

STATE RECORDS

of South Australia

Operational Records Disposal Schedule

Department for Correctional Services (DCS)

(and predecessor Agencies)

RDS 2025/14 Version 1

Effective Dates: 12 October 2026 to 12 October 2036

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

RDS No	RDS 2025/14Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Department for Correctional Services (and predecessor agencies)
Records Scope	Records documenting the function/s of Asset Management, Corrections Security, Offender Education and Prison Industries
Records Coverage Dates	1 January 1975 - ongoing
Effective Dates	12 October 2026 to 12 October 2036
Status	Determined by Director State Records and approved by State Records Council on 8 September 2026
Associated RDS	This RDS supersedes 2015/08 Version 2 - Department for Correctional Services (DCS) and predecessor agencies.
Exclusions	Any GRS' in the custody of State Records with the exception of GRS 1337, 6832, 6931 and 10276. This schedule also excludes offender records of agencies such as Parole Board, Prison Health, and Official Visitors.
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Introduction

Scope

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

This RDS excludes:

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

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

Objectives

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

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

Relationship to other disposal schedules

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

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

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

Interpretation

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

Status/Disposal action definitions

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

Retain a record of records destroyed under this RDS

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

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

For more information

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

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	ASSET MANAGEMENT	The function of supplying, maintaining, repairing and disposing of specialist equipment, stores and vehicles specific to the Department for Correctional Services (DCS). Includes the management of canines.		
1.1	Acquisition (Corrections)	<i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. Items include specialist equipment used for security i.e. body worn cameras and restraints, canines and other items used in the conduct of Department for Corrections core functions.</i> See Item 1.3 (various) for Animal Care (Canines).		
1.1.1	Acquisition (Corrections)	Records relating to the acquisition of <i>specialist</i> equipment for the agency. I.e. drone detection equipment, body worn cameras, firearms, restraints, Emergency Response Group equipment.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.1.2	Acquisition (Corrections)	Records documenting the loan and control of seized narcotic substances for staff training purposes. Includes registration of narcotics and receipt.	TEMPORARY	Retain a minimum of 5 years after return or destruction of substance, then destroy.
1.1.3	Acquisition (Corrections)	Records relating to the acquisition of canines used to assist prison officers maintain the good order of the prison. Includes records relating to trials and return of canines not acquired. See Item 1.3 (various) for records relating to the management of canines.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
1.1.4	Acquisition (Corrections)	Records relating to the acquisition of farming animals i.e. Cattle, Sheep etc. See Item 2.3 (various) for records relating to the management of canines.	TEMPORARY	Retain a minimum of 2 years after disposal of animal, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2	<i>Allocation</i>	<i>The process of assigning money, items or specialist equipment to employees or agency units. (KAAA)</i>		
1.2.1	Allocation	Records relating to the usage and control of items of specialist equipment. Includes firearms and Emergency Response Group (ERG) equipment. See GDS 30 v3 (as amended) (various) for records relating to asbestos and hazardous substances.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
1.2.2	Allocation	Records relating to the allocation of other security equipment and materials. Including Key, Radio and Duress Alarm Registers.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.3	<i>Animal Care (Canines)</i>	<i>The activity of maintaining canines used for law enforcement. Includes kennelling, feeding arrangements, veterinary and dental care.</i> See Item 1.1 (various) for records relating to acquisition of canines.		
1.3.1	Animal Care (Canines)	Case file records relating to the management of canines used for law enforcement. Includes training, kennelling arrangements, veterinary and dental care. See Item 1.1.3 for records relating to acquisition of canines. See Item 1.1.4 for records relating to acquisition of farming animals. See Item 2.3 (various) for records relating to operational use of canines.	TEMPORARY	Retain a minimum of 2 years after separation or retirement of canine, then destroy.
1.3.2	Animal Care (Canine)	Summary records containing supplementary records of canine food allowance, health and welfare of canines. Includes veterinary and dental care.	TEMPORARY	Retain a minimum of 2 years after last entry, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4	Disposal (Corrections)	<i>The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction. Items include specialist equipment used for security i.e. body worn cameras and restraints, canines and other items used in the conduct of Department for Corrections core functions.</i> See Item 1.1 for records relating to acquisition.		
