Destroy 10 years after last action
1.1.5	Acquisition	Records documenting the loan and control of seized narcotic substances for staff training purposes. Includes registration of narcotics and receipt.	TEMPORARY Destroy 7 years after the return or destruction of substances
1.2	Allocation	<i>The process of assigning money, items or equipment to employees or agency units. (KAAA)</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET MANAGEMENT			
1.2.1	Allocation	Records relating to the usage and control of items of equipment unique to the agency irrespective of asbestos or other hazardous components. Includes firearms and Emergency Response Group (ERG) equipment.	TEMPORARY Destroy 100 years after last action
1.2.2	Allocation	Records relating to the allocation of other security equipment and materials. Including Key, Radio and Duress Alarm Registers.	TEMPORARY Destroy 10 years after last action
1.3	Audit	<i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems audits and quality assurance audits. (KAAA)</i>	
1.3.1	Audit	Records relating to operational audits conducted on the issue of drugs for staff training purposes.	TEMPORARY Destroy 50 years after last action
1.3.2	Audit	Records relating to compliance audits conducted on the issue of security and surveillance equipment.	TEMPORARY Destroy 10 years after last action
1.4	Disposal	<i>The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction. (KAAA)</i>	
1.4.1	Disposal	Records relating to the disposal of items of equipment unique to the agency. Includes disposal of firearms, seized narcotic substances and equipment unique to prison industries.	TEMPORARY Destroy 100 years after last action
1.4.2	Disposal	Records relating to the disposal of other items of equipment.	TEMPORARY Destroy 10 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET MANAGEMENT			
1.5	Evaluation	<i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. (KAAA)</i>	
1.5.1	Evaluation	Records relating to the evaluation of items of equipment unique to the agency.	TEMPORARY Destroy 50 years after last action
1.6	Maintenance	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles, etc. (KAAA)</i>	
1.6.1	Maintenance	Records relating to the maintenance of unique and/or significant security equipment and systems unique to the agency. E.g. biometric scanning equipment.	TEMPORARY Destroy 100 years after last action
1.6.2	Maintenance	Records relating to the routine maintenance of security equipment and systems. Includes Equipment Checks and Fault Reports. E.g. cell doors and intercoms.	TEMPORARY Destroy 10 years after last action
1.7	Payments	<i>The activities involved in the preparation and payment of money, except in cases of payment of membership fees and subscriptions to journals, etc. (KAAA)</i>	
1.7.1	Payments	Records relating to the payment of rewards for return of Intensive Compliance Unit (Home Detention) property.	TEMPORARY Destroy 12 months after last action
1.8	Reviewing	<i>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (KAAA)</i>	
1.8.1	Reviewing	Records relating to design of uniforms or corporate wardrobe developed specifically for the agency and/or reflecting agency functions.	TEMPORARY Destroy 50 years after last action



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET MANAGEMENT			
1.8.2	Reviewing	Records relating to the review of specialist vehicles which reflect the function of the agency, for example vehicles with specialist communications, field survey vehicles, etc.	TEMPORARY Destroy 50 years after last action
1.9	Stocktake	<i>The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items. (KAAA)</i>	
1.9.1	Stocktake	Records relating to stocktakes undertaken. Includes stocktake of narcotic substances and equipment write-off notifications.	TEMPORARY Destroy 7 years after last action
1.10	Tendering	<i>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. (KAAA)</i>	
		See: GDS 30 (as amended): 6.10 FINANCIAL MANAGEMENT – Procurement (Goods & Services) for the routine administration process such as advertising for tenders, responding to requests for information, receiving registrations of interest and advising interested parties of outcomes	
1.10.1	Tendering	Records relating to receipt and assessment of tenders and specifications relating to asbestos, other hazardous material removal and remediation works.	TEMPORARY Destroy 100 years after expiry of contract
1.10.2	Tendering	Records relating to the receipt and assessments of tenders. Includes advertising, requests for proposals and information, specifications, reports schedule of tenders, evaluations and recommendations. Also includes unsuccessful tenders and related correspondence.	TEMPORARY Destroy 10 years after expiry of contract



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ASSET MANAGEMENT			
1.10.3	Tendering	Records relating to the acceptance of a quotation for the supply, delivery and installation of doors, locks and keys.	TEMPORARY Destroy 10 years after supply or completion of work
1.10.4	Tendering	Records relating to unsuccessful quotations for the supply, delivery and installation of doors, locks and keys.	TEMPORARY Destroy 2 years after receipt of quotation



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
2	COMMUNITY SERVICE	The function of managing offenders undertaking community service (including Repay SA). Includes project and program induction, auditing, training and offender supervision.	
2.1	Agreements	<i>The process associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
2.1.1	Agreements	Records relating to agreements between DCS and other private or public sector organisations involving offenders. E.g. Offender Aid and Rehabilitation Services (OARS).	TEMPORARY Destroy 50 years after term of agreement expired
2.2	Claims (Offenders)	<i>The process of administering and managing payments in accordance with an insurance policy as compensation for injury, death or denial of rights of a person or damage or destruction of property. Includes disputes over rights, ownership and claims by family members on behalf of deceased offenders.(DCS)</i>	
		See: RDS Item: 7.3 OFFENDER MANAGEMENT - Claims (Offenders) for all matters regarding claims whilst conducting community service	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT - Incident Reporting for records relating to incidents	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all matters regarding death of offenders	
2.3	Committees	<i>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</i>	
		See: GDS 30 (as amended): 2 BOARD & COMMITTEE MANAGEMENT for records regarding for State boards and committees not unique to the department	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
		See: GDS 30 (as amended): 13.5 STRATEGIC MANAGEMENT - Committees (Administrative) for records of internal, departmental, inter-agency, inter-governmental or external committees	
2.3.1	Committees	Records relating to high level agency committees established to formulate policy and determine major agency programs relating to Community Service. E.g. Serious Offender Committee, Strategic Planning Committee.	PERMANENT
2.4	Complaints	<i>The activities associated with the handling and resolution of complaints from offenders and members of the public. Includes complaint form, acknowledgment slip, status of current action and resolution. (DCS)</i>	
		See: GDS 30 (as amended): 5.9 EMPLOYEE MANAGEMENT - Grievances for complaints against DCS staff and volunteers	
2.4.1	Complaints	Records relating to complaints from offenders or the public which result in substantial investigation and/or changes to DCS policy or procedures or generate substantial public interest.	TEMPORARY Destroy 100 years after last action
2.4.2	Complaints	Records relating to complaints from offenders or the public which are of a non-contentious nature, resolved internally or no action is required.	TEMPORARY Destroy 10 years after last action
2.4.3	Complaints	Facilitative records relating to complaints from offenders and members of the public. Includes status of current action, progress reports and resolution of complaints. For example Central Office and Business Complaints summaries and statistics.	TEMPORARY Destroy 5 years after last action Maintain and reformat as required for administrative purposes



