Public Record Office Standard

PROS 10/15

Authority

Retention & Disposal Authority for Records of Office of Police Integrity

Version 2012

Incorporating Variation 1

10/15	Issue Date: 17/12/2010	Expiry Date: 17/12/2020
Variation 1	Issue Date: 19/11/2012	Expiry Date: 17/12/2020

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Table of Contents

Variation 1 ..... **3**

1 Introduction **5**
1.1 Purpose of this Authority 5
1.2 Context of this Authority 5
1.2.1 Public Record Office Victoria Standards 5
1.2.2 Disposal of records identified in the Authority 5
1.2.3 Transfer of records to Public Record Office Victoria 5
1.2.4 The *Crimes (Document Destruction) Act* 2006 6
1.2.5 Normal Administrative Practice 6
1.3 Use of Other Authorities 6
1.4 Explanation of Authority Headings 7

2 Concurrence of Public Office **8**

3 Establishment of Standard **8**

4 Acknowledgments **8**

5 Further Information **8**

6 Table of Functions **9**

7 Retention & Disposal Authority **10**

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*.

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1 Public Records Act 1973

(Section 12)

Retention & Disposal Authority for

Records of Office of Police Integrity (PROS 10/15)

1.1 Variation 1:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to Records of Office of Police Integrity, issued as Public Record Office Standard (PROS 10/15) on 17/12/2010, as follows:

•

Class Number	Description of Change
1.1.1	Amendment to class to include index to complaint files transferred from Ombudsman Victoria
1.1.2	Amendment to class to include general enquiry files and complaints that were to be resolved informally in accordance with s 13 of the Ombudsman Act 1973 for internal resolution
2.0.0	Amendment to function description to improve clarity
2.1.2	Amendment to class to include Whistleblowers Protection Act and records transferred from Ombudsman Victoria
2.2.0	Amendment to activity description to clarify "that is held by the carrier when obtained" and "to enable the surveillance of private activity".
2.2.2	New class to cover records documenting the issuing and subsequent management of search warrants or public premises search applications to search and seize documents, photographs, disks, computers, storage devices, etc. as part of an investigation.
2.2.3	New class restricted to telecommunication interception warrants issued by AAT (previously covered by class 2.2.2)
2.2.4	New class restricted to surveillance device warrants issued by Magistrates' and Supreme Courts (previously covered by class 2.2.2)
2.3.0	Amendment to activity description to include stored communications
2.3.1	Amendment to class description to improve clarity
2.3.2	Class restricted to *original* records obtained under warrant with the use of telecommunications interception.
2.3.3	Class restricted to records *derived from* original records that were obtained under warrant with the use of telecommunications interception – includes duplicate recordings, transcripts, reports,
2.3.4	New class to cover records obtained and created under warrant related to storage communication access and surveillance devices (previously covered by 2.3.2)
2.3.5	Previously class 2.3.4
2.3.6	Expanded class to include authorisation records for telecommunications data
2.3.6	Previously class 2.3.5 description amended to improve clarity
4.3.0	New activity to cover Delegation Management
4.3.1	New class to cover records of delegation of statutory powers by the Director, Police Integrity and records of delegation of the Ombudsman's operational powers in accordance with the Ombudsman Act 1973 and transferred to the custody of the OPI.

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This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date of issue: 19/11/2012

Director and Keeper of Public Records

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Introduction

1.2 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
- Authorizes the destruction of those records not required permanently.

1.3 Context of this Authority

1.3.1 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.

1.3.2 Disposal of records identified in this 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*.

1.3.3 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.

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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 familiarize 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 authorization 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.

1.4 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.

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1.5 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 agency may transfer records **not identified as permanent in this or any other Authority** to an Approved Public Record Office Victoria Storage Supplier (APROSS) pending final records action.

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2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: **Michael Strong** Date: 15/12/2010

Position: **Director, Police Integrity**

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 the records of the Office of Police Integrity.

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]

Justine Heazlewood Date of Issue: 17/12/2010

Director & Keeper of Public Records

4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:
Maria Samaras, Office of Police Integrity
Robert Carli, Office of Police Integrity

5 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

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6 Table of Functions

Function No.	Function	Page
1.0.0	Complaints Management	10
2.0.0	Investigations Management	12
3.0.0	Audits, Reviews and Monitoring	21
4.0.0	Corruption Prevention Management	24