1.4.1	Disposal (Corrections)	Records relating to the disposal of items of <i>specialist</i> equipment. Includes disposal of firearms, seized narcotic substances and <i>specialist</i> equipment. See GDS 30 v3 (as amended): 1.7 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Disposal (Assets) for disposal of other items. See Item 1.4.2 for disposal of farming animals. See Item 1.3.1 for retirement/disposal of canines.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.4.2	Disposal (Corrections)	Records relating to the disposal of farming animals. i.e. cattle, sheep including sale or slaughter. See Item 1.3.1 for retirement/disposal of canines.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
1.5	<i>Equipment Lifecycle Management</i>	<i>The process of managing specialist equipment throughout its lifecycle.</i>		
1.5.1	Equipment Lifecycle Management	Records relating to the management of DCS specialist equipment throughout its lifecycle e.g. biometric scanning. Includes maintenance, calibration, equipment checks and fault reports. See GDS 30 v3 (as amended): 1.12 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT - Maintenance for maintenance relating to other DCS equipment.	TEMPORARY	Retain a minimum of 10 years after equipment disposed of or decommissioned, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6	<i>Fit Out</i>	<i>The process of refurbishing a workplace internally. Includes painting, floor coverings, furnishings, furniture, fittings and equipment. (KAAA)</i>		
1.6.1	Fit Out	Records relating to the fit-out of specialist vehicles. Includes prisoner transport vehicles. See GDS 30 v3 (as amended): 1.10 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Leasing (Assets) for records relating to leasing of vehicles. See Item 1.7.2 for reviewing of specialist vehicles.	TEMPORARY	Retain a minimum of 10 years after vehicle disposed then destroy.
1.7	<i>Reviewing</i>	<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>		
1.7.1	Reviewing	Records relating to design of uniforms or corporate wardrobe developed specifically for the agency and/or reflecting agency functions.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
1.7.2	Reviewing	Records relating to the review of specialist vehicles which reflect the function of the agency, e.g. prisoner escort vehicles. See Item 1.6.1 for fit out of specialist vehicles.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.	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.		
2.1	<i>Incident Reporting</i>	<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 GDS 30 v3 (as amended) 7.3.1 for all Coronial investigations and inquests including where there are no adverse findings or recommendations. See Item 4.9.1 for Offender Management System.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.1	Incident Reporting	Records documenting Type 1 incidents affecting Aboriginal prisoners or offenders. This includes all incidents whether or not there was further investigation, reporting or legal proceedings occurred. This incident type contains such matters as security key loss and system failure. See Item 2.1.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 2.1.3 for records relating to incidents where no investigation occurred. See Item 2.1.4 for records relating to Type 2 incidents. See Item 2.1.5 for records relating to local incidents.	PERMANENT	Retain as State archives
2.1.2	Incident Reporting	Records documenting Type 1 incidents NOT affecting Aboriginal prisoners or offenders, where further investigation, reporting or legal proceedings occurred. This incident type contains such matters as security key loss and system failure. See Item 2.1.1 for all Type 1 incidents relating to an Aboriginal offender or prisoner. See Item 2.1.3 for records relating to incidents where no investigation occurred. See Item 2.1.4 for records relating to Type 2 incidents. See Item 2.1.5 for records relating to local incidents.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
2.1.3	Incident Reporting	Records documenting Type 1 incidents where no action beyond the report occurred. See Item 2.1.1 for all Type 1 incidents relating to an Aboriginal offender or prisoner.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.1.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 2.1.4 for records relating to Type 2 incidents. See Item 2.1.5 for records relating to local incidents.		
2.1.4	Incident Reporting	Records documenting all Type 2 incidents. – which are occurrences or events which requires reporting but does not fit the Type 1 criteria. Identified in System Operating Procedure No. 4. This incident type contains such matters as break-in/attempted break-in to a Correctional Services facility. See Item 2.1.1 for all Type 1 incidents relating to an Aboriginal offender or prisoner. See Item 2.1.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 2.1.3 for records relating to incidents where no investigation occurred. See Item 2.1.5 for records relating to local incidents.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
2.1.5	Incident Reporting	Records documenting all local incidents. See Item 2.1.1 for all Type 1 incidents relating to an Aboriginal offender or prisoner. See Item 2.1.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 2.1.3 for records relating to incidents where no investigation occurred. See Item 2.1.4 for records relating to Type 2 incidents.	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2	<i>Intelligence Product</i>	<i>The activities of evaluating, collating and analysing information that has been collected for the purpose of compiling intelligence product.</i>		
