



Public Record Office Standard
PROS 96/10

PUBLIC RECORD

Authority

General Retention and Disposal Authority for Prison Records

Incorporating Variations 1 - 6

96/10	Issue Date: 23/8/1996	Expiry Date: 23/08/2006
Variation 1	Issue Date: 09/7/1997	Expiry Date: 23/08/2006
Variation 2	Issue Date: 04/1/2001	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

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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.

Ross Gibbs
Keeper of Public Records

Date of Issue: 09/07/1997

Public Record Office Standard 92/05
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.

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.

Justine Heazlewood
Director and Keeper of Public Records

Date of Issue: 12 September 2006

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.

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>	<p>TEMPORARY Destroy 6 months after recording</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>
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>	<p>TEMPORARY Destroy 7 years after resolution of the matter.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>
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>	<p>TEMPORARY Destroy 7 years after resolution of the matter.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>

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

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

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PART ONE

**ESTABLISHMENT OF THE
STANDARD**

PART ONE: ESTABLISHMENT OF A RECORDS MANAGEMENT STANDARD

1.1.0 Scope of the Standard

In accordance with section 12 of the *Public Records Act 1973*, I hereby establish a Standard for the efficient management of the records that are described in the attached disposal schedule for records of **Prisons**

Records described in the Disposal Schedule may be disposed of in accordance with its provisions.

Records sentenced for destruction in accordance with this Schedule may be destroyed without further authorisation in accordance with this Standard.

Notification of records destroyed in accordance with this Schedule shall be made to the Public Record Office.

1.2.0 Duration of the Standard

This Standard shall apply for ten years from its date of issue unless revoked sooner.

1.3.0 Variation of the Standard

This Standard may be varied by the Keeper of Public Records.

1.4.0 Concurrence of public office

This Schedule has the concurrence of

(Signature)	Date:	20/8/96
	(Name)	
Commissioner	(Position)	

1.5.0 Signature of the Keeper of Public Records

Signature)	Date of Issue:	23/08/096
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Ross Gibbs
Keeper of Public Records

PART TWO

**INTRODUCTION TO THE
SCHEDULE**

1.0.0 SCOPE OF THIS DISPOSAL SCHEDULE

This Disposal Schedule is a Standard issued under section 12 of the *Public Records Act 1973*. It has been issued by the Public Record Office in consultation with **Correctional Services Division of justice**

2.0.0 OBJECTIVES OF THIS DISPOSAL SCHEDULE

The aims of the Schedule are to:

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

3.0.0 USE OF OTHER DISPOSAL SCHEDULES

In applying the disposal sentences set out in this schedule, reference should be made to other current Disposal Schedules where applicable. Where there is conflict between two Disposal Schedules, consult the Public Record Office.

4.0.0 HOW TO USE THE SCHEDULE

4.1.0 Transfer of Records to the Public Record Office

Agencies wishing to transfer permanent records to archival custody should contact the Public Record Office for further advice.

4.2.0 Destruction of Records Identified in the Schedule

When records identified as temporary in the Schedule are destroyed, notify the Public Record Office by completing and forwarding the form *PRO 29 Notification of Destruction of Public Records*. For records not covered by a schedule contact the Public Record Office for further advice.

5.0.0 REVIEWING THE SCHEDULE

This Schedule prescribes minimum and permanent retention periods. Periods may not be shortened without the approval of the Keeper of Public Records. If you think there is a need to alter a retention period please contact the Public Record Office.

6.0.0 FURTHER INFORMATION

6.1.0 Public Record Office Standards

Further information relating to the disposal of records is set out in a number of Public Record Office Standards. Some Standards are relevant to particular public offices or groups of public offices. Others relate to all public offices. These include PROS 95/6, *Disposal of Public Records* which describes procedures for the efficient management and authorised disposal of public records.


Your office will be notified of any relevant general standards applicable to it as they are issued in the future.

6.2.0 Contact the Public Record Office

In addition to General and other Standards, there are a number of Public Record Office guidelines and brochures available.