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
2.5	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (KAAA)</i>	
2.5.1	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for major tasks including subject of public interest and debate. E.g. G4S Contracting.	TEMPORARY Destroy 100 years after expiry of contract
2.5.2	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine offender management tasks. E.g. Local Government project and ForestrySA.	TEMPORARY Destroy 50 years after action completed
2.5.3	Contracting-Out	Records relating to offender management tasks generated during the contracting-out process. E.g. Work/Education assignment notice books.	TEMPORARY Destroy 10 years after action completed
2.6	Delegation	<i>The process of delegating operational authority to staff or positions. (KAAA)</i>	
2.6.1	Delegation	Records relating to the delegations of authority for all operational matters relating to offender management.	TEMPORARY Destroy 10 years after authority expires
2.7	Drug Detection	<i>The activities associated with the collection, detection and use of illegal drugs by offenders. Includes testing of Home Detainees.</i>	
2.7.1	Drug Detection	Records relating to the identification, collection, testing, dispatches and positive results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests.	TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
2.7.2	Drug Detection	Records relating to the identification, collection, testing, dispatches and negative results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests.	TEMPORARY Destroy 12 months after last action
2.7.3	Drug Detection	Authorisation for conducting drug collection techniques on offenders. Includes Offender Sample Requests forms.	TEMPORARY Destroy 10 years after last action
2.7.4	Drug Detection	Records relating to other drug detection techniques and methods.	TEMPORARY Destroy 10 years after last action
2.8	Evaluation	<i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. (KAAA)</i>	
2.8.1	Evaluation	Records relating to the management of evaluation processes to determine the effectiveness of agency programs and services relating to offender management.	TEMPORARY Destroy 10 years after last action
2.9	Implementation	<i>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met. (KAAA)</i>	
2.9.1	Implementation	Records relating to the implementation of programs, projects, procedures or action within the agency that support the offender management function.	TEMPORARY Destroy 20 years after last action
2.10	Incident Reporting	<i>The activities associated with reporting any occurrence or event, which may include actions which threatens the safety of staff or offenders, or exposes them to malicious or fraudulent actions. Includes incidents to visitors, the public and the separation of prisoners.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
2.10.1	Incident Reporting	Records relating to the review of Type 1 incidents to deaths in custody that do not result in a Coronial Investigation. Includes subsequent investigation of process and recommendations.	TEMPORARY Destroy 100 years after last action
2.10.2	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where further investigation and reporting occurred. This type of incident refers to such matters as sexual assaults, major assaults, fires, hostage and attempted suicide by an Offender.	TEMPORARY Destroy 100 years after incident finalised
2.10.3	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where no action beyond the report occurred. This type of incident may refer to such matters as security systems failures where there is no threat to the safety of the offender or staff.	TEMPORARY Destroy 5 years after incident finalised
2.10.4	Incident Reporting	Files documenting all Type 2 incidents as identified by System Operating Procedure No. 4, or its successor equivalent. This type contains such matters as minor assaults, drug finds, bomb threat or abusive / threatening behaviour.	TEMPORARY Destroy 10 years after incident finalised
2.10.5	Incident Reporting	Files documenting local incidents (not including Type 1 & 2) as identified by System Operating Procedure No. 4, or its successor equivalent.	TEMPORARY Destroy 5 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
2.11	Investigations	<i>The activities involved in conducting internal investigations into allegations made by/or against offenders. Includes records of interviews, statements and recommendations.</i>	
2.11.1	Investigations	Records relating to investigations of Type 1 incidents as identified by System Operating Procedure No. 4 or its successor equivalent where further action is recommended.	TEMPORARY Destroy 100 years after investigation finalised
2.11.2	Investigations	Records relating to investigations of Type 1 or 2 incidents where no further action is recommended.	TEMPORARY Destroy 10 years after investigation finalised
2.12	Joint Ventures	<i>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. (KAAA)</i>	
2.12.1	Joint Ventures	Records relating to the negotiation and establishment of contracts or similar between DCS and other agencies or the private sector that are of major significance to DCS or the State, relating to information and services involved in Offender Management. Includes joint ventures requiring a major investment by DCS, and/or occasioning substantial public interest. E.g. Mount Gambier Prison.	PERMANENT
2.12.2	Joint Ventures	Records relating to work conducted and participation in other joint ventures with other agencies or the private sector. E.g. Local Government project and ForestrySA.	TEMPORARY Destroy 50 years after action completed
2.13	Offender Records	<i>Records containing a number of activities relating to the delivery of programs and services for prisoners and offenders, from initial to final contact with DCS.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
		See: RDS Item: 7.17 OFFENDER MANAGEMENT - Offender Records for all offender management files	
2.13.1	Offender Records	Forms previously used by the Courts known as 'Fine Options Files'.	TEMPORARY Destroy 2 years after last action
2.14	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs. (KAAA)</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all matters regarding agency wide planning where adverse findings were identified from the coroner	
2.14.1	Planning	Master records documenting the development of agency-wide programs or projects relating to offender management.	PERMANENT
2.14.2	Planning	Records documenting the development and approval of business unit programs or projects relating to offender management. Includes actual plans.	TEMPORARY Destroy 10 years after last action
2.14.3	Planning	Supplementary material used in plan development.	TEMPORARY Destroy 5 years after last action
2.15	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	
2.15.1	Procedures	Master set of standard operating procedures for the management of offenders. Includes those records developed in collaboration with other agencies and original approved procedures.	PERMANENT
2.15.2	Procedures	Records relating to the development and implementation of agency, branch, section or regional office operating procedures. Includes supplementary records.	TEMPORARY Destroy 20 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
2.16	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
		See: RDS Item: 2.10 COMMUNITY SERVICE – Incident Reporting for records relating to incidents involving offenders	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all matters regarding the death of an offender	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT – Incident Reporting for records relating to incidents involving prisoners	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT – Incident Reporting for records relating to the management, discovery and reporting of contraband	
2.16.1	Reporting	Master copy of formal reports to external agencies required as a statutory obligation or other reports required by the central control agencies on a regular basis. For example, Ministers and Parliament.	TEMPORARY Destroy 50 years after last action
2.16.2	Reporting	Internal reports used to monitor trends and provide statistical analysis on offender management.	TEMPORARY Destroy 10 years after last action
2.16.3	Reporting	Periodic internal or systems reports on general offender management matters.	TEMPORARY Destroy 10 years after last action
2.17	Reviewing	<i>The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (KAAA)</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY SERVICE			
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to the review of incidents which resulted in the death of offenders	
2.17.1	Reviewing	Records relating to reviews of project and program outcomes dealing with offender management. Includes Post Implementation Reviews (PIR).	TEMPORARY Destroy 7 years after last action
2.18	Work Health & Safety (WH&S)	<i>The activity of implementing and coordaining work health and safety and associated practices throughout the agency for offenders.</i>	
2.18.1	Work Health & Safety (WH&S)	Records relating to the development and implementation of programs which promote and encourage a healthy and safe work environment whilst under supervision.	TEMPORARY Destroy 100 years after last action
2.18.2	Work Health & Safety (WH&S)	Records relating to the provision of training and induction programs on WH&S matters.	TEMPORARY Destroy 30 years after date of assessment
2.18.3	Work Health & Safety (WH&S)	Records relating to Community Service Induction and Sign in Sheets by offenders for work undertaken. Including Community Service Scheme Worksheets.	TEMPORARY Destroy 12 months after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 CORRECTIONS SECURITY			
3	CORRECTIONS SECURITY	The function of providing security measures to DCS facilities; including Central Office. Also includes incidents relating to security systems, emergency processes, the issue of identity cards to contractors and external agencies.	
3.1	Incident Reporting	<i>The activities associated with reporting and recording any occurrence or event, which threatens the safety of staff and/or offenders, or exposes them to malicious or fraudulent actions. E.g. significant security system failure and loss of security keys.</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
3.1.1	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where further investigation, reporting and legal proceedings occurred. This incident type contains such matters as security key loss and system failure.	TEMPORARY Destroy 100 years after incident finalised
3.1.2	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where no action beyond the report occurred.	TEMPORARY Destroy 5 years after incident finalised
3.1.3	Incident Reporting	Files documenting all Type 2 incidents as identified by System Operating Procedure No. 4, or its successor equivalent. This incident type contains such matters as Break-in/attempted Break-in to a Correctional Services facility.	TEMPORARY Destroy 10 years after incident finalised
3.1.4	Incident Reporting	Files documenting all local incidents as identified by System Operating Procedure No. 4, or its successor equivalent.	TEMPORARY Destroy 5 years after incident finalised
3.2	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 CORRECTIONS SECURITY			
3.2.1	Procedures	Master set of procedures for the management of security and emergencies within departmental facilities. Includes fire and hostage situations.	PERMANENT
3.2.2	Procedures	Records relating to development and implementation of agency, branch section or regional office general security procedures. Includes supplementary records.	TEMPORARY Destroy 20 years after last action
3.3	Risk Management	<i>The process involving the identification of risks and the implementation of appropriate practices and procedures, which will reduce wastage and the impact of economic loss arising from an incident. (KAAA)</i>	
3.3.1	Risk Management	Master set of risk management plans relating to corrections security.	TEMPORARY Destroy 50 years after last action
3.3.2	Risk Management	Records relating to strategies designed to assess potential hazards and contribute to the achievement of continuous improvement for security systems. Including Emergency Contingency Testing, Security and Emergency Management Standards (SEMS) and Occupational Compliance Framework (OCF).	TEMPORARY Destroy 10 years after last action
3.4	Security	<i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel. (KAAA)</i>	
3.4.1	Security	Records relating to the application, creation, issue and return of departmental security passes, known as Level Two (2) Identity Cards, to contractors, representatives of religious organisations and external agencies. Includes replacement applications.	TEMPORARY Destroy 10 years after separation from the department