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7 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
1.0.0	**COMPLAINTS MANAGEMENT** The management of complaints made to the Director, Police Integrity against Victoria Police that do not proceed to investigation by OPI. Includes the review of complaints that have been managed by Victoria Police. [For complaints that lead to investigations, see Investigations Management.]		
1.1.0	**Assessment, Handling and Review of Complaints** The assessment and handling of complaints made to the Director, Police Integrity against the actions of Victoria Police which do not proceed to an OPI investigation. Also includes the review of complaints against Victoria Police that have been managed by the Ethical Standards Department of Victoria Police.		
1.1.1	Summary record of complaints received. Includes file number, name of complainant and concerned parties, type of complaint, summary details of complaint, outcomes and recommendations. Includes electronic case management systems and hard copy indexes. Also includes Index to Complaint Files from Ombudsman Victoria.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.2	Records documenting the assessment and handling of complaints made to the Director, Police Integrity about the actions of Victoria Police which are resolved through conciliation and do not proceed to formal investigations. Conciliation may be undertaken through the Ethical Standards Department of Victoria Police or through OPI. Also includes general enquiry files and complaints that were to be resolved informally in accordance with s 13 of the Ombudsman Act 1973 for internal resolution.	**Temporary** Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.1.3	Records documenting the assessment, monitoring and review of complaints of a more serious nature that have been investigated by the Ethical Standards Department of Victoria Police.	**Temporary** Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.1.4	Records documenting the assessment and handling of complaints made to the Director, Police Integrity which are not pursued as: • they are not within the jurisdiction of OPI and are referred to other bodies, or • they are determined under the *Police Integrity Act* 2008 to be trivial, frivolous or vexatious, or • the complainant had knowledge for more than a year of the conduct complained of and failed to give a satisfactory explanation for the delay in making the complaint.	**Temporary** Destroy 5 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	**INVESTIGATIONS MANAGEMENT** The management of investigations into the conduct of current and former members of the Victorian Police force, police corruption, serious misconduct or police policies, practices and procedures. Investigations may be undertaken following receipt of a complaint or may be on the Director's 'Own Motion' if it is a matter relevant to the objectives of the Office of Police Integrity. Includes the management of warrants and summonses, the management of evidence and intelligence and the use of investigative tools such as assumed identities.		
2.1.0	**Case Management** The management of 'Own Motion' investigations and complaint investigations. Includes the planning and undertaking of the investigations, and reporting on the outcomes, findings and recommendations. Also includes the conduct of any court proceedings.		
2.1.1	Summary record of investigations. Includes catalogued or indexed file number, concerned parties, type of investigation, outcomes and recommendations. Includes electronic case management and hard copy indexes.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.2	Records documenting the conduct of investigations relating to serious police misconduct and corruption. Includes investigations that are; • initiated on the Director's 'Own Motion' • initiated from a complaint including complaints under the *Witness Protection Act 1991* and the *Terrorism (Community Protection) Act 2003* • conducted in accordance with the *Whistleblowers Protection Act* 2001 • s14 of the Ombudsman Act 1973 (transferred from Ombudsman Victoria)	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
2.1.3	Records documenting the conduct of investigations that are of a routine nature as they do not relate to serious police misconduct and corruption. Includes the monitoring of disciplinary investigations which were referred to the Chief Commissioner of Police for internal resolution.	**Temporary** Destroy 30 years after case closed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.0	**Management of Summonses and Warrants** The issuing and management of summonses and the application, receipt and management of warrants used for the purposes of collecting evidence for investigations. Includes telecommunication interception and stored communications warrants. A stored communication is, for example, a voicemail or SMS message that is held by the carrier when obtained. Also, surveillance device warrants to enable the surveillance of private activity.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.1	Records documenting the issuing and subsequent management of summonses to compel witnesses to appear at an examination and provide evidence, and / or to produce documents or any record of information, photos, disks, computers, storage devices etc, as part of an investigation.	**Temporary** Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.2	Records documenting the issuing and subsequent management of search warrants or public premises search applications to search and seize documents, photographs, disks, computers, storage devices, etc. as part of an investigation.	**Temporary** Destroy when required in accordance with the relevant governing legislation.	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.3	Records documenting applications, receipt, and management of telecommunication interception warrants and stored communications warrants (issued by the Administrative Appeals Tribunal or a Federal Court).	**Temporary** Destroy 15 years after last action	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction

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Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
2.2.4	Records documenting applications, receipt and management of surveillance device warrants (issued by the Magistrates' Court of Victoria or the Supreme Court of Victoria) for the purpose of obtaining evidence.	**Temporary** Destroy 15 years after last action	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction
2.3.0	**Collection and Control of Evidence and Intelligence** The collection, control and ongoing management of evidence and intelligence obtained for the purpose of conducting investigations. Evidence may include witness statements, telecommunications interception, stored communications and surveillance device material; items obtained during search warrants or through the use of authorised powers or information obtained through the use of assumed identities and controlled operations. Intelligence may include information that has been analysed and used to inform decision making, avenues of inquiry, investigative strategies and strategic focus. Intelligence is also used to support the gathering of evidence and in some circumstances to assist with the proof of evidence. Also includes the management of operational arrangements and plans for collecting evidence and the recording of the daily actions of OPI officers.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.3.1	Records documenting operational arrangements and plans for the installation or removal of surveillance devices under warrant, and the physical surveillance (non-warrant) of a person of interest (of non-private activity). Includes the rostering of surveillance staff and the delegation of tasks to other members of the investigation.	**Temporary** Destroy 7 years after completion of the investigation.	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.2	Original records obtained under warrant with the use of telecommunication interception (i.e. electronic storage devices classified by OPI as originals). [For disposal of records derived from the original records obtained under warrant use class 2.3.3]	**Temporary** Destroy when no longer required, in accordance with the relevant governing legislation	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.3	Records derived from original records that were obtained under warrant with the use of telecommunication interception (i.e lawfully intercepted information. Includes duplicate recordings, transcripts, reports and monitoring and observation of a person of interest's movements or actions. [For disposal of original records obtained under warrant use class 2.3.2]	**Temporary** Destroy when no longer required for the purposes of an investigation, report or legal or disciplinary proceeding..	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.

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CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.3.4	Records (originals, duplicates and derived records) obtained under warrant with the use of stored communication access and surveillance devices. Includes recordings, transcripts, reports and monitoring and observation records of a person of interest's conversations, movements or actions.	**Temporary** Destroy when no longer required, in accordance with the relevant governing legislation.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.5	Records gathered for evidence during the course of an investigation which have been obtained voluntarily or through the use of search warrants and authorised powers. Includes any record of information, photos, disks, computers, storage devices etc,. which may assist in an investigation.	**Temporary** Destroy or return to owners when no longer required for the purposes of an investigation, report or legal proceeding	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.6	Records gathered for evidence during the course of an investigation that have been used to support an investigation and included in formal investigation reports. Supporting information includes telecommunications data (i.e. call charge records, IPDN records, other records obtained under s.178 or s.182 of the Commonwealth telecommunications interception legislation), the related internal approval, authorisation, notification and revocation of telecommunications data forms and financial analysis records. Includes forensic copy of original exhibits prior to the examination process obtained by search warrants or voluntarily .	**Temporary** Destroy 10 years after completion of investigation.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
2.3.7	Official diaries of OPI officers which record the duties performed daily by officers, including rest days and leave.	**Temporary** Destroy 10 years after last entry.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.8	Intelligence reports and records derived from internal databases and sources as well as Victoria Police databases to store information about people, places and activities to enable links, relationships and suspicions of police crime, misconduct or corruption to be recorded, assessed and analysed and to develop possible targets for OPI attention	**Temporary** Destroy 10 years after last action	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.4.0	**Authorisation and Use of Assumed Identities** The authorisation and use of assumed identities, where a person purports to have an identity that is not their true identity, in accordance with the *Crimes (Assumed Identities) Act* 2004 for the purposes of obtaining evidence or intelligence for an investigation, or for security purposes.		

