



Public Record Office Standard

PROS 96/10

Authority

General Retention and Disposal Authority for Prison Records created prior to 31 August 2006

Version 2021

96/10	Issue Date: 23/08/1996	Expiry Date: 23/08/2006
Variation 1	Issue Date: 09/07/1997	Expiry Date: 23/08/2006
Variation 2	Issue Date: 04/01/2001	Expiry Date: 23/08/2006
Variation 3	Issue Date: 12/09/2006	Expiry Date: 31/12/2007
Variation 4	Issue Date: 29/11/2007	Expiry Date: 31/12/2008
Variation 5	Issue Date: 15/12/2008	Expiry Date: 22/12/2010
Variation 6	Issue Date: 16/07/2009	Expiry Date: 22/12/2010
Variation 7	Issue Date: 09/02/2011	Expiry Date: 30/06/2011
Variation 8	Issue Date: 15/06/2011	Expiry Date: 30/06/2021
Variation 9	Issue Date: 20/11/2019	Expiry Date: 30/06/2021
Variation 10	Issue Date: 15/02/2021	Expiry Date: N/A

Note: This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act* 1968. Copyright enquiries should be directed to the Public Record Office Victoria, PO Box 2100, North Melbourne Vic 3051 or email: agency_queries@prov.vic.gov.au

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

**PUBLIC RECORDS ACT 1973
(Section 12)**

General Disposal Schedule for Prison Records

Public Record Office Standard (PROS) 96/10

Variation 1: Issue Date: 09/07/1997

Finish Date: 23/08/2006

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prison records, issued as Public Record Office Standard (PROS) 96/10 on 9/10/1992, as follows:

- **Class 1.3.1 Other Diaries** is to be inserted stating that diaries of prison officers other than Governor or Superintendent can be destroyed ten years after the last entry
- **Class 2.3.1 Pre-Sentence Detention Record** is to be inserted stating that this record, which records the number of days a prisoner spends on remand, can be destroyed seven years after the release of the prisoner
- **Class 3.1.1 Prison Muster Book** is to be inserted stating that the Prison muster Book, which is used to record the names of prisoners present during muster times, can be destroyed seven years after last entry
- **Class 5.1.1 Visiting Magistrates/Justice Book** is to be inserted stating that the Visiting Magistrates/Justice Book, which is used to record the names and circumstances involved in a prisoner being brought before the visiting Magistrate/Justice, are to be considered a permanent record
- **Class 6.4.2 Register of Prisoners' Telephone Calls** is to be inserted stating that the register of telephone numbers used by prisoners can be destroyed seven years after the last entry
- **Class 8.2.1 Psychologist's Files** is inserted stating that files used for prisoners receiving psychological counselling can be destroyed fifteen years after last attendance.
- **Class 8.2.2 Investigation Files** is to be inserted stating that investigation files of prisoners or prison staff can be destroyed thirty years after the completion of the investigation
- **Classes 9.2.0 to 9.9.0** are to be deleted from the Schedule. These records are covered by section five of the General Disposal Schedule for Common Administrative Records (PROS 96/13) which was issued on 11 October 1996.

This Variation shall have effect from its Date of Issue until 23 October 2006.

[Signed]

Ross Gibbs
Keeper of Public Records

Date of Issue: 09/07/1997

Public Record Office Standard 96/10
Variation 1

**PUBLIC RECORDS ACT 1973
(Section 12)**

General Disposal Schedule for Prison Records

Public Record Office Standard (PROS) 96/10

Variation 2: Issue Date: 04/01/2001 Finish Date: 23/08/2006

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prison records, issued as Public Record Office Standard (PROS) 96/10 on 9/10/1992, as follows:

- ***Class 10.5.0 Sex Offender Program Files*** is to be inserted stating that file of participants on the Sex Offender Program can be destroyed 50 years after the last order.

This Variation shall have effect from its Date of Issue until 23 October 2006.