2.2.1	Intelligence Product	Records documenting formal intelligence product and the provision of intelligence product about a specified subject or a range of subjects of concern. Includes the provision of requests for information from Australian Crime Commission, State Intelligence Branch (SAPOL), etc See Item 2.2.2 for reference materials and internal and system reports.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
2.2.2	Intelligence Product	Records relating to intelligence and/or information received from staff and offenders. Includes reference materials and internal or system reports. See Item 2.2.1 for formal report.	TEMPORARY	Destroy immediately once report finalised.
2.3	<i>Operations</i>	<i>The activities relating to the management of canines used for security and drug detection.</i>		
2.3.1	Operations	Records relating to routine enquiries and drug detection issues involving canine management. See Item 1.3 (various) for records relating to canine care.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
2.3.2	Operations	Tasking reports, which includes such details as reports of where, when and why canines have been used in security operations. Record examples include: • drug work diaries • general duty diaries. See Item 1.3 (various) for records relating to canine care.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.4	<i>Risk Management</i>	<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>		
2.4.1	Risk Management	Master set of risk management plans relating to corrections security.	TEMPORARY	Retain a minimum of 30 years after plan superseded or ceased, then destroy.
2.4.2	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	Retain a minimum of 10 years after action completed, then destroy.
2.5	<i>Security</i>	<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>		
2.5.1	Security	Records relating to biometric identification information gained for access to secure facilities. This includes access by all staff and visitors to prison facilities. Includes the Biometric System.	TEMPORARY	Retain a minimum of 2 years after last access to facility, then destroy.
2.5.2	Security	Management System relating to biometric information used for access to institutions e.g. Biometric System.	TEMPORARY	Retain a minimum of 2 years after database superseded or data migrated to a successor system.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.5.3	Security	Management system and metadata relating to monitoring and recording of telephone conversations (currently Prisoner Telephone System (PTS)).	TEMPORARY	Retain a minimum of 2 years after database superseded, or data migrated to successor system.
2.5.4	Security	Records relating to the audio recordings of telephone conversations from the Prisoner Telephone System (PTS) that are not required for investigative purposes. Includes actual recordings regardless of format. See Item 2.5.3 for audio recordings required for intelligence/investigative purposes.	TEMPORARY	Retain a minimum of 2 years after date of recording, then destroy.
2.5.5	Security	Surveillance video recordings.	TEMPORARY	Retain a minimum of 28 days of date of recording, then destroy.
3.	EDUCATION & TRAINING	The function of managing the education and training opportunities available to prisoners and offenders including prison industry-related training programs. Includes training as an RTO, offender programs related to imprisonment and WH&S training for prisoners and offenders. DCS is a Registered Training Organisation (RTO) trading as Vocational Training & Education Centre (V-TEC).		
3.1	<i>Achievement & Assessment (RTO)</i>	<i>The activities associated with managing and monitoring prisoner's education assessments and achievements. Includes activities marking & grading of individual assessment components</i>		
3.1.1	Achievement & Assessment (RTO)	Records relating to the outcome of an offender's RTO education course. Includes determination of assessment. See Item 3.3.1 for VETtrack database. See Item 3.3.3 for summary records of offender training prior to 1996.	TEMPORARY	Retain a minimum of 30 years after date of assessment and entered into database, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See 4.9.3 for records of educational assessments not held by RTO.		
3.1.2	Achievement & Assessment (RTO)	Records relating to work submitted by prisoners for purposes of assessment. E.g. work assessment evidence. See Item 3.3.3 for summary records of offender training prior to 1996.	TEMPORARY	Retain a minimum of 6 months after date of assessment, then destroy.
3.2	<i>Enrolment</i>	<i>The activities associated with the enrolment and participation of prisoners in training programs/courses. Includes the maintenance of personal details.</i>		
3.2.1	Enrolment	Records documenting enrolment of prisoners in an RTO education course. See Item 3.3.3 for summary records of offender training prior to 1996.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
3.3	<i>Registration and Tracking</i>	<i>The process of registering prisoners with the Registered Training Organisation (RTO) and tracking their study and outcomes.</i>		
3.3.1	Registration and Tracking	Management system (currently VETtrack (or successor) relating to records dealing with RTO prisoner education. Includes name, prisoner ID numbers, educational courses, achievements, completion dates, locations and lecturer names. See Item 3.3.3 for records pre-1996. See Item 3.1 (various) for achievement and assessment post 1996 relating to RTO. See Item 3.2 (various) for enrolment post 1996 relating to RTO.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.3.2	Registration and Tracking	Records relating to the registration of prisoners with V-TEC for RTO education and training. See Item 3.3.1 for summary records of prisoner education.	TEMPORARY	Retain a minimum of 30 years after date of assessment and entered into database.