You can obtain these publications, supplies of relevant forms, and answers to any enquiries you may have, by contacting

Public Record Office Victoria
Agency Services
PO Box 2100
NORTH MELBOURNE 3051

 (03) 9348 5600
Fax (03) 9348 5656

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

EXPLANATION OF DISPOSAL SCHEDULE HEADINGS

The Disposal Schedule comprises:

REFERENCE NUMBER

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

CLASS

The unique title or name 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.

The schedule provides notes which define each disposal class in terms of related functions or activities, information content, format, related legislative provisions and departmental instructions.

The schedule may also include instructions or guidelines relating to culling, sentencing and sampling provisions, information on duplication of record content in other classes, and cross-references to other entries in the Schedule.

STATUS AND SENTENCE

This entry provides the archival status of each class being either permanent or temporary. In relation to temporary classes the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction, and the activity, transaction or event to which the retention period or sentence should be tied.

CUSTODY

This entry provides the custody arrangements for each class in terms of whether it is to be retained by the public office or transferred to the Public Record Office.

The agency may transfer records **not identified as permanent in this or other schedules** to an Approved Public Record Office Storage Supplier pending final disposal action. For further information on APROSS facilities please contact the Public Record Office on Ph: 93485 600

PART THREE

THE DISPOSAL SCHEDULE

SCHEDULE

REF NO	CLASS	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	
1.4.0	Financial Records This class covers financial records used for the day to day running of the prison includes accounts records such as: <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	Prisoner Financial Records Refers to records pertaining to prisoner wages	TEMPORARY Destroy 10 years after action complete	Hold in agency pending destruction
1.5.1	Prisoner's Spend Sheets Refers to expenditure by a prisoner within a prison	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

³ Variation 1 Insertion of new Class 10301 Other Diaries

REF NO	CLASS	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
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

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

⁵ Variation I1 Insertion of New Class 3.1.1 Prison Muster Book

REF NO	CLASS	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
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

REF NO	CLASS	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
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

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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
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
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

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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 Prison Details of prisoner's children sharing prison accommodation	TEMPORARY Destroy 7 years after last entry	Hold in agency pending destruction
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
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
6.0.0	PRISON FORMS Refers to routine administrative forms stored separately from prisoner files		

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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 Calls⁶ See class 12.1.2		
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 Variation 1 Insertion of new Class 6.4.2 Register of Prisoners' Telephone Calls

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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-intergration 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
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

REF NO	CLASS	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
7.0.0	WARRANTS Warrant for prisoner to be sent to a prison	TEMPORARY Destroy 15 years after action completed	Hold in agency pending destruction
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

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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 Files ⁷ Files used for prisoners receiving psychological counselling	TEMPORARY Destroy 15 years after last attendance	Hold in agency pending destruction
8.2.2	Investigation Files ⁸ Investigation files of prisoners or prison staff	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
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 RECORDS ⁹		
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

⁷ Variation 1 Insertion of new Class 8.2.1 Psychologists Files

⁸ Variation 1 Insertion of new Class 8.2.2 Investigation Files

⁹ 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 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)

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
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
10.0.0	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
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

REF NO	CLASS	DISPOSAL ACTION	
		STATUS	CUSTODY
10.3.2	<p>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;</p> <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	<p>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</p>	TEMPORARY Destroy 30 years after issue of warrant for arrest	Hold in agency pending destruction
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 Files¹⁰ 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>	TEMPORARY Destroy 50 years after the last order	Hold in agency pending destruction

¹⁰ Variation 2 Insertion of new Class 10.5.0 Sex Offender Program Files

REF NO	CLASS	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
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 Calls¹¹ 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).		

<p>12.2.1</p>	<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>	<p>TEMPORARY Destroy 6 months after recording</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>
<p>12.2.2</p>	<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>	<p>TEMPORARY Destroy 7 years after resolution of the matter.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>
<p>12.2.3</p>	<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>	<p>TEMPORARY Destroy 7 years after resolution of the matter.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending</p>

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

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