[Signed]

Michael Tinsley
Acting Keeper of Public Records

Date of Issue: 04/01/2001

Public Record Office Standard 96/10
Variation 2

**Public Records Act 1973
(Section 12)**

General Retention & Disposal Authority for Records of Prisons

Public Record Office Standard (PROS) 96/10

Variation 3:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prison records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

Extension of the application of the Authority until 31/12/2007

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of Issue: 12 September 2006

Director and Keeper of Public Records

Public Records Act 1973
(Section 12)
General Retention & Disposal Authority for
Prisons Records

Public Record Office Standard (PROS) 96/10

Variation 4:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

Extension of the application of the Authority until 31/12/2008

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of issue: 29 November 2007

Public Records Act 1973
(Section 12)
General Retention & Disposal Authority for
Prisons Records

Public Record Office Standard (PROS) 96/10

Variation 5:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

Extension of the application of the Authority until 22/12/2010

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of issue: 15 December 2008

Public Records Act 1973
(Section 12)
General Retention & Disposal Authority for
Prisons Records

Public Record Office Standard (PROS) 96/10

Variation 6:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

The following classes have been included in the Standard

12.0.0	PRISONER TELEPHONE CALL MANAGEMENT The approval, monitoring and recording of telephone calls made by prisoners		
12.1.0	Telephone Number Approval The approval of telephone numbers for prisoners to call.		
12.1.1	Request for Telephone Numbers to be Approved Form used to approve a prisoner using a particular telephone number	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
12.1.2	Register of Prisoners' Telephone Calls¹ Register of telephone numbers used by prisoners	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
12.2.0	Non Exempt Prisoner Telephone Call Monitoring The activity of monitoring and recording non exempt prisoner telephone conversations controlled by the ARUNTA Controlled Telephone System (ACTS).		

12.2.1	<p>Prisoner Telephone Recordings Not Required as Evidence Encrypted recordings of prisoner telephone conversations that are not required for a legal proceeding as evidence or for an investigation.</p>	TEMPORARY Destroy 6 months after recording	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.2	<p>Encrypted Prisoner Telephone Recordings Required as Evidence Encrypted recordings of prisoner telephone conversations that are required for a legal proceeding as evidence or for an investigation.</p>	TEMPORARY Destroy 7 years after resolution of the matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.3	<p>Unencrypted Prisoner Telephone Recordings Required as Evidence Unencrypted version of prisoner telephone conversation recordings required for a legal proceeding as evidence or for an investigation.</p>	TEMPORARY Destroy 7 years after resolution of the matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.4	<p>Call Activity Reports Reports generated from ACTS documenting telephone numbers called by a prisoner, the time and the duration of the call</p>	TEMPORARY Destroy when administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.5	<p>Notice to Receiver re Call Being Recorded Notice to person receiving telephone calls from a prisoner that those calls are being recorded</p>	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction

The following class numbers have been altered in the Standard, the disposal action remains unchanged:

Previous class number	Class description	New Class Number
6.4.0	Request for Telephone Numbers to be Approved Form used to approve a prisoner using a particular telephone number	12.1.1
6.4.1	Notice to Receiver re Call Being Recorded Notice to person receiving telephone calls from a prisoner that those calls are being recorded	12.2.5
6.4.2	Register of Prisoners' Telephone Calls² Register of telephone numbers used by prisoners	12.1.2

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of issue: 16/07/2009

Public Records Act 1973
(Section 12)
General Retention & Disposal Authority for
Prisons Records

Public Record Office Standard (PROS) 96/10

Variation 7:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

Extension of the application of the Authority until 30/06/2011

This Variation shall have effect from 22/12/2010.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 9 February 2011

Public Records Act 1973
(Section 12)
General Retention & Disposal Authority for
Prisons Records created prior to 31 August 2006

Public Record Office Standard (PROS) 96/10

Variation 8:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

- Title of the RDA changed from 'General Retention and Disposal Authority for Prison Records' to '**General Retention and Disposal Authority for Prison Records created prior to 31 August 2006**'. This RDA may be used to authorise the disposal of records created prior to and including 31 August 2006 in accordance with its provisions.
- PROS 96/10 does not authorise the disposal of records created post 31 August 2006.
- Retention of class **5.33.0 Register of Children in Prison** has changed from 'Temporary, destroy 7 years after last entry' to 'Permanent, transfer to PROV'. Records that are covered by this class must be resented.
- **Extension of the application of the Authority until 30/06/2021**

This Variation shall have effect from its date of issue.