3.3.3	Registration and Tracking	Records relating to the enrolment, assessment and achievement of individual prisoners undertaking training 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. Series closed 1996. See Item 3.1 (various) for achievement and assessment post 1996 relating to RTO. See Item 3.2 (various) for enrolment post 1996 relating to RTO.	TEMPORARY	Retain a minimum of 30 years after last entry, then destroy.
3.4	<i>Resource Development</i>	<i>The activities associated with the development of course curriculum and support materials for prisoner education, prisoner and offender programs and training delivery and assessment.</i>		
3.4.1	Resource Development	Master set of program curriculum developed for prisoner programs (Offender Development), for example Violence Prevention Program or Sexual Behaviour Clinic. See Item 3.4.2 for master set of RTO curriculum. See Item 3.4.3 for master set of training materials.	TEMPORARY	Retain a minimum of 30 years after program superseded, then destroy.
3.4.2	Resource Development	Master set of education curriculum developed for prisoner education (RTO). See Item 3.4.1 for master set of non RTO curriculum.	TEMPORARY	Retain a minimum of 30 years after registration audit then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 3.4.4 for records relating to the development of RTO resources.		
3.4.3	Resource Development	Master set of training materials developed for prisoner and offender training, for example use of kitchen or gardening equipment. See Item 3.4.1 for master set of non RTO curriculum. See Item 3.4.2 for master set of RTO curriculum.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
3.4.4	Resource Development	Records relating to the development of RTO education resources including the organisation's involvement in, or contribution to, offender education. See Item 3.4.2 for master set of curriculum for RTO resources.	TEMPORARY	Retain a minimum of 10 years after registration audit, then destroy.
3.4.5	Resource Development	Records relating to the development of prisoner programs including the organisation's involvement in or contribution to prisoner education that is not part of RTO. See Item 3.4.1 for master set of non RTO curriculum. See Item 3.4.2 for master set of RTO curriculum.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
3.4.6	Resource Development	Records relating to the development of prisoner and offender training. See Item 3.4.1 for master set of non RTO curriculum. See Item 3.4.2 for master set of RTO curriculum.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.5	<i>Training (Offenders)</i>	<i>The activities involved with training offenders in the use of equipment to comply with health and safety regulations.</i>		
3.5.1	Training (Offenders)	Records relating to equipment training for offenders when undertaking a community service project, for example training in use of whipper snipper or lawnmower. See GDS 30 v3 (as amended) 1.4.1 ASSET/PHYSICAL RESOURCE MANAGEMENT – Arrangements for records relating to the use of hazardous substances.	TEMPORARY	Retain a minimum of 30 years after last entry, then destroy.
4.	OFFENDER AND PRISONER MANAGEMENT	The function of managing offenders and prisoners within a custodial environment or whilst under DCS supervision. Includes program and sentence management, security classification, compensation, complaints and prison activities. See GDS 30 v3 (as amended) 7.3.1 for all Coronial investigations and inquests including where there are no adverse findings or recommendations.		
4.1	<i>Admission</i>	<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>		
4.1.1	Admission	Prisoner Admission Registers includes Pre-Sentence Registers, Master List Registers and Bond Registers and index cards detailing the admission of an offender or remandee to a prison from police custody or from Court <u>prior</u> to the implementation of the Justice Information System (JIS). See Item 4.9.1 for admission records <u>after</u> the implementation of Offender Management System i.e. JIS (1988) or successor systems.	PERMANENT	Retain as State archives.
4.1.2	Admission	Records authorising the detention of an offender for a stated term of imprisonment or to remand for a court appearance. Record examples include: hand written warrants	TEMPORARY	Retain a minimum of 30 years after termination of Correctional Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		- sheriff advice courts forms and - sentence calculations.		management, then destroy.
4.1.3	Admission	Forms issued by the Courts regarding early notification outcomes resulting from video conferences. E.g. Video Conference Outcomes. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain until court outcome received and entered on Offender Management System.
4.2	Claims (Prisoners)	<i>The process of administering and managing payments 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.</i> See Item 2.1 (various) for Incident Reporting. See GDS 30 v3 (as amended): Item 4.1 (various) COMPENSATION – Case Management (Compensation Claims) for claims relating to employees.		