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Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
2.4.1	Records documenting the issuing and management, including authorisation, variation, cancellation and use, of assumed identities, and any register or summary of such information, in accordance with the *Crimes (Assumed Identities) Act* 2004.	**Temporary** Destroy 10 years after last action.	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.
2.4.2	Records documenting audits carried out as required by the *Crimes (Assumed Identities) Act* 2004 in order to determine whether the use of an identity is still required, as well as probity audits of the records maintained by assumed identities.	**Temporary** Destroy 10 years after last audit.	Hold in agency pending destruction. Electronic records should be maintained in readable format pending destruction.
2.5.0	**Authorisation and Conduct of Controlled Operations** The conduct of controlled operations, which enable the Director, Police Integrity to authorise OPI officers or civilians to engage in illegal conduct as part of an investigation, to gather evidence of suspected unlawful conduct by the person/s of interest in the investigation.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.5.1	Records documenting the issuing and management, including authorization, variation, cancellation, reporting and conduct and monitoring, of controlled operations, and any register or summary of such information.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format
2.6.0	**Human Source (Informers) Management** The recruitment, registration and management of human sources (informers) who are used to assist in the conduct of investigations.		
2.6.1	Records documenting the recruitment, registration and management of human sources (informers) who are to assist in the conduct of investigations, and any register or summary of such information.	**Temporary** Destroy 75 years after deregistration of the source.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	**AUDITS, REVIEWS AND MONITORING** The audit, review and monitoring of Victoria Police policies, practices and procedures to ensure compliance with agreed or legislated standards, parliamentary reports and recommendations and to support professionalism and effectiveness of Victoria Police. Reviews are undertaken to identify aspects of policing practice and procedure that affect the professionalism and effectiveness of Victoria Police and may lead to Parliamentary Reports. Includes inspections to monitor Victoria Police compliance with legislative requirements.		
3.1.0	**Audits** The conduct of audits of Victoria Police policies, practices and procedures and recordkeeping. Audits may be the basis for reviews and Parliamentary Reports, and may monitor Victoria police compliance with a Parliamentary report recommendation.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.1	Records documenting audits undertaken on Victoria Police practices and procedures that do not result in reviews or Parliamentary reports.	**Temporary** Destroy 20 years after completion of audit.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
3.1.2	Records of audits undertaken on Victoria Police practices and procedures that result in subsequent reviews or Parliamentary reports.	**Permanent** Retain as State Archives.	
3.2.0	**Reviews** The conduct of reviews of particular aspects of Victoria Police work including the systems, processes and procedures currently in place. The findings of reviews are documented in public reports typically with recommendations for reform. Some reviews are intended to assess the extent to which previous OPI recommendations have been implemented by Victoria Police and whether or not implementation has achieved the desired impact.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.1	Records documenting detailed reviews undertaken of particular aspects of policing work. Includes reports on reviews which make informed recommendations for improvement, some of which may result in Parliamentary reports.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
3.3.0	**Monitoring Police Compliance (Inspections)** The carrying out of inspections to monitor police compliance with the provisions of the *Sex Offenders Registration Act* 2004 and the *Drugs, Poisons and Controlled Substances Act* 1981.		
3.3.1	Records documenting inspections carried out under the *Sex Offenders Registration Act 2004*. Under this legislation, the Chief Commissioner of Victoria Police must establish and maintain a register of sex offenders and the Director, Police Integrity must monitor compliance by the Chief Commissioner and any other persons authorised by the Chief Commissioner to have access to that register.	**Temporary** Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.2	Records documenting inspections carried out under the *Drugs, Poisons and Controlled Substances Act 1981*. Under this legislation, when a delegated police officer destroys or disposes of specified drugs and drug paraphernalia they must provide the Chief Commissioner of Victoria Police with a copy of a Certificate of Health and Safety Destruction or Disposal and a written report. The Director, Police Integrity must, at least once each financial year, inspect those certificates and reports.	**Temporary** Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.0.0	**CORRUPTION PREVENTION MANAGEMENT** The prevention of corruption through the identification of areas susceptible to corrupt, unethical or unprofessional behaviour by Victoria Police. Includes the provision of education about the effects of corruption.		
4.1.0	**Research** The conduct of research into corruption prevention and education initiatives from Australian and international sources to develop programs to deliver corruption prevention advice and education initiatives to Victoria Police. Includes research into emerging corruption issues, practices which prevent corruption in law enforcement environments and strategies for education and communication.		

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.1.1	Records documenting the formal planning, research and analysis of corruption prevention and education initiatives.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
4.1.2	Records that facilitate research. Includes reference materials gathered on practices within other jurisdictions and other inputs assisting in the undertaking of research.	**Temporary** Destroy 10 years after completion of research.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.0	**Awareness, Education and Training** The development and implementation of awareness, education and training programs on the effects of police misconduct and corruption and the role of the Office of Police Integrity. Includes identifying areas of policing or policing systems that are susceptible to corrupt, unethical or unprofessional behaviour and educating the police force and the community about the effects and impact police corruption can have.		

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Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
4.2.1	Records documenting the development of awareness, education and training programs on corruption prevention.	**Temporary** Destroy 7 years after program is replaced or discontinued.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.2	Records documenting the delivery of awareness, education and training programs on corruption prevention. Includes attendance records and responses to surveys documenting feedback from participants.	**Temporary** Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.3.0	**Delegation management** The process of delegating statutory powers of the Director, Police Integrity to any person in accordance with the *Police Integrity Act 2008* including the revocation of these powers and any subsequent delegation. [For financial delegations, use the General Retention and Disposal Authority for *Records of Common Administrative Functions*].		

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Retention & Disposal Authority			
CLASS NO.	**DESCRIPTION**	**DISPOSAL ACTION**	
		STATUS	**CUSTODY**
4.3.1	Records of delegation of statutory powers by the Director, Police Integrity in accordance with the *Police Integrity Act 2008*. Includes the revocation of these powers. Includes records of delegation of the Ombudsman's operational powers in accordance with the Ombudsman Act 1973 and transferred to the custody of the OPI.	**Permanent** Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

END OF DOCUMENT

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