[Signed]
Justine Heazlewood

Date of issue: 15 June 2011

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Prison Records created prior to 31 August 2006

Public Record Office Standard (PROS) 96/10

Variation 9:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

8.2.2 Investigation Files - the addition of a cross-reference to PROS 19/08 for records of investigations into child sexual abuse incidents and allegations

10.5.0 Sex Offender Program Files – retention period increased from 50 to 99 years, to match the 99 year retention period for records of child abuse incidents and investigations contained in PROS 19/08

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Date: 20 November 2019

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Prison Records created prior to 31 August 2006

Public Record Office Standard (PROS) 96/10

Variation 10:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to Prisons Records, issued as Public Record Office Standard (PROS) 96/10 on 23/8/1996, as follows:

The extension of the application of this authority until varied or revoked.

This Variation shall have effect from its date of issue.

[approved]

Justine Heazlewood

Date: 15 February 2021

Director and Keeper of Public Records

Table of Contents

1	Introduction	15
1.1	Purpose of this Authority	15
1.2	Context of this Authority	15
1.2.1	Public Record Office Victoria Standards	15
1.2.2	Disposal of records identified in the Authority	15
1.2.3	Transfer of records to Public Record Office Victoria.....	15
1.2.4	The <i>Crimes (Document Destruction) Act 2006</i>	16
1.2.5	Normal Administrative Practice	16
1.3	Use of Other Authorities	16
1.4	Explanation of Authority Headings.....	17
2	Concurrence of Public Office	18
3	Establishment of Standard	18
4	Further Information	18
5	Table of Functions	19
6	Retention & Disposal Authority	20

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 Disposal.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 The Crimes (Document Destruction) Act 2006

It is an offence under the Crimes (Document Destruction) Act 2006 for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the Crimes (Document Destruction) Act 2006 are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the Crimes (Document Destruction) Act 2006 and Evidence (Document Unavailability) Act 2006, and PROV Advice to Agencies 18: Crimes (Document Destruction) Act 2006: Implications for government recordkeeping.

1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 Management of Electronic Records (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 Storage.

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: **J. Van Eroningin**

Date: 20/08/1996

Position: **Commissioner**

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Prison Records.

This standard as varied or amended from time to time shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Ross Gibbs

Date of Issue: 23/08/1996

Keeper of Public Records

4 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria



(03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

5 Table of Functions

Function No.	Function	Page
1.0.0	Administrative Records	20
2.0.0	Summary Prisoner Records	22
3.0.0	Reports	23
4.0.0	Inventories	24
5.0.0	Registers	25
6.0.0	Prison Forms	31
7.0.0	Warrants	35
8.0.0	Prisoner Files	36
9.0.0	Staffing Record	38
10.0.0	Community Based Order Files	39
11.0.0	Electronic Data	42
12.0.0	Prisoner Telephone Call Management	43

6 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	ADMINISTRATION RECORDS		
1.1.0	Committee Minutes Minutes of the various committees set up within prisons to deal with matters such as public works	PERMANENT	Transfer to PRO
1.2.0	Governor's Correspondence Files Refers to files created and maintained by the Governor's Office which is responsible for the day to day running of the prison	PERMANENT	Transfer to PRO
1.3.0	Governor's Diary Records the day to day activity of the running of a prison. If the Governor did not keep a diary then the next highest prison officer's diary should be retained	PERMANENT	Transfer to PRO
1.3.1	Other Diaries³ Diaries of prison officers other than the Governor or Superintendent	TEMPORARY Destroy 7 years after last entry	