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INTELLIGENCE AND INVESTIGATION			
4	INTELLIGENCE AND INVESTIGATION	The function of collecting, analysing and distributing value-added information relating to possible illegal activity both within and outside the correctional systems. Includes information on drug trafficking by prisoners, tasking or allocation of intelligence product, joint ventures with other agencies involved in intelligence gathering.	
		See: RDS Item: 2.11 COMMUNITY SERVICE - Investigations for all records regarding Investigations with the Community Correctional Centres	
		See: RDS Item: 7.14 OFFENDER MANAGEMENT - Investigations for all records regarding Investigations with the Prisons	
4.1	Coronial Investigations	<i>The activities of responding to Coronial Directions and recommendations as outlined in Coronial Court findings. I.e. death in custody.</i>	
4.1.1	Coronial Investigations	Original records collated and provided to create a Coroners Submission to the Coroners Court as part of a Coronial Investigation. Includes Offender Records.	PERMANENT
4.1.2	Coronial Investigations	Records relating to the endorsement of recommendations from the Coroner where adverse findings were identified from the Coronial Investigation.	PERMANENT
4.1.3	Coronial Investigations	Records relating to a Coronial Investigation where no adverse findings were identified from the Coroner.	TEMPORARY Destroy 10 years after action completed
4.1.4	Coronial Investigations	Supplementary records relating to the implementation of recommendations where adverse findings were identified from the coroner.	TEMPORARY Destroy 50 years after action completed
4.2	Intelligence Product	<i>The activities of evaluating, collating and analysing information that has been collected for the purpose of compiling intelligence product.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 INTELLIGENCE AND INVESTIGATION			
4.2.1	Intelligence Product	Records documenting formal intelligence product and the provision of intelligence product involving prisoners about a specified subject or a range of subjects of concern.	TEMPORARY Destroy 7 years after last action
4.2.2	Intelligence Product	Working records used in the development of intelligence product. Includes reference materials and internal or system reports.	TEMPORARY Destroy 7 years after last action
4.2.3	Intelligence Product	Records relating to intelligence and/or information received from staff and offenders.	TEMPORARY Destroy 7 years after last action
4.3	Intelligence Sharing	<i>The activities involved in cooperating with other agencies and organisations in support of intelligence activities. Includes requests for, or provision of, intelligence information and comments on intelligence information that has been provided.</i>	
4.3.1	Intelligence Sharing	Records documenting the exchange and evaluation of information from and to external agencies that may indicate new or changing areas of risk, threat or opportunity. Includes the provision of requests for information from Australian Crime Commission, State Intelligence Branch (SAPOL), etc.	TEMPORARY Destroy 10 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 KNOWLEDGE AND INFORMATION SYSTEMS			
5	KNOWLEDGE AND INFORMATION SYSTEMS	The function of managing knowledge, information, communications and technology infrastructure to support the business needs of the agency. Includes developing or acquiring, testing and implementing applications and databases through automated systems.	
5.1	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
5.1.1	Agreements	Records relating to whole of government technology and telecommunications agreements.	TEMPORARY Destroy 50 years after term of agreement expired
5.2	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (KAAA)</i>	
5.2.1	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for significant or major tasks including subject of major public interest and debate. E.g. Messaging and Business Communication Services (MBCS).	TEMPORARY Destroy 20 years after expiry of contract
5.2.2	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine tasks. E.g. requirements analysis project.	TEMPORARY Destroy 10 years after expiry of contract
5.3	Name Reconciliation	<i>The activities relating to the reconciliation of offender's identification number, name and history to records held within the Justice Information System (JIS).</i>	
5.3.1	Name Reconciliation	Records relating to reconciliation advice received from internal and external sources. Includes printouts from the Justice Information System (JIS).	TEMPORARY Destroy 12 months after action completed