4.2.1	Claims (Prisoners)	Records relating to the management of compensation claims of legal liability as a result of the death of a prisoner in custody. Records include: - initial claim notification, - provision of incident reports, - medical records, - advice, - appeals, - litigation, - payments - and other information related to the case provided to South Australian Finance Authority. See Item 4.2.2 for other legal liability compensation claims.	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.2.3 for compensation claims relating to property. See Item 4.2.4 for summary records of legal liability claims. See Item 4.11.10 for records relating to review of a death of a prisoner or offender.		
4.2.2	Claims (Prisoners)	Records relating to the management of other compensation claims of legal liability. Includes Type 1 incidents. Records include: • incident reports, • medical records, • advice, • appeals, • litigation, • payments and • other information related to the case. See Item 4.2.1 for compensation claims relating to a death in custody. See Item 4.2.3 for compensation claims relating to property. See Item 4.2.4 for summary records of legal liability claims.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.2.3	Claims (Prisoners)	Records relating to the management of compensation claims from prisoner relating to property. See Item 4.2.1 for compensation claims relating to a death in custody. See Item 4.2.2 for other legal liability compensation claims. See Item 4.2.4 for summary records of legal liability claims.	TEMPORARY	Retain a minimum of 5 years after claim finalised, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.2.4	Claims (Prisoners)	Summary records of legal liability claims. Includes details of payment amount, claim type. See Item 4.2.1 for compensation claims relating to a death in custody. See Item 4.2.2 for other legal liability compensation claims. See Item 4.2.3 for compensation claims relating to property.	TEMPORARY	Retain a minimum of 15 years after last entry, then destroy.
4.3	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>		
4.3.1	Committees	Records relating to offender management committees relating to Offender Management. Includes proceedings of Serious Offender Committee, High Risk Assessment Team, and Home Detention Committee. See GDS 30 v3 (as amended): 13.6 (various) STRATEGIC MANAGEMENT – Committees for all other committee records.	TEMPORARY	Retain a minimum of 30 years after action completed then destroy.
4.4	Complaints	<i>The activities associated with the handling and resolution of complaints from prisoners, offenders and members of the public. Includes complaint form, acknowledgment, status of current action and resolution.</i>		
4.4.1	Complaints	Records relating to complaints from prisoners, offenders or the public which result in substantial investigation and/or changes to DCS policy or procedures or generate substantial public interest. See Item 4.4.2 for complaints that are non-contentious. See Item 4.4.3 for summary records relating to complaints.	TEMPORARY	Retain a minimum of 50 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.4.2	Complaints	Records relating to complaints from prisoners, offenders or the public which are of a non-contentious nature, resolved internally or no action is required. See Item 4.4.1 for complaints that are contentious or generate substantial public interest. See Item 4.4.3 for summary record relating to complaints. See Item 4.9.4 for central office files containing records of contact between prisoners and offenders, and DCS corporate.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
4.4.3	Complaints	Statistics and summary records relating to complaints from prisoners, 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. See Item 4.4.1 for complaints that are contentious or generate substantial public interest. See Item 4.4.2 for complaints that are non-contentious.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
4.5	<i>Drug Detection</i>	<i>The activities associated with the collection, detection and use of illegal drugs by prisoners or offenders. Includes testing of Home Detainees.</i>		
4.5.1	Drug Detection	Records relating to the identification, collection, testing, dispatches of <u>positive</u> results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests. See Item 4.9.3 for individual positive results and summary records.	TEMPORARY	Retain a minimum of 10 years after action completed.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.5.2	Drug Detection	Records relating to the identification, collection, testing, dispatches of <u>negative</u> results of urine testing samples and breath tests. Includes Urinalysis Log Books, Offence Books and Breath Tests. See Item 4.5.1 for records relating to positive results. Note: If negative results are kept with positive results sentence as per 4.5.1.	TEMPORARY	Retain a minimum of 12 months after action completed, then destroy.
4.6	<i>Incident Reporting</i>	The activities associated with reporting any occurrence or event, which may include actions which threatens the safety of staff, prisoners or offenders or exposes them to malicious or fraudulent actions. Includes incidents to visitors, the public and the separation of prisoners. See Item 4.9 (various) for records relating to investigations. See Item 4.12.12 for records relating to the searching of prisoners using bio-metric scanners.		