³ Variation 1 Insertion of new Class 10301 Other Diaries

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.0	<p>Financial Records This class covers financial records used for the day to day running of the prison includes accounts records such as:</p> <ul style="list-style-type: none"> • Petty Cash • Cash Books • Receipt Books • Bank Pay in Books • Bank Statements • Cheque Stubs • Vouchers/Batches • Requisition Forms (Stores and Accounts copy) • Material Received Voucher 	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
1.5.0	<p>Prisoner Financial Records Refers to records pertaining to prisoner wages</p>	TEMPORARY Destroy 10 years after action complete	Hold in agency pending destruction
1.5.1	<p>Prisoner's Spend Sheets Refers to expenditure by a prisoner within a prison</p>	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	SUMMARY PRISONER RECORDS		
2.1.0	Prisoner Cards Card containing summary details of prisoner sentence history, photographs and prison history (after 1985 replaced by 8.0.0)	PERMANENT	Transfer to PRO
2.2.0	Prisoner Description Registers Registers detailing the physical description of prisoners	PERMANENT	Transfer to PRO
2.3.0	Court Records Prison copy of judges' sentences and comments as well as jail orders. Information is also found on the Classification file (refer 8.1.0). This class excludes warrants (refer 7.0.0)	TEMPORARY Destroy when reference ceases	Hold in agency pending destruction
2.3.1	Pre-Sentence Detention Record⁴ Records the number of days a prisoner spends on remand	TEMPORARY Destroy 7 years after release of prisoner	Hold in agency pending destruction
2.4.0	Escape Records Details of prisoner escapes. Information is duplicated on the Classification file (refer 8.1.0) and the Escape Register (refer 5.30.0)	TEMPORARY Destroy when reference ceases	Hold in agency pending destruction

⁴ Variation 1 Insertion of New Class 2.3.1 Pre-Sentence Detention Record

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	REPORTS		
3.1.0	Prison Post and Watch Reports Reports of the running of various posts and watches throughout the prison. Includes times of prisoner musters, timesheet clocks and any incidents	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
3.1.1	Prison Muster Book⁵ Records the names of prisoners present during muster times	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
3.2.0	Incident Reports Outline incidents involving prisoners and prison staff. Copies are found on Prisoner files (refer 8.0.0) and on the PIMS database (refer 11.1.0)	TEMPORARY Destroy 10 years after date of incident	Hold in agency pending destruction