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 KNOWLEDGE AND INFORMATION SYSTEMS			
5.4	Project Management	<i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i>	
5.4.1	Project Management	Records relating to the development, implementation, review and closure of significant or major projects. E.g. ICT Blueprint Program.	TEMPORARY Destroy 50 years after action completed
5.4.2	Project Management	Records relating to the development, implementation, review and closure of other projects. E.g. requirement analysis project.	TEMPORARY Destroy 20 years after action completed
5.4.3	Project Management	Supplementary records relating to the planning and development of projects.	TEMPORARY Destroy 5 years after action completed
5.5	System Management	<i>The activities associated with the building, prototyping, accessing and testing of IT systems and applications. Includes the management of regular programs of backups and journals and monitoring usage and response times. Also includes management of security restrictions such as user rules, passwords.</i>	
		See: RDS Item: 2.10 COMMUNITY SERVICE - Incident Reporting for records relating to incidents involving offenders	
		See: RDS Item: 6.14 OFFENDER EDUCATION - Training (Vocational) for records regarding training of offenders prior to the implementation of the Central Office database in 1996.	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT - Incident Reporting for records relating to incidents involving prisoners	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 KNOWLEDGE AND INFORMATION SYSTEMS			
5.5.1	System Management	<p>Management system that contains comprehensive records relating to all prisoners and offenders that have contact with the Department (DCS). E.g. Justice Information System (JIS).</p> <p>Includes functionality to record and calculate:</p> <ul style="list-style-type: none"> • admission and discharge dates; • personal details; • court outcomes and sentences; • reporting functions; • case noting; • offender visits and allowances; • transactions of receipting and payment of wages; • deductions; • photographs; and • the transfer of prisoner monies between Prisons. 	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
5.5.2	System Management	Management system used to record and retrieve intelligence information gained from clients and other sources. E.g. Intelligence and Investigation Management System (IIMS)	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
5.5.3	System Management	Management system relating to Biometric identification information gained for access to secure facilities. E.g. Biometric Enrolment System	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 KNOWLEDGE AND INFORMATION SYSTEMS			
5.5.4	System Management	Management systems that allow for the identification and management of victims registration. Victim's names, address, date of birth and their related offender are recorded in a summary form. Includes a separate listing of de-registered victims. E.g. Victim Management System.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
5.5.5	System Management	Management system relating to records dealing with offender education. Includes prisoner ID numbers, educational courses, achievements, completion dates, locations and teachers names. E.g. VetTrack.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
5.5.6	System Management	Management system relating to supplementary records of individual prisoner education registration, enrolment, assessments and achievements. E.g. VetTrack.	TEMPORARY Destroy 30 years after from date of assessment and entered into corporate database Maintain and reformat as required for administrative purposes
5.5.7	System Management	Management system and metadata relating to monitoring and recording of telephone conversations. E.g. Prisoner Telephone System (PTS).	TEMPORARY Destroy 5 years after database superseded, or data migrated to successor system.
		See: RDS Item: 7.21.8 OFFENDER MANAGEMENT - Prisoner Operations for records relating to the operational processes of the Prisoner Telephone System (PTS).	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 KNOWLEDGE AND INFORMATION SYSTEMS			
5.5.8	System Management	Records relating to the audio recordings of telephone conversations that are not required for investigative purposes. Includes actual recordings regardless of format. E.g. Prisoner Telephone System (PTS).	TEMPORARY Erase Recording Media 5 years after date of recording
		See: RDS Item: 4.2 INTELLIGENCE AND INVESTIGATION - Intelligence Product for records collated for intelligence and/or investigation	
5.5.9	System Management	Surveillance video recordings.	TEMPORARY Destroy 28 days after date of recording [system default].
		See: RDS Item: 4.2 INTELLIGENCE AND INVESTIGATION - Intelligence Product for records collated for intelligence and/or investigation	
5.5.10	System Management	Other records relating to the ongoing management of applications and systems. E.g. Justice Information System (JIS), Biometric, Intelligence and Victim management systems etc. Includes backup data.	TEMPORARY Destroy 2 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 OFFENDER EDUCATION			
6	OFFENDER EDUCATION	The function of managing the education and training opportunities available to prisoners and offenders including prison industry-related training programs. DCS is a Registered Training Organisation (RTO) trading as Vocational Training & Education Centre (V-TEC).	
6.1	Achievement	<i>The activities associated with managing and monitoring prisoner's education achievements.</i>	
6.1.1	Achievement	Records relating to the outcome of an offender's education course.	TEMPORARY Destroy 30 years from date of assessment and entered into corporate database
6.2	Acquisition	<i>The process of gaining ownership of learning and assessment materials required for training delivery and conducting assessment through purchase, requisitions or licensed use. (KAAA)</i>	
6.2.1	Acquisition	Records relating to the acquisition and/or licensed use of training packages and modules used in the delivery of prisoner education.	TEMPORARY Destroy 10 years after date of purchase or expiry of licence
6.3	Agreements	<i>The process associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
6.3.1	Agreements	Records relating to agreements and contracts relating to offender education. Includes the establishment and maintenance of agreements and contracts.	TEMPORARY Destroy 50 years after term of agreement expired
6.4	Assessment	<i>The activities associated with the marking and grading of individual assessment components such as assignments, examinations, etc.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 OFFENDER EDUCATION			
6.4.1	Assessment	Records of determination of assessment. E.g. assessment record.	TEMPORARY Destroy 30 years after from date of assessment
6.4.2	Assessment	Records relating to work submitted by prisoners for purposes of assessment. E.g. work assessment evidence.	TEMPORARY Destroy 6 months from date of assessment
6.5	Audit	<i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems audits and quality assurance audits. (KAAA)</i>	
6.5.1	Audit	Records relating to audits of compliance with assessment and training standards.	TEMPORARY Destroy 30 years from date of assessment
6.6	Compliance	<i>The activities associated with complying with mandatory accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9999 series and Australian Quality Training Framework (AQTF) standards. (KAAA)</i>	
6.6.1	Compliance	Records relating to breaches of compliance requirements and remedial action.	TEMPORARY Destroy 30 years from date of assessment
6.6.2	Compliance	Records relating to agency compliance with mandatory standards or statutory requirements i.e. Australian Quality Training Framework (AQTF). Includes proof of compliance.	TEMPORARY Destroy 30 years from date of assessment



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 OFFENDER EDUCATION			
6.7	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant or by using external bureau services. Sometimes referred to as out-sourcing. (KAAA)</i>	
6.7.1	Contracting-Out	Records relating to the development of outsourcing policies and contract management processes for prisoner education.	TEMPORARY Destroy 50 years after expiry of contract
6.7.2	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for tasks in prisoner education.	TEMPORARY Destroy 15 years after action completed
6.8	Enrolment	<i>The activities associated with the enrolment and participation of prisoners in training programs/courses. Includes the maintenance of personal details.</i>	
6.8.1	Enrolment	Records documenting enrolment of prisoners in a training or education program.	TEMPORARY Destroy 30 years from date of assessment If in electronic form, maintain and reformat as required for administrative purposes
6.9	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	
6.9.1	Procedures	Master set of Quality Management System Procedures to ensure quality training and assessments relating to offender education.	PERMANENT
6.9.2	Procedures	Records relating to the development and implementation of agency, branch or section operational procedures. Includes supplementary records.	TEMPORARY Destroy 5 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 OFFENDER EDUCATION			
6.10	Registration	<i>The process of registering offenders with a Registered Training Organisation (RTO).</i>	
6.10.1	Registration	Records relating to the registration of prisoners with V-TEC.	TEMPORARY Destroy 30 years from date of assessment and entered into corporate database Maintain and reformat as required for administrative purposes
6.11	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
		See: GDS 30 (as amended): 13.22 STRATEGIC MANAGEMENT - Reporting for records on the broad management and planning of the agency	
6.11.1	Reporting	Records relating to the provision of reports to comply with internal (Quality Management System) and external reporting requirements.	TEMPORARY Destroy 5 years after action completed or after next registration audit, whichever is the latter
6.11.2	Reporting	Records relating to the development of formal reports to external agencies required as a statutory obligation or other reports required by central control agencies on a regular basis.	TEMPORARY Destroy 7 years after action completed



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 OFFENDER EDUCATION			
6.11.3	Reporting	Records relating to the provision of supplementary data for the compilation of internal and external reports.	TEMPORARY Destroy 2 years after last action
6.12	Resource Development	<i>The activities associated with the development of course curriculum and support materials for training delivery and assessment.</i>	
6.12.1	Resource Development	Master set of course curriculum developed for offender education.	TEMPORARY Destroy 50 years after registration audit
6.12.2	Resource Development	Records relating to the development of education resources including the organisation's involvement in or contribution to offender education.	TEMPORARY Destroy 10 years after registration audit
6.13	Training (Offenders)	<i>The activities involved with training offenders in the use of equipment to comply with health and safety regulations. (DCS)</i>	
6.13.1	Training (Offenders)	Records relating to equipment training for offenders when undertaking a community service project.	TEMPORARY Destroy 100 years from last entry
6.14	Training (Vocational)	<i>The activities involved with providing vocational training to prisoners, including enrolment, assessment and certification. (DCS)</i>	
		See: RDS Item: 5.5 KNOWLEDGE AND INFORMATION SYSTEMS - System Management for records on the systems and databases involving training	
6.14.1	Training (Vocational)	Records relating to the enrolment, assessment and achievement of individual prisoners undertaking education programs and courses created prior to the implementation of the Central Office database in 1996. Includes working files of records relating to the initial interviews and progress.	TEMPORARY Destroy 50 years from last entry



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7	OFFENDER MANAGEMENT	The function of managing prisoners within a custodial environment. Includes program and sentence management, security classification, compensation, complaints and prison activities.	
7.1	Admission	<i>The activities relating to the admission of an offender to a Prison. Includes the registration of the offenders personal and warrant details in the Justice Information System (JIS).</i>	
7.1.1	Admission	Prisoner Admission Registers detailing the admission of an offender or remandee to a prison from police custody or from Court prior to the implementation of the Justice Information System (JIS).	PERMANENT
7.1.2	Admission	Other records relating to the admission of an offender or remandee to a prison from police custody or from Court prior to the implementation of the Justice Information System (JIS). Includes Pre-sentence Registers, Master List Registers and Bond Registers.	TEMPORARY Destroy 100 years after last action
7.1.3	Admission	Records authorising the detention of an offender for a stated term of imprisonment or to remand for a court appearance. Includes hand written warrants and sentence calculation.	TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later
7.1.4	Admission	Forms issued by the Sheriff of the Courts regarding authority to remand offenders known as 'Sheriff Advice Courts forms'.	TEMPORARY Destroy once verified entered on Justice Information System (JIS)