4.6.1	Incident Reporting	Records documenting Type 1 incidents affecting Aboriginal prisoners or offenders. This includes all incidents whether or not there was further investigation, reporting or legal proceedings occurred. This incident type contains such matters such as sexual assaults, escapes, riots, fires, hostage situations and held in error and releases in error. See Item 4.6.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 4.6.3 for Type 1 incidents where no investigation occurred. See Item 4.6.4 for Type 2 incidents. See Item 4.6.5 for local incidents.	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.6.2	Incident Reporting	Files documenting Type 1 incidents, NOT affecting Aboriginal prisoners or offenders that occurred in a prison, where further investigation and reporting occurred. This type of incident refers to such matters as sexual assaults, escapes, riots, fires, hostage situations and held in error and releases in error. See Item 4.6.1 for records relating to Type 1 incidents relating to Aboriginal prisoners or offenders where further investigation occurred. See Item 4.6.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 4.6.3 for Type 1 incidents where no investigation occurred. See Item 4.6.4 for Type 2 incidents. See Item 4.6.5 for local incidents.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.6.3	Incident Reporting	Files documenting Type 1 incidents that occurred in a prison, 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. See Item 4.6.1 for records relating to Type 1 incidents relating to Aboriginal prisoners or offenders where further investigation occurred. See Item 4.6.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 4.6.4 for local incidents.	TEMPORARY	Retain a minimum period of 5 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.6.3	Incident Reporting	Files documenting all Type 2 incidents such matters as assaults, drug finds, bomb threat, abusive / threatening behaviour, detention or search of visitor. See Item 4.6.1 for records relating to Type 1 incidents relating to Aboriginal prisoners or offenders where further investigation occurred. See Item 4.6.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 4.6.4 for local incidents.	TEMPORARY	Retain a minimum period of 10 years after action completed, then destroy.
4.6.4	Incident Reporting	Files documenting local incidents (not including Type 1 & 2). See Item 4.6.1 for records relating to Type 1 incidents relating to Aboriginal prisoners or offenders where further investigation occurred. See Item 4.6.2 for records relating to other Type 1 incidents where further investigation occurred. See Item 4.6.3 for Type 2 incidents.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
4.7	Inspection	<i>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. (KAAA)</i> For post 2021 inspections that are undertaken by Official Visitors see RDS 2023/04 v1 (as amended).		
4.7.1	Inspection	Master records relating to the inspection of a prison where further action is required. Includes Visiting Inspector reports and log journals. Closed series as at c2021.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.8	<i>Investigations</i>	<i>The activities involved in conducting internal investigations into allegations made by/or against prisoners. Includes records of interviews, statements and recommendations.</i> See Item 2.1 (various) for incident reporting.		
4.8.1	Investigations	Records relating to investigations of Type 1 incidents where further action is recommended. See Item 4.8.2 for investigations of Type 1 or 2 where no further action is recommended. See Item 4.9.3 for offender and prisoner case files.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.8.2	Investigations	Records relating to investigations of Type 1 or 2 incidents where no further action is recommended. See Item 4.8.1 for investigations where further action is recommended. See Item 4.9.3 for offender and prisoner case files.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.9	<i>Offender and Prisoner Administration</i>	<i>The activity of managing prisoners and offenders for the duration of an imprisonment or departmental supervision as order by the Court.</i> See Item 4.5 (various) for records relating to offenders who died in custody.		
4.9.1	Offender and Prisoner Administration	Offender Management System i.e. summary database of prisoners and offenders (currently JIS (Justice Information System (JIS)) which contain records relating to all prisoners and offenders that have contact with the DCS. Includes functionality to record and calculate: • admission and discharge dates • personal details • court outcomes and sentences • photographs	PERMANENT	Retain as State archives.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 2.1 (various) for incident reports. See Item 4.1.1 for admission records prior to the implementation of JIS or successor systems. See Item 4.9.3 for offender or prisoner case files. See Item 4.9.4 for central office files containing records of contacts between prisoners and offenders and DCS corporate. See Item 4.9.5 for records relating to requests for leave of absence by prisoners. See Item 4.9.10 for records relating to the review of a death of an Aboriginal prisoner or offender. See Item 4.9.11 for records relating to the review of a death of a prisoner or offender. See Item 4.9.12 for records relating to the separating of a prisoner from other prisoners. See Item 4.9.1 for records relating to issuing of penalties to prisoners in Offender Management System.		
4.9.2	Offender and Prisoner Administration	Records relating to a High Risk Assessment Team (HRAT) plan for individuals. Includes Notification of Concern and Initial Response Plan records. See Item 4.9.3 for offender and prisoner case files. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.9.3	Offender and Prisoner Administration	Case files for prisoners or offenders. Includes Prison and/or Community Correctional Centre (CCC) records required for the management of the offender. Record examples include:	TEMPORARY	Retain a minimum of 30 years after termination of Correctional Services