⁵ Variation I1 Insertion of New Class 3.1.1 Prison Muster Book

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	INVENTORIES		
4.1.0	Key and Lock Inventory Inventory of all keys and locks within a prison. An inventory is done when required (ie when a new key is issued)	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
4.2.0	Tools Equipment, Materials and Dangerous Goods Inventory Inventory of Tools, Equipment, Materials and Dangerous Goods. Inventory done when required (i.e. when a new tool is issued)	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
4.3.0	Inventory of Firearms An inventory of all firearms is done on demand (ie when a firearm is issued)	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	REGISTERS		
5.1.0	Register of Prisoner Charges Heard Before the Governor Register of disciplinary charges heard before the Governor and penalties imposed	PERMANENT	Transfer to PRO
5.1.1	Visiting Magistrates/Justice Book Records the names and circumstances involved in a prisoner being brought before the visiting Magistrate/Justice	PERMANENT	Transfer to PRO
5.2.0	Register of Offences Register of offences or alleged offences committed by a prisoner	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.3.0	Register of Prisoner Requests and Complaints Records requests and complaints from prisoners to the Governor of a prison	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.4.0	Prison Visitors Register Records the arrival and departure time of visitors to a prison and visitors signatures	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.5.0	Non-contact Visitors Register Records details of prisoner non-contact visits	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.6.0	Termination, Refusal of Visit to a Prisoner Register Records details of prisoner visits either terminated or refused	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.7.0	Key Issue Register Records the issue of Prison keys to prison staff	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.8.0	Key Addition and Disposal Register Records the deletion or addition of keys within a prison by prison staff	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.9.0	Locksmith Repair Register Records the repair of locks within a prison	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.10.0	Radio Issue and Repair Register To record the issue of two way radios to prison staff and any repairs that may be required	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.11.0	Firearms Register To record the issue of firearms to prison staff	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.12.0	Search and Inspection Register Register of searches of prison facilities, prisoners, visitor, and prison staff	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.13.0	Vehicle Log and Search Register Records details of searches performed on motor vehicles within prison boundaries	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.14.0	Register of Searches Requiring the Removal of Clothing (Persons other than Prisoners) Records details of searches involving the removal of clothing performed on visitors to a prison	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.15.0	Strip Search Register Records details of strip searches performed by authorised prison staff	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.16.0	Seizure Register Register of items seized including details of person item was seized from, officer seizing the item and disposal of item. Includes drug and non drug seizure registers	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.17.0	Notification of Charge Register Records prisoner disciplinary charges. The original copy is held on the classification file (refer 8.1.0)	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.18.0	Tool, Material Equipment and Dangerous Goods Register Records the issue and return of tools, material, equipment and dangerous goods to prisoners	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.19.0	Admissions Register Register of Prisoner being admitted to a prison. Containing name of prisoner, date of admission and sentence details	PERMANENT	Transfer to PRO
5.20.0	Discharge Register Register of Prisoners discharged from a prison	PERMANENT	Transfer to PRO

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.21.0	Security Pass Register Register of visitors issued with a security pass	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.22.0	Bail and Fines Register Contain details of Bail Certificates as well as details of prisoner fines	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.23.0	Use of Restraint Register Form used to report and authorise the use of restraint on a prisoner	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.24.0	Prisoner Movements Register Records details of prisoner movements within prison and between prisons. Prior to 1985 this information is also found on the prisoner file	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.25.0	Dormitory Register Register of prisoners within a particular dormitory	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.26.0	Cell Change Register Records details of prisoners moving from one cell to another. This record can also be in a card format	TEMPORARY Destroy 5 years after last entry	Hold in agency pending destruction
5.27.0	Prisoner Mail Registers Registers of prisoner mail including read or censored mail, unread, includes incoming or outgoing mail.	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.28.0	Camera Watch Register Records details of activity before security cameras including faults, alarms and suspect activity. Information is recorded by the Watch Officer	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.29.0	Escape Register (Prison Copy) Register detailing information regarding a prisoners escape including the Governor's report	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.30.0	Death Register (Prison Copy) Records details of the death of a prisoner within a prison	TEMPORARY Destroy when reference ceases	Hold in agency pending destruction
5.31.0	Use of Force Register Details date and time of incidents involving prisoners and officers, nature of force and any injuries that may result	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.32.0	Emergency Equipment Register Details the issue of emergency equipment to staff	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.33.0	Register of Children in Prison⁶ Details of prisoner's children sharing prison accommodation	PERMANENT	Transfer to PRO
5.34.0	Emergency Management Days Register Register recording details of Emergency Management Days (such as industrial action) which involves prisoners being locked in their cells	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction

⁶ Variation 8 - 5.33.0 Disposal Action updated from 'Temporary, destroy 7 years after last entry' to 'Permanent, transfer to PROV'.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.35.0	Observation Register Records details of when a prisoner is under observation by prison or medical staff	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.36.0	Legal Interpreter Register Records details of prisoners who use an interpreter for meetings with legal counsel	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.37.0	Telephone Faults Register Records details of faults on telephones within a prison for use by prisoners	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
5.38.0	Test Card Register Includes details of test serial number, date, to whom issued and date sent to Telstra	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction
5.39.0	Phone Card Accounting Register Records the card value, carry over total and date sold for phone cards issued to prisoners	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	PRISON FORMS Refers to routine administrative forms stored separately from prisoner files		
6.1.0	Instrument of Transfer Authorisation of the transfer of a prisoner from prison to prison, for medical reason (ie to a hospital) or to a court hearing	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.2.0	Prisoner's Property Indemnity for Liability Form Form providing indemnity for the prison concerning prisoner's property	TEMPORARY Destroy 7 years after completion of sentence	Hold in agency pending destruction
6.3.0	Application for Possession of Personal Property Form used by prisoner to request property within their cell	TEMPORARY Destroy 7 years after completion of sentence	Hold in agency pending destruction
6.4.0	Request for Telephone Numbers to be Approved See class 12.1.1		
6.4.1	Notice to Receiver re Call Being Recorded See class 12.2.5		
6.4.2	Register of Prisoners' Telephone Calls⁷ See class 12.1.2		

⁷ Variation 1 Insertion of new Class 6.4.2 Register of Prisoners' Telephone Calls

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.5.0	Application to Visit a Prison Application form for a person to visit a prison (ie contractors)	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.6.0	Consent to Search Form Details visitor consent to a search and that they understand the nature of the search	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.7.0	Continuity of Evidence Receipts Records details of items used for evidence (ie seized items handed to police)	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.8.0	Log of Emergency Situations Report Report of any emergency situations that may occur in a prison	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.9.0	Food Menus Menus of food to be served to prisoners	TEMPORARY Destroy 6 months after action completed	Hold in agency pending destruction
6.10.0	Forms Relating to Custodial Community Permit Program (CCPP) Prisoners absent due to health, justice, educational, fitness, work, compassionate or re-integration reasons. Includes records such as the prisoner's application form, assessment of the prisoner application, Operation Manager's report, special applications, individual permit, group permit, work experience, notifiable breach of permit	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.11.0	Notification to Prisoner of Ineligibility for Contact Visit Program Form that notifies a prisoner that they are not eligible for contact visits due to loss of privileges etc.	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.12.0	Forms Relating to Emergency Management Days Including forms and applications for emergency Management Days caused by industrial disputes or unforeseen circumstances	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction
6.13.0	Governor's Request Form Form that details requests or complaints to a Governor from a prisoner	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.14.0	Prisoner's Urine Sample Form Form containing details of a prisoner's urine test	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction
6.15.0	Transportation of Urine Sample Form Form detailing the transportation of a prisoner's urine sample for testing	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction
6.16.0	Application for Identity Card Application form for the issue of identity passes to prison staff or people with short term approved access such as contractors	TEMPORARY Destroy 3 years after action completed	Hold in agency pending destruction
6.17.0	Application for Temporary Identity Pass Application form for the issue of a temporary identity pass	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.18.0	Loss of Identity Pass Report Report concerning the loss of an identity pass	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction
6.19.0	Collation Information Sheet Details intelligence information on prisoners, visitors and staff compiled and used by the Emergency Management Unit	TEMPORARY Destroy 15 years after action completed	Hold in agency pending destruction
6.20.0	Fire Awareness Summary Record Summary of Prison Fire Awareness Officers (FAO) equipment checks.	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.21.0	Emergency Response Group Equipment Check List Sheet Sheet used to record the working condition of emergency equipment and the date and status of that check	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
6.22.0	Separation Order Form (Book Copy) Form used to indicate the separation of a prisoner from other prisoners. Copies are held on the Classification File (refer 8.1.0.) and IMP file (refer 8.2.0)	TEMPORARY Destroy 2 years after action completed	Hold in agency pending destruction
6.23.0	Prisoner Protection Form Form used to indicate that a prisoner requires protection from other people. Copies are held on the Classification File (refer 8.1.0) and IMP file (refer 8.2.0)	TEMPORARY Destroy 2 years after last entry	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	WARRANTS		
7.1.0	WARRANTS Warrant for prisoner to be sent to a prison	TEMPORARY Destroy 15 years after action completed	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.0.0	PRISONER FILES		
8.1.0	Classification File File used to classify the prison and level of security required for a prisoner prior to incarceration		
8.1.1	Pre 1992 Classification File	PERMANENT	Transfer to the PRO
8.1.2	Post 1992 Classification File	TEMPORARY Destroy 15 years after completion of sentence	Hold in agency pending destruction
8.2.0	Individual Management Plan (IMP) File File detailing day to day management of a prisoner. Follows the prisoner from prison to prison	PERMANENT	Transfer to the PRO
8.2.1	Psychologist's Files⁸ Files used for prisoners receiving psychological counselling	TEMPORARY Destroy 15 years after last attendance	Hold in agency pending destruction

⁸ Variation 1 Insertion of new Class 8.2.1 Psychologists Files

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.2.2	Investigation Files⁹ Investigation files of prisoners or prison staff [For records of investigations into child sexual abuse incidents and allegations use PROS 19/08 <i>RDA for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations</i>]	TEMPORARY Destroy 30 years after the completion of the investigation	Hold in agency pending destruction
8.3.0	Computer Generated Index to Prisoners Generated from the PIMS database	PERMANENT	Transfer to the PRO
8.4.0	General Enquiries File Created and maintained at head office and contains issues raised between management and the prisoner or prison concerned	TEMPORARY Destroy 15 years after completion of sentence	Hold in agency pending destruction
8.4.1	FOI File Freedom of Information requests pertaining to a particular prisoner, or to other issues	TEMPORARY Destroy 15 years after completion of sentence	Hold in agency pending destruction
8.4.2	Litigation File Concerns legal matters brought before the courts pertaining to a particular prisoner	TEMPORARY Destroy 15 years after completion of sentence	Hold in agency pending destruction

⁹ Variation 1 Insertion of new Class 8.2.2 Investigation Files

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.4.3	Ombudsman File Copies of correspondence from the Ombudsman concerning a particular prisoner	TEMPORARY Destroy 15 years after completion of sentence	Hold in agency pending destruction
9.0.0	STAFFING RECORDS¹⁰		
9.1.0	Staff Rosters Rosters of staff working in a particular area at a particular time	TEMPORARY Destroy 10 years after last entry	Hold in agency pending destruction
9.1.1	Duties Book Records the location and duties of staff at any given time	TEMPORARY Destroy 10 years after last entry	Hold in agency pending destruction

¹⁰ Variation 1 Deletion of Class 9.2.0 Attendance Records, Class 9.3.0 Personal Files, Class 9.4.0 Position & Position Establishment Files, Class 9.5.0 Unsuccessful Applications for Employment, Class 9.6.0 Summary Personal Records, Class 9.7.0 Workcover Files, Class 9.8.0 Grievance Records and Class 9.9.0 Statements of Pecuniary Interest. These records are covered by section five of the General Disposal Schedule for Common Administrative Records (PROS 96/13)

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.0.0	COMMUNITY BASED ORDER FILES		
10.1.0	Community Based Order Files: Special Category Cases Clients subject to continual review by the Adult Parole Board. Class includes Natural Life, Commuted Life and Governor's pleasure clients	PERMANENT	Transfer to PRO
10.2.0	Community Based Order Files: Major Offender Cases Clients who have served more than one of the same or a combinations of the following orders: <ul style="list-style-type: none"> • Probation Orders • Attendance Centre Orders • Community Service Orders • Community Based Orders • Parole Orders • Pre-release Orders 		
10.2.1	Major Offender Cases This class excludes a randomly culled 5% sample of the major offender file (refer 10.2.2)	TEMPORARY Destroy 15 years after completion of last order	Hold in agency pending destruction
10.2.2	Sample of Major Offender Files A random sample of major offender files must be retained permanently and transferred to the PRO. The sample should not exceed 5% of files created annually	PERMANENT	Transfer to PRO

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.2.3	Major Offenders with Warrants Outstanding Major offenders against whom warrants of apprehension have been issued in respect of breaches of Orders and have not been apprehended	TEMPORARY Destroy 30 years after issue of warrant for arrest	Hold in agency pending destruction
10.3.0	Community Based Order Files: Single Offender Cases Refers to clients who have served only one order		
10.3.1	Single Offender Cases This class excludes a culled 5% sample of the single offender files (refer to 10.3.2)	Destroy 15 years after completion of last order	Hold in agency pending destruction
10.3.2	Sample of Single Offender Cases A random sample of single offender files must be retained permanently and transferred to the PRO. The sample should not exceed 5% of files created annually for each type of the following orders; <ul style="list-style-type: none"> • Probation Orders • Attendance Centre Orders • Community Based Orders • Parole Orders • Pre-release Orders 	PERMANENT	Transfer to the PRO
10.3.3	Single Offenders with Warrants Outstanding Single offenders against whom warrants of apprehension have been issued in respect of breaches of Orders and have not been apprehended	TEMPORARY Destroy 30 years after issue of warrant for arrest	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.4.0	<p>Computer Generated List of Community Based Order Files List of all CBO client files created under the computer system (OASIS) in numerical file number order detailing name of client, client file number, and client date of birth.</p> <p>List is to be generated for transfer to PRO prior to disposal of files under 10.1.0, 10.2.0 and 10.3.0</p>		
10.5.0	<p>Sex Offender Program Files¹¹ Files relating to participants on the Sex Offenders Program as a result of a Parole or Community Based Order</p> <p>Information may include case notes, Sex Offender Program reports, Community Correctional Services reports, police reports, court reports, psychological reports and referrals</p>	<p>TEMPORARY Destroy 99 years after the last order</p>	<p>Hold in agency pending destruction</p>

¹¹ Variation 2 Insertion of new Class 10.5.0 Sex Offender Program Files

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.0.0	ELECTRONIC DATA		
11.1.0	PIMS Electronic Database Includes summary information for sentence history, warrants, physical description and incidents	TO BE DETERMINED	
11.2.0	OASIS Electronic Database Includes summary details concerning Community Based Order clients	TO BE DETERMINED	
11.3.0	Computerised Door Access Records (Disk Copy) Concerns disk copies of access through doors at a prison via the use of allocated PIN numbers or when any door is opened and closed	TEMPORARY Destroy six months after disk is full	Hold in agency pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.0.0	PRISONER TELEPHONE CALL MANAGEMENT The approval, monitoring and recording of telephone calls made by prisoners		
12.1.0	Telephone Number Approval The approval of telephone numbers for prisoners to call.		
12.1.1	Request for Telephone Numbers to be Approved Form used to approve a prisoner using a particular telephone number	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction
12.1.2	Register of Prisoners' Telephone Calls¹² Register of telephone numbers used by prisoners	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
12.2.0	Non Exempt Prisoner Telephone Call Recording The activity of monitoring and recording non exempt prisoner telephone conversations controlled by the ARUNTA Controlled Telephone System (ACTS).		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.2.1	<p>Prisoner Telephone Recordings Not Required as Evidence Encrypted recordings of prisoner telephone conversations that are not required for a legal proceeding as evidence or for an investigation.</p>	TEMPORARY Destroy 6 months after recording	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.2	<p>Encrypted Prisoner Telephone Recordings Required as Evidence Encrypted recordings of prisoner telephone conversations that are required for a legal proceeding as evidence or for an investigation.</p>	TEMPORARY Destroy 7 years after resolution of the matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.2.3	Unencrypted Prisoner Telephone Recordings Required as Evidence Unencrypted version of prisoner telephone conversation recordings required for a legal proceeding as evidence or for an investigation.	TEMPORARY Destroy 7 years after resolution of the matter.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending
12.2.4	Call Activity Reports Reports generated from ACTS documenting telephone numbers called by a prisoner, the time and the duration of the call	TEMPORARY Destroy when administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
12.2.5	Notice to Receiver re Call Being Recorded Notice to person receiving telephone calls from a prisoner that those calls are being recorded	TEMPORARY Destroy 7 years after action completed	Hold in agency pending destruction

END OF DOCUMENT