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.1.5	Admission	Forms issued by the Courts regarding early notification outcomes resulting from video conferences. E.g. Video Conference Outcomes.	TEMPORARY Destroy once Court outcome received
7.2	Agreements	<i>The process associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
7.2.1	Agreements	Records relating to agreements between DCS and other private or public sector organisations involving offenders. E.g. G4S agreements.	TEMPORARY Destroy 50 years after term of agreement expired
7.3	Claims (Offenders)	<i>The process of administrating and managing payments in accordance with an insurance policy as compensation for injury, death or denial of rights of a person or damage or destruction of property. Includes disputes over rights, ownership and claims by family members on behalf of deceased offenders. (DCS)</i>	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT – Incident Reporting for records relating to incidents involving offenders	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.3.1	Claims (Offenders)	Records relating to the management of compensation claims of legal liability as a result from the death of an offender.	PERMANENT
7.3.2	Claims (Offenders)	Records relating to the management of compensation claims of legal liability from offenders referring to Type 1 incidents. Includes incident reports, medical records, advice, appeals, litigation, payments and other information related to the case.	TEMPORARY Destroy 100 years after last action
7.3.3	Claims (Offenders)	Records relating to the management of compensation claims from families or family members on behalf of deceased or mentally impaired offenders.	TEMPORARY Destroy 30 years after date of claim finalised



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.3.4	Claims (Offenders)	Records relating to the management of compensation claims from offenders where case has proceeded to court.	TEMPORARY Destroy 15 years after date of claim finalised
7.3.5	Claims (Offenders)	Records relating to the management of compensation claims where case is settled without proceeding to court.	TEMPORARY Destroy 10 years after date of claim finalised
7.3.6	Claims (Offenders)	Records relating to the management of compensation claims from offenders where case has not proceeded to court nor has required settlement. Includes Prisoner Property Claims.	TEMPORARY Destroy 5 years after date of claim finalised
7.3.7	Claims (Offenders)	Agency records relating to appeals of compensation cases.	TEMPORARY Destroy 10 years after finalised or 5 years after appeal finalised, whichever is later
7.4	Committees	<i>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</i>	
		See: GDS 30 (as amended): 2 BOARD & COMMITTEE MANAGEMENT for records regarding for State boards and committees not unique to the department	
		See: GDS 30 (as amended): 13.5 STRATEGIC MANAGEMENT - Committees (Administrative) for records of internal, departmental, inter-agency, inter-governmental or external committees	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.4.1	Committees	Records relating to high level agency committees established to formulate policy and determine major agency programs relating to Offender Management. E.g. Serious Offender Committee, Strategic Planning Committee.	PERMANENT
7.5	Complaints	<i>The activities associated with the handling and resolution of complaints from offenders and members of the public. Includes complaint form, acknowledgment slip, status of current action and resolution. (DCS)</i>	
		See: GDS 30 (as amended): 5.9 EMPLOYEE MANAGEMENT - Grievances for complaints against DCS staff and volunteers	
7.5.1	Complaints	Records relating to complaints from offenders or the public which result in substantial investigation and/or changes to DCS policy or procedures or generate substantial public interest.	TEMPORARY Destroy 100 years after last action
7.5.2	Complaints	Records relating to complaints from offenders or the public which are of a non-contentious nature, resolved internally or no action is required.	TEMPORARY Destroy 10 years after last action
7.5.3	Complaints	Facilitative records relating to complaints from offenders and members of the public. Includes status of current action, progress reports and resolution of complaints. For example Central Office and Business Complaints summaries and statistics.	TEMPORARY Destroy 5 years after last action Maintain and reformat as required for administrative purposes
7.6	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (KAAA)</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.6.1	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for outsourcing that is the subject of major public interest and debate. E.g. G4S Contracting.	PERMANENT
7.6.2	Contracting-Out	Records relating to the development of outsourcing policies and contract management processes for the offender management function.	TEMPORARY Destroy 50 years after expiry of contract
7.6.3	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for substantive offender management tasks.	TEMPORARY Destroy 20 years after expiry of contract
7.6.4	Contracting-Out	Records relating to the hiring and use of consultants, contractors and suppliers for minor and routine offender management tasks.	TEMPORARY Destroy 10 years after expiry of contract
7.7	Delegation	<i>The process of delegating operational authority to staff or positions. (KAAA)</i>	
7.7.1	Delegation	Records relating to the delegations of authority for all operational matters relating to offender management.	TEMPORARY Destroy 10 years after authority expires
7.8	Discharge	<i>The activities relating to the release of a prisoner from Prison. Including early release approvals, travel vouchers, checklists and administrative documentation. (KAAA)</i>	
7.8.1	Discharge	Records relating to the return of an offender to his/her place of arrest after discharge from a Prison.	TEMPORARY Destroy 2 years after last action
7.8.2	Discharge	Records relating to the issue and receipt of Store Value Cards (SVC) to offenders after discharge.	TEMPORARY Destroy 2 years after last action
7.9	Drug Detection	<i>The activities associated with the collection, detection and use of illegal drugs by offenders. Includes testing of Home Detainees.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.9.1	Drug Detection	Records relating to the identification, collection, testing, dispatches and positive results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests.	TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later
7.9.2	Drug Detection	Records relating to the identification, collection, testing, dispatches and negative results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests.	TEMPORARY Destroy 12 months after last action
7.9.3	Drug Detection	Authorisation for conducting drug collection techniques on offenders. Includes Offender Sample Requests forms.	TEMPORARY Destroy 10 years after last action
7.9.4	Drug Detection	Records relating to other drug detection techniques and methods.	TEMPORARY Destroy 10 years after last action
7.10	Evaluation	<i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. (KAAA)</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.10.1	Evaluation	Records relating to the management of evaluation processes to determine the effectiveness of agency programs and services relating to major public interest and debate of offender management. E.g. New Prison Project (NPP).	TEMPORARY Destroy 100 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.10.2	Evaluation	Records relating to the management of evaluation processes to determine the effectiveness of agency programs and services relating to all other offender management.	TEMPORARY Destroy 20 years after last action
7.11	Implementation	<i>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met. (KAAA)</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.11.1	Implementation	Records relating to the implementation of programs, projects, procedures or action within the agency that support the offender management function.	TEMPORARY Destroy 20 years after last action
7.12	Incident Reporting	<i>The activities associated with reporting any occurrence or event, which may include actions which threatens the safety of staff or offenders, or exposes them to malicious or fraudulent actions. Includes incidents to visitors, the public and the separation of prisoners.</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
		See: RDS Item: 7.27 OFFENDER MANAGEMENT - Separation (Prisoner) for Separations of more than 5 consecutive days or more than a total of 5 days in a 10 day period	
7.12.1	Incident Reporting	Records relating to the review of Type 1 incidents to deaths in custody that do not result in a Coronial Investigation. Includes subsequent investigation of process and recommendations.	TEMPORARY Destroy 100 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.12.2	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where further investigation and reporting occurred. This type of incident refers to such matters as sexual assaults, escapes, riots, fires, hostage and releases in error.	TEMPORARY Destroy 100 years after incident finalised
7.12.3	Incident Reporting	Files documenting Type 1 incidents as identified by System Operating Procedure No. 4, or its successor equivalent, where no action beyond the report occurred. This type of incident may refer to such matters as security systems failures where there is no threat to the safety of the prisoners or staff.	TEMPORARY Destroy 5 years after incident finalised
7.12.4	Incident Reporting	Files documenting all Type 2 incidents as identified by System Operating Procedure No. 4, or its successor equivalent. This type contains such matters as assaults, drug finds, bomb threat, abusive / threatening behaviour, detention or search of visitor.	TEMPORARY Destroy 10 years after incident finalised
7.12.5	Incident Reporting	Files documenting local incidents (not including Type 1 & 2) as identified by System Operating Procedure No. 4, or its successor equivalent.	TEMPORARY Destroy 5 years after last action
7.13	Inspection	<i>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. (KAAA)</i>	
		See: GDS 30 (as amended): 14.4 WORK HEALTH & SAFETY - Inspections for all agency workplace inspections	
7.13.1	Inspection	Master records relating to the inspection of a prison where further action is required. Includes Visiting Inspector reports and log journals.	TEMPORARY Destroy 10 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.14	Investigations	<i>The activities involved in conducting internal investigations into allegations made by/or against offenders. Includes records of interviews, statements and recommendations.</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.14.1	Investigations	Records relating to investigations of Type 1 incidents as identified by System Operating Procedure No. 4 or its successor equivalent where further action is recommended.	TEMPORARY Destroy 100 years after investigation finalised
7.14.2	Investigations	Records relating to investigations of Type 1 or 2 incidents where no further action is recommended.	TEMPORARY Destroy 10 years after investigation finalised
7.15	Joint Ventures	<i>The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. (KAAA)</i>	
7.15.1	Joint Ventures	Records relating to the negotiation and establishment of contracts or similar between DCS and other agencies or the private sector that are of major significance to DCS or the State, relating to information and services involved in Offender Management. Includes joint ventures requiring a major investment by DCS, and/or occasioning substantial public interest.	PERMANENT
7.15.2	Joint Ventures	Records relating to work conducted outside of DCS facilities by offenders in conjunction with other agencies or the private sector. E.g. Mobile Outback Work Camp (MOWCAMP).	TEMPORARY Destroy 100 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.15.3	Joint Ventures	Records relating to participation in other joint ventures with other agencies or the private sector. Includes executive reporting.	TEMPORARY Destroy 10 years after action completed
7.16	Meetings	<i>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes, etc. (KAAA)</i>	
7.16.1	Meetings	Records relating to High Risk Assessment Team (HRAT) meetings, which focus on the management of offenders at risk of suicide or self-harm.	TEMPORARY Destroy 100 years after last action
7.16.2	Meetings	Records relating to non-committee based meetings, which focus on the management of offenders, issues affecting staff or volunteer relationships E.g. Home Detention Reference Group.	TEMPORARY Destroy 30 years after last action
7.17	Offender Records	<i>Records containing a number of activities relating to the delivery of programs and services for prisoners and offenders, from initial to final contact with DCS.</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.17.1	Offender Records	Records relating to high notoriety offenders with extensive media coverage and/or public reaction which have major significance to the Department and/or State. Includes Central Office files and Prison and/or Community Correctional Centre (CCC) records.	PERMANENT
7.17.2	Offender Records	Records relating to a High Risk Assessment Team (HRAT) plan for individuals. Includes Notification of Concern and Initial Response Plan records.	TEMPORARY Destroy 100 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.17.3	Offender Records	<p>Prison and/or Community Correctional Centre (CCC) records relating to substantive administrative information required for the ongoing management of the offender, which may relate to future action.</p> <p>Including:</p> <ul style="list-style-type: none"> • Reclassification assessment; • Health assessments; • Induction checklists; • Risk/Needs assessment; • Request cards; • Case Management file/dossier; • Bail Supervision file; • Bail Enquiry Report file; • Program Case file (Adelaide Pre-Release file); • Community Service file; • Home Detention file; • Security rating reports; • Prisoner Assessment Unit (PAU) assessment file; • Sentence Management Unit (SMU) files; • Social Work file; • Psychologist Case file; • Rehabilitation files; and • Making Changes Case files. 	<p>TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later</p>



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.17.4	Offender Records	Central Office files documenting administrative contact between offenders and DCS which contain significant communications of an on-going departmental nature or public interest. Includes Ombudsman inquiries, Ministerial approvals, life sentence prisoners. May also include deportation records.	TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later
7.17.5	Offender Records	Records relating to requests from offenders to be granted leave of absence from prisons. Includes accompanied and un-accompanied leave. E.g. Compassionate leave, Education leave, Family leave etc.	TEMPORARY Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later
7.17.6	Offender Records	Central Office files documenting administrative contact between offenders and DCS which contain minor communications. Includes general Ombudsman or Ministerial correspondence.	TEMPORARY Destroy 20 years after termination of Correctional Services management



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.17.7	Offender Records	Files documenting administrative contact between offenders and DCS, which contain routine correspondence which has been resolved. May also include general correspondence, minor complaints, interstate, international and parole transfers, requests to marry, files detailing the day to day management of a prisoner or offender. May follow the offender from custodial to community corrections or be used in one specific area. Includes short-term facilitative records relating to day to day operations and regimes of an offender, which have no administrative use after the release of the offender.	TEMPORARY Destroy 10 years after termination of Correctional Services management
7.17.8	Offender Records	Records documenting the exchange and evaluation of information from and to external agencies regarding interstate, international and parole transfers which do not proceed .	TEMPORARY Destroy 10 years after last action
7.17.9	Offender Records	Acceptance and assessment for offenders into the Integrated Housing Exit Program (IHEP) or Integrated Housing Exit Alternative Accommodation Service (IHEAAS) program. Includes consent to participate, notice of information sharing and assessments.	TEMPORARY Destroy 5 years after date of consent to participate
7.17.10	Offender Records	Records relating to early release of offenders from correctional institutions. E.g. Remissions.	Destroy 100 years after date of birth or 10 years after termination of Correctional Services management, whichever is later



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.18	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs. (KAAA)</i>	
7.18.1	Planning	Master records documenting the development of agency-wide programs or projects relating to offender management.	TEMPORARY Destroy 100 years after last action
7.18.2	Planning	Records documenting the development and approval of business unit programs or projects relating to offender management. Includes actual plans.	TEMPORARY Destroy 10 years after last action
7.18.3	Planning	Supplementary material used in plan development.	TEMPORARY Destroy 5 years after last action
7.19	Prison Visits	<i>The activities relating to the documentation of approved visits for prisoners. Including family, personal and banned visitors.</i>	
7.19.1	Prison Visits	Records relating to visiting by family and friends of offenders. Includes approved visitors, notification of banned visitors and re-instatement of visiting privileges.	TEMPORARY Destroy 7 years after last action
7.19.2	Prison Visits	Records relating to the approved admission to a prison for contractors, chaplains and other escorted and unescorted persons.	TEMPORARY Destroy 2 years after last action
7.20	Prisoner Allowance	<i>The activities of payment and deduction of monies to/from a prisoner's Trust or Resettlement Accounts for the payment of work performance wages, fines, compensation or accommodation. Includes levies and board deductions.</i>	
7.20.1	Prisoner Allowance	Records relating to the payment of wages/earnings and the transfer of prisoners monies between Prisons.	TEMPORARY Destroy 7 years after last action
7.20.2	Prisoner Allowance	Master records of requests from prisoners to deduct monies from their financial accounts. Includes deductions or reimbursement of board.	TEMPORARY Destroy 7 years after last action



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.20.3	Prisoner Allowance	Records relating to the transfer and receipt of monies from external sources. E.g. family funds transfers.	TEMPORARY Destroy 7 years after last action
7.20.4	Prisoner Allowance	Records of attendance for prisoners attending to duties for additional payments. E.g. Prisoner Pay Attendance Sheets.	TEMPORARY Destroy 12 months after last action
7.21	Prisoner Operations	<i>The activities associated with the operational processes within a prison. Includes the telephone access, canteen buys and property.</i>	
7.21.1	Prisoner Operations	Records relating to the daily operational routines in a Prison. Includes daily counts of prisoners, prisoner movements, monitoring cell log sheets, cell searches, accommodation arrangements, admission and discharge processes. E.g. Prison Log Books, Prison Journals.	TEMPORARY Destroy 10 years after last action
7.21.2	Prisoner Operations	Records relating to the transfer of offenders between facilities. Includes Court Appointments, Medical Appointments, and Police Custody. E.g. Task Order Forms and Appointment Summaries.	TEMPORARY Destroy 10 years after last action
7.21.3	Prisoner Operations	Supplementary records relating to the daily operational routines in a prison. Including count sheets, mail distribution lists and cell check lists.	TEMPORARY Destroy 7 years after last action
7.21.4	Prisoner Operations	Records relating to the bodily searching of offenders by Custodial Officers.	TEMPORARY Destroy 7 years after last action
7.21.5	Prisoner Operations	Records relating to the supply of prisoner Canteen Buys. Includes special buys and prisoner shopping arrangements.	TEMPORARY Destroy 7 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.21.6	Prisoner Operations	Records relating to the receipt, transfer, destruction and dispatch of prisoners personal property. Includes Property Receipt Books, Prisoner requests and Prisoner Property Cards.	TEMPORARY Destroy 7 years after last action
7.21.7	Prisoner Operations	Records relating to prisoner food plans or menus. Including records relating to fasting, special dietary requirements, etc.	TEMPORARY Destroy 7 years after last action
7.21.8	Prisoner Operations	Records relating to the management of the Prisoner Telephone System. Including the transfer of funds and changes to stored numbers within the system.	TEMPORARY Destroy 7 years after last action
		See: RDS Item: 5.5.7 KNOWLEDGE AND INFORMATION SYSTEMS - System Management for records relating to the management of the Prisoner Telephone System (PTS).	
7.21.9	Prisoner Operations	Record of the disposal of contraband and drugs found within prison. Including Record of Disposition of Contraband and Drugs Found Within Prisons monthly logs.	TEMPORARY Destroy 5 years after last action
7.21.10	Prisoner Operations	Records relating to the issue of daily tasks to offenders. Includes Offender Duty Statements.	TEMPORARY Destroy 5 years after last action
7.22	Prisoner Penalties	<i>The activities relating to the determination and application of penalties for prisoners who are alleged to have committed offence/s which constitute a breach of regulations.</i> <i>Major breaches by prisoners are reported and managed by SAPOL and the Courts. They are not covered within this RDS.</i>	
7.22.1	Prisoner Penalties	Records relating to the proceedings of a Visiting Tribunal or Managers' Inquiry. Includes the issuing of penalties to offenders for minor breaches of regulations and subsequent appeals.	TEMPORARY Destroy 7 years after last action
7.23	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.23.1	Procedures	Master set of standard operating procedures for the management of offenders. Includes those records developed in collaboration with other agencies and original approved procedures.	PERMANENT
7.23.2	Procedures	Records relating to the development and implementation of agency, branch, section or regional office operating procedures. Includes supplementary records.	TEMPORARY Destroy 20 years after last action
7.24	Project Management	<i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i>	
7.24.1	Project Management	Records relating to the development, implementation, review and closure of significant/major projects. E.g. New Prison Project (NPP).	TEMPORARY Destroy 50 years after action completed
7.24.2	Project Management	Records relating to the development, implementation, review and closure of other projects. E.g. Mobile Outback Work Camp (MOWCAMP).	TEMPORARY Destroy 20 years after action completed
7.24.3	Project Management	Supplementary records relating to the planning and development of projects.	TEMPORARY Destroy 5 years after action completed
7.25	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.25.1	Reporting	Master set of formal reports to external agencies required as a statutory obligation or other reports required by the central control agencies on a regular basis. For example, Ministers and Parliament.	TEMPORARY Destroy 50 years after last action
7.25.2	Reporting	Internal Reports used to monitor trends and provide statistical analysis on prisoner management.	TEMPORARY Destroy 10 years after last action
7.25.3	Reporting	Periodic internal or systems reports on general prisoner management matters.	TEMPORARY Destroy 10 years after last action
7.25.4	Reporting	Records relating to the daily recording of activities and events of a Correctional Officer. Includes details of times of duty, location and any significant incidents. E.g. Officer Notebooks.	REVIEW Retain until 2025 Subject to further review
7.25.5	Reporting	Mandated notifications received from external agencies of intervention orders relating to offenders. E.g. Intervention Order Notification Orders.	TEMPORARY Destroy 6 months after last action
7.26	Reviewing	<i>The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (KAAA)</i>	
		See: RDS Item: 4.1 INTELLIGENCE AND INVESTIGATION - Coronial Investigations for all records relating to death of offenders resulting in Coronial Investigations	
7.26.1	Reviewing	Records relating to reviews of project and program outcomes dealing with offender management. Includes Post Implementation Reviews (PIR).	TEMPORARY Destroy 20 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.27	Separation (Prisoner)	<i>The activities relating to keeping an offender separate and apart from other offenders in a prison, for the welfare of the offender or in the interests of security and good order of the prison. Includes the review of separation and the issues of protective custody.</i>	
		See: 7.17.3 OFFENDER MANAGEMENT - Offender Records for Separations of less than 5 consecutive days or less than a total of 5 days in a 10 day period	
7.27.1	Separation (Prisoner)	Records relating to the investigation, direction and review of separating a prisoner from other prisoners. Includes Ministerial documentation.	TEMPORARY Destroy 100 years after action completed
7.28	Volunteer Services	<i>The activities associated with the coordination and management of volunteers within the correctional system.</i>	
		See: GDS 30 (as amended): 5.3 EMPLOYEE MANAGEMENT – Case Management (Employees) for the appointment, contracting and performance management of volunteers	
		See: GDS 30 (as amended): 5.17 EMPLOYEE MANAGEMENT - Training for the training of volunteers	
7.28.1	Volunteer Services	Volunteer Support Agreement records detailing the tasks and duties assigned to volunteers.	TEMPORARY Destroy 50 years after action completed
7.28.2	Volunteer Services	Initial questionnaires completed by offenders used to assign volunteers and conduct quality assessments.	TEMPORARY Destroy 5 years after last action
7.29	Work Health & Safety (WH&S)	<i>The activity of implementing and co-ordinating work health and safety and associated practices throughout the agency for offenders.</i>	
7.29.1	Work Health & Safety (WH&S)	Records relating to the development and implementation of programs which promote and encourage a healthy and safe work environment whilst in custody.	TEMPORARY Destroy 100 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 OFFENDER MANAGEMENT			
7.29.2	Work Health & Safety (WH&S)	Records relating to the provision of training and induction programs on WH&S matters.	TEMPORARY Destroy 30 years from date of assessment