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		• Program Case file (Adelaide Pre-Release file) • Home Detention file • Prisoner Assessment Unit (PAU) assessment file • Sentence Management Unit (SMU) files • Social Work file • Psychologist Case file • Offender Program files (RPB, ORS); • Parole file • Bail Enquiry Report file • Supervision Order Files i.e. Bail, Community Service, Bonds, CLAIMS, ESO, ESOM, ISO • Prisoner education file See Item 3.1.1 for RTO Assessments. See Item 4.8 (various) for individual investigation records. See Item 4.9.1 for Offender Management System. See Item 4.9.2 for High Risk Assessment Record for individuals.		Management, or 10 years after death, whichever is the later, then destroy.
4.9.4	Offender and Prisoner Administration	Central Office files documenting administrative contact between prisoners or offenders and DCS. Includes Ombudsman inquiries and Ministerial approvals. May also include deportation records. Record examples include: • Ombudsman inquiries • Ministerial approvals • life sentence prisoners • deportation records See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.9.5	Offender and Prisoner Administration	Batch filed records relating to requests from prisoners to be granted leave of absence from prisons. Includes accompanied and unaccompanied leave. E.g. Compassionate leave, Education leave, Family leave etc. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.9.6	Offender and Prisoner Administration	Files documenting administrative contact between prisoners or offenders and DCS, which contain routine correspondence which has been resolved which have no bearing on the management of the prisoner or offender. May also include general correspondence, minor complaints, interstate, international and parole transfers, requests to marry. See Item 4.9.7 for transfers which do not proceed. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.9.7	Offender and Prisoner Administration	Records documenting the exchange and evaluation of information from and to external agencies regarding interstate, international and parole transfers <u>to</u> DCS which do not proceed . See Item 4.9.6 for transfers that do proceed. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
4.9.8	Offender and Prisoner Administration	Acceptance and assessment for prisoners 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. See Item 4.14 (various) for program records. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 5 years after consent to participate, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.9.9	Offender and Prisoner Administration	Records relating to early release of prisoners from correctional institutions. E.g. Remissions.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.9.10	Offender and Prisoner Administration	Records relating to the internal review of the death of an Aboriginal prisoner or an offender under supervision. Includes subsequent investigation of process and recommendations. See Item 4.9.1 for Offender Management System. See Item 4.9.11 for reviews relating to non Aboriginal prisoners or offenders.	PERMANENT	Retain as State archives
4.9.11	Offender and Prisoner Administration	Records relating to the internal review of the death of a non Aboriginal prisoner or an offender under supervision. Includes subsequent investigation of process and recommendations. See Item 4.9.1 for Offender Management System. See Item 4.9.10 for reviews of Aboriginal prisoners or offenders.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.9.12	Offender and Prisoner Administration	Records relating to the investigation, direction and review of separating a prisoner from other prisoners. Includes Ministerial documentation. See Item 4.9.1 for Offender Management System.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.10	<i>Prison Visits</i>	<i>The activities relating to the management of visitors for prisoners. This includes approval and refusal.</i>		
4.10.1	Prison Visits	Records relating to the administration of visiting by family and friends of offenders. Includes approved visitors, notification of banned visitors, applications to be registered as a professional visitor and re-instatement of visiting privileges.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.9 (various) for individual offender records. See Item 4.10.2 for prison visitor log books. See GDS 30 v3 (as amended): 1.15.2 ASSET/PHYSICAL RESOURCE MANAGEMENT – Security for visitor log books.		
4.10.2	Prison Visits	Records of visits to prisons. For example, prison log books. See Item 4.9.1 for visitor records post 1988 in Offender Management System.	TEMPORARY	Retain a minimum of 100 years after last entry, then destroy.
4.10.3	Prison Visits	Records relating to the approved admission to a prison for contractors, chaplains and other escorted and unescorted persons.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
4.11	<i>Prisoner Allowance</i>	<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>		
4.11.1	Prisoner Allowance	Records relating to the payment of wages/earnings and the transfer of prisoners monies between prisons.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.11.2	Prisoner Allowance	Records relating to bank and financial transactions of prisoners. Record examples Include: • requests to deduct money from bank accounts • reimbursements • transfer requests e.g. family funds transfer • transfer of funds to different prisons when offender moves.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.11.3	Prisoner Allowance	Records of attendance for prisoners attending to duties for payments. E.g. Prisoner Pay Attendance Sheets/log books.	TEMPORARY	Retain a minimum of 1 year after action completed, then destroy.
4.12	<i>Prisoner Operations</i>	<i>The activities associated with the operational processes within a prison. Includes the telephone access, canteen buys and property.</i>		
4.12.1	Prisoner Operations	Records relating to the daily operational routines in a Prison. Includes the daily counts of prisoners, prisoner movements, monitoring cell log sheets, cell searches, accommodation arrangements, admission and discharge processes. Record examples include: • Prison Log Books • Prison Journals.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.12.2	Prisoner Operations	Records relating to the transfer of prisoners between facilities. Includes Court Appointments, Medical Appointments, and Police Custody. E.g. Task Order Forms and Appointment Summaries.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy.
4.12.3	Prisoner Operations	Supplementary records relating to the daily operational routines in a prison. Including count sheets, mail distribution lists and cell check lists.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.12.4	Prisoner Operations	Records relating to the bodily searching of prisoners by Custodial Officers in accordance with Correctional Services Act 1982 s 37(1)(a)]. See Item 4.12.12 for records relating to the searching of prisoners using bio-metric scanners.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.12.5	Prisoner Operations	Records relating to the supply of prisoner Canteen Buys. Includes special buys and prisoner shopping arrangements. See Item 4.12.11 for records post 2018.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.12.6	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	Retain a minimum of 7 years after action completed, then destroy.
4.12.7	Prisoner Operations	Records relating to prisoner food plans or menus. Including records relating to fasting, special dietary requirements, etc. See Item 4.12.11 for records post 2018.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.12.8	Prisoner Operations	Records relating to the management of the Prisoner Telephone System related to the transfer of funds and changes to stored numbers within the system. See Item 2.5.3 for Prisoner Telephone System recordings. See Item 4.12.11 for records post 2018.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.12.9	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	Retain a minimum of 5 years after action completed, then destroy.
4.12.10	Prisoner Operations	Records relating to the issue of daily tasks to prisoners. Includes Offender Duty Statements.	TEMPORARY	Retain for a minimum of 5 years after action completed, then destroy.
4.12.11	Prisoner Operations	Records relating to prisoner self service 'kiosk' services: System includes the ability to, and retains records of:	TEMPORARY	Retain a minimum of 10 after action