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 OPERATIONS SECURITY UNIT (DOG SQUAD)			
8	OPERATIONS SECURITY UNIT (DOG SQUAD)	The activity of administering the dog squad including the management of the dogs. Includes the veterinary care, kennelling, acquisition of the dogs, maintaining the dog handler’s log, training of dogs, and arranging for the receipt and disposal of dogs. The disposal action in this record class covers records not required as part of incident management or an investigation.	
		See: RDS Item: 2.10 COMMUNITY SERVICE - Incident Reporting for all records regarding incident management with the Community Correctional Centres	
		See: RDS Item: 2.11 COMMUNITY SERVICE - Investigations for all records regarding Investigations with the Community Correctional Centres	
		See: RDS Item: 7.12 OFFENDER MANAGEMENT - Incident Reporting for all records regarding incident management with the Prisons	
		See: RDS Item: 7.14 OFFENDER MANAGEMENT - Investigations for all records regarding Investigations with the Prisons	
8.1	Acquisition	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)</i>	
8.1.1	Acquisition	Records relating to the acquisition of animals used to assist prison officers maintain the good order of the prison.	TEMPORARY Destroy 7 years after retirement or separation of dog
8.2	Animal Care	<i>The activity of maintaining animals used for law enforcement. Includes kennelling, feeding arrangements, veterinary and dental care.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 OPERATIONS SECURITY UNIT (DOG SQUAD)			
8.2.1	Animal Care	Management system containing supplementary records of dog food allowance, health and welfare of dogs. Includes veterinary and dental care.	TEMPORARY Destroy 7 years after retirement or separation of dog Maintain and reformat as required for administrative purposes
8.3	Animal Separations (Disposal)	<i>The activity of arranging for the sale, retirement or other separation of animals.</i>	
8.3.1	Animal Separations (Disposal)	Records relating to the departure of dogs. Includes the recommendations and arrangements for all forms of departure including sale, retirement or euthanasia.	TEMPORARY Destroy 7 years after separation from department
8.4	Operations	<i>The activities relating to the management of dogs used for security and drug detection.</i>	
8.4.1	Operations	Records relating to routine enquiries and drug detection issues involving dog management.	TEMPORARY Destroy 2 years after last action
8.4.2	Operations	Tasking reports, which includes such details as reports of where, when and why animals have been used in security operations. Records may include, but are not limited to: <ul style="list-style-type: none"> • drug work diaries; • general duty diaries. 	TEMPORARY Destroy 7 years after last action
8.5	Training (Dogs)	<i>The activities involved in the provision of training to dogs in the techniques of drug detection and security skills.</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 OPERATIONS SECURITY UNIT (DOG SQUAD)			
8.5.1	Training (Dogs)	Records relating to the training of dogs in drug detection and security work. Includes progress assessments, performance evaluations and testing.	TEMPORARY Destroy 7 years after retirement or separation of dog



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 PRISON INDUSTRIES			
9	PRISON INDUSTRIES	The function of managing the operations of Prison Industries. Including the production of orders, delivery of services and dairy goods. Also the negotiation of agreements with suppliers, staff and members of the public.	
9.1	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
9.1.1	Agreements	Records relating to agreements with internal business units and external organisations concerning the supply of produce or raw materials.	TEMPORARY Destroy 50 years after term of agreement expired
9.2	Audit	<i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, record keeping audits, skills audits, systems audits and quality assurance audits. (KAAA)</i>	
9.2.1	Audit	Records relating to quality assurance and compliance audits relating to prison industries.	TEMPORARY Destroy 10 years after last action
9.3	Complaints	<i>The activities associated with the handling and resolution of complaints from clients and members of the public. Includes complaints from perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or additional duties allowance. (DCS)</i>	
9.3.1	Complaints	Records relating to the management of complaints from customers or members of the public concerning prison industries.	TEMPORARY Destroy 10 years after last action
9.4	Control	<i>The activities associated with creating, maintaining and evaluating control mechanisms. Also includes control mechanisms for other information sources and systems. (KAAA)</i>	



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 PRISON INDUSTRIES			
9.4.1	Control	Records relating to the numbers of cattle, sheep, etc. held by a Prison.	TEMPORARY Destroy 7 years after last action
9.5	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	
9.5.1	Procedures	Master set of standard operating procedures for prison industries.	PERMANENT
9.5.2	Procedures	Records relating to the development and implementation of agency, branch, section or regional office operating procedures. Includes supplementary records.	TEMPORARY Destroy 20 years after last action
9.6	Production (Industries)	<i>The processes involved in producing material into an end result or output. Also orders received from external suppliers, staff, public, the acceptance and delivery of the end product. Includes the production of specified items, dairy goods and delivery of services.</i>	
9.6.1	Production (Industries)	Records relating to orders, accepted from external and internal sources, for products made by prison industries. Includes specifications and drawings.	TEMPORARY Destroy 7 years after completion of order
9.6.2	Production (Industries)	Records relating to orders not accepted for products made by prison industries.	TEMPORARY Destroy 2 years after last action
9.6.3	Production (Industries)	Records relating to the quotation for the production of an order. Includes offers made to produce the items at an inclusive price, an estimated delivery date and the acceptance of the offer.	TEMPORARY Destroy 2 years after receipt of completed order
9.6.4	Production (Industries)	Records documenting the production of dairy goods and the delivery of other services to internal customers by prison industries.	TEMPORARY Destroy 5 years after last action
9.6.5	Production (Industries)	Records relating to the delivery and receipt of completed production orders and other goods supplied by prison industries.	TEMPORARY Destroy 5 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 VICTIM SERVICES			
10	VICTIM SERVICES	The function of providing information and assistance to Victims of Crime in the form of advice, referrals or other support. Includes the release of information to Victims and third parties.	
10.1	Evaluation	<i>The activities associated with determining the suitability of potential and existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. (KAAA)</i>	
10.1.1	Evaluation	Records relating to the evaluation of programs and projects, including the collection and analysis of stakeholder and victim feedback.	TEMPORARY Destroy 10 years after last action
10.2	Information Release	<i>The activities associated with determining the release of offender information to a Victim of Crime under Section 8 of the Victims of Crime Act. Includes offenders expected release date, prison placement and personal details.</i>	
10.2.1	Information Release	Records relating to successful applications for the release of offender information to Victims of Crime or other third parties.	TEMPORARY Destroy 10 years after last action
10.2.2	Information Release	Records relating to unsuccessful applications for the release of offender information to Victims of Crime or other third parties.	TEMPORARY Destroy 5 years after last action
10.3	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KAAA)</i>	
10.3.1	Planning	Master set of records relating to planning of significant Victims Services projects and programs.	PERMANENT
10.3.2	Planning	Records relating to the development of agency-wide business plans, strategic or corporate for Victim Services.	TEMPORARY Destroy 10 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 VICTIM SERVICES			
10.3.3	Planning	Supplementary material used in plan development.	TEMPORARY Destroy 5 years after last action
10.4	Procedures	<i>Standard methods of operating laid down by an agency according to formulated policy. (KAAA)</i>	
10.4.1	Procedures	Master set of procedures for the management of security and emergencies within departmental facilities. Includes fire and hostage situations.	PERMANENT
10.4.2	Procedures	Records relating to development and implementation of agency, branch, section or regional office general security procedures. Includes supplementary records.	TEMPORARY Destroy 20 years after last action
10.5	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
10.5.1	Reporting	Final version of formal internal reports and routine reports made to external agencies relating to Victim Services.	TEMPORARY Destroy 7 years after action completed
10.5.2	Reporting	Working papers documenting the development of all reports. Includes drafts, comments received, statistical analysis and information gathering.	TEMPORARY Destroy 12 months after action completed
10.6	Reviewing	<i>The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities. (KAAA)</i>	
10.6.1	Reviewing	Records relating to reviews of project or program outcomes dealing with victims. Includes Post Implementation Reviews.	TEMPORARY Destroy 5 years after last action



Department for Correctional Services (DCS) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 VICTIM SERVICES			
10.7	Victim Support	<i>The activities associated with providing a customer service and advisory role to victims of crimes.</i>	
10.7.1	Victim Support	Records relating to the registration of victims, contact with registered victims and information about the related offender.	TEMPORARY Destroy 5 years after termination of Correctional Services management
10.7.2	Victim Support	Records relating to the implementation of exclusion zone applied to offenders.	TEMPORARY Destroy 5 years after last action
10.7.3	Victim Support	Records relating to unsuccessful applications to register as a Victim of Crime.	TEMPORARY Destroy 2 years after last action



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