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		- canteen and property items and orders - transfers of money to prisoner phone accounts - viewing of prisoner account balances and transactions - requests lodgement - meals available - viewing of visit bookings - viewing of information published by the department Note – 2018 to 2022 was a hybrid of digital and paper records dependent on site. See Item 4.12.5 for canteen buys pre 2018. See Item 4.12.8 for telephone records pre 2018.		completed then destroy.
4.12.12	Prisoner Operations	Records relating to the searching of prisoners using bio-metric scanners. See Item 4.12.4 for physical body searching. See Item 4.6 (various) for records relating to positive scan results.	TEMPORARY	Destroy, as soon as practical, after negative scan result.
4.13	<i>Prisoner Penalties</i>	<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> Major breaches by prisoners are reported to and managed by SAPOL and the Courts. They are not covered within this RDS.		
4.13.1	Prisoner Penalties	Records relating to the proceedings of a Visiting Tribunal or Managers' Inquiry. Includes the issuing of penalties to prisoners for minor breaches of regulations and subsequent appeals.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		See Item 4.9.1 for Offender Management System. See GDS 30 v3 (as amended): 2.6 (various) BOARD & COMMITTEE MANAGEMENT – Proceedings for all other tribunals.		
4.14	<i>Program Management</i>	<i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs. Programs include health and safety, housing, domestic abuse, indigenous and grant programs.</i>		
4.14.1	Program Management	Records relating to the development, implementation, review and closure of offender programs i.e. Integrated Housing Exit Program, domestic abuse programs, Family Violence Program, Cadell Training Centre Bus, Circles of Support Accountability (COSA), Jilya Scholarship Program, various NAIDOC Events and the Tiraapendi Wodli (20 Steps) Program.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.14.2	Program Management	Records relating to the development and implementation of programs which promote and encourage a healthy and safe work environment for prisoners whilst in custody i.e. vaccination programs. See Prison Health RDS for prisoner health records. See GDS 48 v1 (as amended) for Covid-19 related records.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.
4.14.3	Program Management	Records relating to the provision of training and induction programs to prisoners on WH&S matters.	TEMPORARY	Retain a minimum of 30 years after date of assessment, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.15	<i>Project Management</i>	<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>		
4.15.1	Project Management	Records relating to the development, implementation, review and closure of significant/major projects for example expansion of prison facilities. See Item 4.15.2 for implementation of other projects and projects not proceeded with. See Item 4.15.3 for supplementary records relating to the planning and development of projects.	PERMANENT	Retain as State archives.
4.15.2	Project Management	Records relating to the development, implementation, review and closure of other projects. e.g. redevelopment of existing facilities. Includes projects not proceeded with. See Item 4.15.1 for implementation of significant projects. See Item 4.15.3 for supplementary records relating to the planning and development of projects. See GDS 30 v3 (as amended): 1.8 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Fit-outs for other buildings.	TEMPORARY	Retain a minimum of 20 years, after action completed, then destroy.
4.15.3	Project Management	Supplementary records relating to the planning and development of projects.	TEMPORARY	Retain a minimum of 5 years, after action completed, then destroy.
4.16	<i>Victim Support</i>	<i>The activities associated with providing a customer service and advisory role to victims of crimes. Includes determining the release of prisoner information to a victim of crime under Section 8 of the Victims of Crime Act 2001. Includes prisoner expected release date, prison placement and personal details.</i> See Parole Board RDS for parole records.		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.16.1	Victim Support	Management systems that allow for the identification and management of victim 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. See Item 4.16.2 for successful applications to register as a victim of crime. See Item 4.16.3 for unsuccessful applications to register as a victim of crime.	TEMPORARY	Retain a minimum of 30 years after de-registration, then destroy.
4.16.2	Victim Support	Records relating to applications to register as a victim of crime. Includes, contact with registered victims and information released to victim of crimes including under <i>Section 8 of the Victims of Crime Act 2001</i> about the related offender. Record examples include: • application • response See Item 4.16.1 for summary records relating to victim registration. See Item 4.16.3 for unsuccessful applications to register as a victim of crime.	TEMPORARY	Retain a minimum of 30 years after de-registration, then destroy.
4.16.3	Victim Support	Records relating to unsuccessful applications to register as a victim of crime. See 4.16.1 for summary records relating to victim registration. See Item 4.16.2 for successful applications to register as a victim of crime.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.17	<i>Volunteer Services</i>	<i>The activities associated with the coordination and management of volunteers within the correctional system.</i>		
4.17.1	Volunteer Services	Volunteer Support Agreement records detailing the tasks and duties assigned to volunteers. See GDS 30 v3 (as amended): 5.3.2 EMPLOYEE MANAGEMENT – Case Management (Employees) for personnel records.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
4.17.2	Volunteer Services	Initial questionnaires completed by prisoners or offenders used to assign volunteers and conduct quality assessments.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
5.	PRISON INDUSTRIES	The function of managing the operations of Prison Industries such as farming and production of goods. Including the production of orders, delivery of services and goods. Also, the negotiation of agreements with suppliers, staff and members of the public.		
5.1	<i>Animal Care (Farming)</i>	<i>The activity of managing farm animals used for food production.</i>		
5.1.1	Animal Care (Farming)	Summary records of farming animals. See Item 5.1.2 for individual records of cattle.	TEMPORARY	Retain a minimum 30 year after action completed, then destroy.
5.1.2	Animal Care (Farming)	Individual records of animals. i.e. dairy cattle See Item 1.4 (various) for records relating to canines.	TEMPORARY	Retain a minimum of 30 years after action completed, then destroy.

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.2	<i>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 and delivery of services.		
5.2.1	Production (Industries)	Records relating to orders, accepted from external and internal sources, for products made by prison industries. Includes specifications and drawings. See Item 5.2.2 for orders not accepted.	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy.
5.2.2	Production (Industries)	Records relating to orders not accepted for products made by prison industries. See Item 5.2.1 for orders accepted.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy.
5.2.3	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	Retain a minimum of 2 years after action completed, then destroy.
5.2.4	Production (Industries)	Records documenting the production of goods and the delivery of other services to internal customers by prison industries.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.
5.2.5	Production (Industries)	Records relating to the delivery and receipt of completed production orders and other goods supplied by prison industries.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy.