



Public Record Office Standard

PROS 10/14

# Authority

## Retention & Disposal Authority for Records of Victoria Police

Version 2010

10/14

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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](http://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*.

For further information on APROSS facilities please contact the Assessment team at Public Record Office Victoria on (03) 9348 5600.

## 2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: **Simon Overland**

Date: 14/12/2010

Position: **Chief 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 the records of Victoria Police.

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: 22/12/2010

**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:

Robert Vojtisek, Victoria Police

Paula Burke, Victoria Police

Jeanette Percy, Victoria Police

## 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](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

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## 7 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p><b>CRIME INVESTIGATION AND CRIME PREVENTION MANAGEMENT</b></p> <p>The investigation and the prevention of crime which is anything referred to as an offence under the <i>Crimes Act 1958</i>, <i>Summary Offences Act 1966</i> or any other Act. Includes the investigation of family violence incidents, the issuing of Family Violence Safety Notices and Family Violence Intervention Orders and the investigation of missing persons cases.</p> <p>Also includes activities which support the investigation of crime and the administration of justice such as the collection and management of evidence, applications to external organisations to obtain information concerning suspects, intelligence gathering and the provision of witness protection.</p> <p>[For crime strategies and advice, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For the issuing of penalties for infringements, see 3.1.0.]</p>		
1.1.0	<p><b>Investigation and Prosecution of Crime</b></p> <p>The gathering and investigation of evidence, which consists of facts, testimony, documents and physical exhibits that may be legally admitted to a court in order to prove or disprove a matter under inquiry, and the development of briefs of evidence for the prosecution of crime in courts by the Office of Public Prosecutions or Victoria Police.</p>		

<h2 style="color: #008080;">Retention &amp; Disposal Authority</h2>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>Police briefs of evidence refer to records held by Victoria Police in specialised units, squads, regional offices and stations which collate evidence gathered for investigation and/or production in court for the prosecution of defendants.</p> <p>[For reports of crime, see 2.1.1.]                      [For briefs of evidence involving drink driving and driving under the influence of drugs, see 11.4.0.]</p>		
<b>1.1.1</b>	<p>Records documenting the registration and movement of briefs of evidence and other crime investigation records, including forensic case records. Includes brief books and indexes that record both briefs that are authorised, which is when the Police believe they contain sufficient information to bring about a successful prosecution, and those not authorised for prosecution.</p>	<p><b>Temporary</b>                      Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>1.1.2</b>	<p>Briefs of evidence for all criminal cases that have been resolved, through acquittal, withdrawal or expiry of appeal period (following finding of guilt). Includes the records of interview, extracts, photographs, lists of witnesses and exhibits, audio visual records such as video and audio recorded evidence (VARE recordings), closed-circuit television (CCTV) footage, re-enactments and any forensic evidence.</p>	<p><b>Temporary</b>                      Destroy 7 years after case resolution (acquittal, withdrawal or expiry of appeal period (following finding of guilt)).</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.3	<p>Briefs of evidence and records of investigation relating to major crime that are not authorised for prosecution because it is considered that there is insufficient evidence to successfully prosecute the offender and the likelihood of new evidence emerging is considered extremely remote.</p> <p>Includes audio visual records and forensic evidence.</p> <p>Major crime is defined as the following offences:</p> <ul style="list-style-type: none"> <li>• abduction and related offences;</li> <li>• aggravated burglary – at the discretion of the Officer in Charge (OIC) of the Criminal Investigation Unit (CIU) or Crime Squad depending on nature of aggravation and value of theft;</li> <li>• armed robbery – at the discretion of the OIC of the CIU or Crime Squad depending on value of theft and weapon used;</li> <li>• arson;</li> <li>• criminal damage – at the discretion of the OIC of the CIU or Crime Squad depending on nature and value of damage;</li> <li>• culpable driving;</li> <li>• indecent assault;</li> <li>• intentionally causing serious injury;</li> <li>• kidnapping, extortion, blackmail or product contamination;</li> <li>• manslaughter;</li> </ul>	<p><b>Temporary</b>                      Destroy 50 years after investigation concluded.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<h2 style="color: #008080;">Retention &amp; Disposal Authority</h2>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<ul style="list-style-type: none"> <li>• murder and attempted murder;</li> <li>• prostitution or manufacture of pornography involving children under the age of 16;</li> <li>• rape and attempted rape;</li> <li>• theft or major fraud – at discretion of the OIC of the CIU or Crime Squad depending on value of theft;</li> <li>• any other offence the Department Manager or Superintendent (Crime) determines to be of major significance or community concern.</li> </ul> <p>Officer in Charge (OIC) is the officer in charge of a police station at any given time                      Crime Squads exist centrally within Victoria Police will investigate the most serious offences. A squad will often exist for each category of crime – e.g. Homicide Squad, Rape Squad.                      Criminal Investigation Units (formerly Criminal Investigation Branches - CIB) will investigate less serious offences are located de-centrally within defined Victoria Police geographical regions. CIUs will often conduct preliminary investigations of serious crimes which they attend before handing the investigation over to the relevant Crime Squad.</p>		
<b>1.1.4</b>	<p>Briefs of evidence and records of investigation relating to minor crime that are not authorised for prosecution because it is considered that there is insufficient evidence to successfully prosecute the offender and the likelihood of new evidence emerging is considered extremely remote.</p> <p>Includes audio visual records and forensic evidence.</p>	<p><b>Temporary</b>                      Destroy 7 years after investigation concluded.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	Minor crime includes all offences not defined as major crime. [For briefs of evidence involving major crime, see 1.1.3.]		pending destruction.
<b>1.1.5</b>	Evidence obtained through surveillance devices and telephone intercepts.	<b>Temporary</b> Destroy when required in accordance with the relevant governing legislation	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.1.6</b>	Records of evidence gathered during the investigation of crimes that are not incorporated into briefs of evidence. Includes audio visual records such as in car recordings, station and cell recordings and recordings of interviews.	<b>Temporary</b> Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.1.7</b>	Applications to external parties such as the Australian Securities and Investments Commission (ASIC), Australia Post, Centrelink, Transurban Citylink and VicRoads to obtain evidence that may assist in investigations, such as bank records, tax records, driver license information and closed-circuit television (CCTV) footage.	<b>Temporary</b> Destroy 1 year after date of application.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For court applications, see 1.4.2.]		in readable format pending destruction.
<b>1.1.8</b>	Records that summarise information collected in the course of an investigation from all toll road operators about vehicles and persons using the toll road. Includes details of type of information collected, nature of use or disclosure of information and the reason for use or disclosure of information.	<b>Temporary</b> Destroy 2 years after date of destruction of information summarised in logs.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.1.9</b>	Records documenting the making of Crimestoppers re-enactments. Includes scripts, arrangements and resourcing.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.2.0</b>	<p><b>Family Violence Incident Management</b> The responding to and reporting on family violence incidents.</p> <p>Includes the issuing of Family Violence Safety Notices by Victoria Police which are issued pending the determination of an order. Also issued in situations where there is believed to be an immediate risk to a family member and normal court processes cannot be accessed and the making of applications to courts for Family Violence</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	Intervention orders under the <i>Family Violence Protection Act 2008</i> .  [For the criminal prosecution of family violence matters, see 1.1.0.]		
<b>1.2.1</b>	Records documenting Police response to family violence incidents. Includes family violence incident reports.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.2.2</b>	Family Violence Safety Notices issued under the <i>Family Violence Protection Act 2008</i> .	<b>Temporary</b> Destroy 7 years after period of notice concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.2.3</b>	Records documenting applications to Courts for Family Violence Intervention Orders in cases where one family member threatens another family member's safety, welfare or property.	<b>Temporary</b> Destroy 7 years after application decided.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>1.3.0</b>	<p><b>Missing Persons Investigations</b>                      The management of investigations into the disappearance of missing persons which includes any person reported to police whose whereabouts are unknown and there are genuine fears for the safety or concern for the welfare of that person. Includes any person missing from a place where the State is responsible for their guardianship and accommodation, excluding corrections facilities such as prisons.</p>		
<b>1.3.1</b>	Case records of missing persons investigations.	<b>Temporary</b> Destroy 2 years after the whereabouts of the person is known.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.4.0</b>	<p><b>Management of Court Notices and Additional Powers</b>                      The management and execution of warrants, court orders and subpoenas. Includes applications to tribunals and courts for warrants and court orders to enable Police to take specific actions including searching and seizing property, performing arrests and performing forensic procedures. Includes warrants and emergency authorisations for the use of surveillance devices.</p>		



<h2 style="color: #008080;">Retention &amp; Disposal Authority</h2>			
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		<b>STATUS</b>	<b>CUSTODY</b>
	<p>Includes the obtaining and executing of powers that are in addition to normal police powers in order to:</p> <ul style="list-style-type: none"> <li>• investigate and/or prevent crime;</li> <li>• prevent a terrorist act from occurring or to reduce the impact;</li> <li>• preserve evidence relating to a terrorist attack;</li> <li>• assist the community to recover from a terrorist attack.</li> </ul> <p>Also includes the management of subpoenas served on Victoria Police.</p> <p>[For applications for Family Violence related orders, see 1.2.3.]</p> <p>[For reporting on additional powers and special investigations, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>1.4.1</b>	<p>Summary record of all warrants, court orders and subpoenas. Includes indexes.</p> <p>[For the summary record of all warrants and emergency authorisations issued for the use of surveillance devices, see 1.4.3.]</p>	<p><b>Temporary</b>                      Destroy 15 years after finalisation of warrant, court order or subpoena.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>1.4.2</b>	<p>Records documenting applications made to courts for court orders and warrants. Also includes records documenting Victoria Police's actions once the warrant, court order or notice to produce is issued.</p>	<p><b>Temporary</b>                      Destroy 7 years after final action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			are to be maintained in readable format pending destruction.
<b>1.4.3</b>	<p>Summary record of all warrants that are issued and emergency authorisations that are given for the use of surveillance devices.</p> <p>Summary details recorded for warrants includes:</p> <ul style="list-style-type: none"> <li>• the date of issue of the warrant;</li> <li>• the name of the judge or magistrate who issued the warrant;</li> <li>• the name of the law enforcement officer named in the warrant as the person primarily responsible for executing it;</li> <li>• the offence in relation to which the warrant was issued;</li> <li>• the period during which the warrant is in force;</li> <li>• details of any variation or extension of the warrant.</li> </ul> <p>Summary details recorded for emergency authorisations includes:</p> <ul style="list-style-type: none"> <li>• the date the emergency authorisation was given;</li> <li>• the name of the senior officer who gave the emergency authorisation;</li> <li>• the name of the law enforcement officer to whom the emergency authorisation was given;</li> <li>• the offence in relation to which the emergency authorisation was given;</li> <li>• the date the application for approval of powers exercised under the emergency authorisation was made.</li> </ul> <p>Emergency Authorisations can be issued internally within Victoria Police in cases where a risk of serious personal violence or substantial property damage exists and it is impracticable to apply for a Surveillance Device Warrant. An application for a warrant must be made later.</p>	<p><b>Temporary</b>                      Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.4.4</b>	<p>Records documenting successful and unsuccessful applications to courts for warrants authorising the use of additional powers to prevent crime from occurring or to investigate crimes already committed.</p> <p>Includes applications for:</p> <ul style="list-style-type: none"> <li>• coercive powers orders;</li> <li>• telephone intercept powers;</li> <li>• the installation and retrieval of surveillance devices;</li> <li>• preventative detention orders;</li> <li>• special police powers;</li> <li>• covert search warrants;</li> <li>• prohibited contact orders.</li> </ul> <p>Includes applications to extend or vary any powers and records of the use of all warrants granted as required by legislation. Includes witness summons issued under coercive powers orders.</p> <p>Also includes records documenting the use of powers and notifications to courts when the powers are no longer required. Also includes records relating to appeals by subjects of an order.</p>	<p><b>Temporary</b>                      Destroy 15 years after final action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>1.4.5</b>	<p>Records documenting compliance with subpoenas served on Victoria Police. Includes the original subpoena and the Police's response to the subpoena.</p>	<p><b>Temporary</b>                      Destroy 7 years after court action has been</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		completed.	are to be maintained in readable format pending destruction.
<b>1.5.0</b>	<p><b>Covert and Surveillance Investigation – Planning and Arrangements</b></p> <p>The planning and the making of operational arrangements for the gathering of evidence concerning covert investigations involving a covert operative (undercover police officer or agent) communicating with a suspect for the purpose of obtaining evidence or intelligence. Also includes the installation of surveillance or listening devices and the monitoring, observation and recording of a suspect or offender’s movements or actions.</p>		
<b>1.5.1</b>	<p>Records documenting the planning and arranging of covert investigations.</p> <p>Includes applications and approvals to conduct covert investigations, applications and approvals concerning the use of assumed identities (including the management, variation and cancellation of identities) and applications for assistance from other agencies such as assistance from VicRoads with driver licenses and vehicle registrations. Also includes any summary records.</p> <p>[For the management of assumed identities concerning persons in witness protection, see 1.7.2.]</p>	<p><b>Temporary</b></p> <p>Destroy 75 years after investigation concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>
<b>1.5.2</b>	<p>Records documenting annual reviews of assumed identities to determine whether the use of the assumed identities is still necessary.</p>	<p><b>Temporary</b></p> <p>Destroy 10 years</p>	<p>Hold in agency or APROSS pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		after review completed.	Electronic records are to be maintained in readable format pending destruction.
<b>1.5.3</b>	Records documenting operational arrangements and plans for the installation or removal of surveillance or listening devices and the physical surveillance of a suspect or offender. Includes the rostering of surveillance staff, and the delegation of tasks to other members of the investigation.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.6.0</b>	<p><b>Rewards</b></p> <p>The management of rewards provided for information that assists in the solving of crimes. Includes reward establishment, administration processes and assessment of applications to claim reward money.</p> <p>[For the records of any committees associated with rewards, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>1.6.1</b>	Summary record documenting rewards. Includes the recording of the date of offence, victim, amount, date the reward was advertised in the Government Gazette and details	<b>Permanent</b> Retain as State	Transfer hard copy or electronic copy to

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	of the payout of any reward money.	Archives.	PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>1.6.2</b>	Records documenting the establishment and administration of rewards. Includes the publicising of the rewards and the assessment of applications to claim money for the provision of information that assists in the solving of crimes.	<b>Temporary</b> Destroy 7 years after reward is closed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.7.0</b>	<b>Witness Protection and Witness Management</b> The placement and management of witnesses associated with court cases on witness protection in order to ensure their safety. Witness protection measures include authorisation of a new identity, relocation, providing accommodation or transport or any other measures which the Chief Commissioner believes will protect either a witness or the family of a witness. Includes the compensation of witnesses for their attendance in court.		
<b>1.7.1</b>	Records documenting the development of the witness protection program. Includes the development of the compensation scheme for the reimbursement of costs paid to witnesses for attendance in court.	<b>Permanent</b> Retain as State	Transfer hard copy or electronic copy to PROV when

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
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		Archives.	administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>1.7.2</b>	Records documenting the management of persons placed on the witness protection program. Includes memoranda of understanding signed between the witness and Victoria Police and records related to the changing and restoring of a persons identity.	<b>Temporary</b> Destroy 100 years after date person placed under protection.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.7.3</b>	Records documenting compensation and/or reimbursement of costs paid to witnesses for their attendance in court.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.8.0</b>	<b>Intelligence Gathering and Management</b> The gathering and analysis of information about how persons or groups behave and act that enables Police to predict how they may act in future and therefore facilitates the solving and prevention of crimes. Includes the conduct of assessments that measure threats posed by persons, groups and events that help determine what police		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>strategies and operational tactical response should be adopted in response to them. Includes the assessment of issues impacting the security of Victoria. Also includes the assessment of crimes relating to traffic and public order.</p> <p>[For the management of enquiries, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>1.8.1</b>	<p>Strategic assessments that are conducted on crime, public order, traffic and the security of Victoria in order to identify trends and analyse key issues that are expected to impact on policing in future periods.</p>	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>1.8.2</b>	<p>Tactical assessments that are conducted on imminent issues impacting crime, public order, traffic and the security of particular areas of Victoria. These assessments are undertaken to determine the operational tactical police response to the particular issue.</p>	<b>Temporary</b> Destroy 10 years after date of assessment.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.8.3</b>	<p>Records documenting profiles and analyses of particular crime and associated traffic and public order issues.</p>	<b>Temporary</b>	Hold in agency or APROSS pending



<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
		Destroy 10 years after administrative use is concluded.	destruction. Electronic records are to be maintained in readable format pending destruction.
1.8.4	Records documenting target profiles of suspects and offenders that assist in the prevention and detection of crime, including crimes relating to traffic and public order. Profiles can be of targets whose identity is unknown, referred to as “suspect” profiles. Profiles include all intelligence assembled on a target such as a person’s antecedents, financial status, associates, status, expertise, places frequented, appearance, vehicles, addresses, employment status/history and psychological behaviour.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
1.8.5	Records documenting ongoing assessment of the severity of threats made or considered to be posed by persons or groups including religious, ideological and issue related groups in relation to public order or an event.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained readable format pending destruction.
1.8.6	Records documenting non-ongoing (one-off) assessments of the severity of threats relating to events. Includes threat assessments for planned events such as sporting, cultural or political events or planned protests.	<b>Temporary</b> Destroy 10 years after date of event.	Hold in agency or APROSS pending destruction. Electronic records

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			are to be maintained readable format pending destruction.
<b>1.8.7</b>	Records documenting the assessment of information that is submitted by sworn (uniformed) members because it is considered of intelligence value.	<b>Temporary</b> Destroy 10 years after date of submission.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.9.0</b>	<p><b>Human Source (Informers) Management</b></p> <p>The registration and management of human sources (informers) for the purposes of intelligence collection and investigative support. Includes covert and confidential human sources.</p> <p>A covert source is a human source who provides information of interest under the expectation that their identity will be protected. They can be given tasks to actively seek out further intelligence or information and can receive rewards, reimbursements or other benefits for their work.</p> <p>Confidential sources are non-covert human sources that provide information of interest under the expectation that their identity will be protected.</p>		
<b>1.9.1</b>	Records documenting the registration and management of covert and confidential human sources (informers). Includes applications to register, reactivate, deactivate or cancel the registration; records of meetings with human sources; details of rewards	<b>Temporary</b> Destroy 75 years after last action.	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>paid to sources; and records of risk assessments, auditing and review processes.</p> <p>Risk assessments may relate to the risk of the source being compromised; the risk of Handler(s)/Controller being jeopardised; risk to the integrity of the information; risk to Victoria Police of corruption or exposure or risk of public harm to the source.</p> <p>Also includes records of sources that are not registered.</p>		<p>Electronic records are to be maintained in readable format pending destruction.</p>
<b>1.10.0</b>	<p><b>Crime Prevention Program Development</b></p> <p>The development of strategic programs that aim to reduce crime in Victoria. Includes Neighbourhood Watch and the introduction of Crime Prevention Officers.</p>		
<b>1.10.1</b>	<p>Records documenting the development of strategic programs that aim to prevent or reduce the rate of crime or the fear of crime within an area.</p>	<p><b>Permanent</b> Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>
<b>1.11.0</b>	<p><b>Research</b></p> <p>The conduct of research into crime prevention and investigation. Includes research conducted by Victoria Police employees in fulfillment of their duties and by academics or private consultants contracted by Victoria Police for this purpose.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For the management of external research projects, see 15.1.0.]		
<b>1.11.1</b>	Records documenting the output of major strategic research conducted into crime investigation and prevention that has resulted in legislative changes or changes in Victoria Police policies, programs and procedures.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>1.11.2</b>	Records documenting the output of routine research conducted into crime investigation and prevention that has not resulted in legislative changes or changes in Victoria Police policies, programs and procedures. Includes reports and publications.	<b>Temporary</b> Destroy 7 years after research completion.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>1.11.3</b>	Raw data that has been interrogated and analysed to produce research outcomes. Includes experimental results/readings, photographs and other recordings of experimental outcomes, data sheets, observations, field notes, diagrams, graphs, conclusions, and laboratory note books.	<b>Temporary</b> Destroy 7 years from date of completion.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
			pending destruction.

<b>2.0.0</b>	<p><b>CRIMINAL RECORDS AND INFORMATION ACCESS MANGEMENT</b></p> <p>The centralised keeping of criminal records and management of public and stakeholder access to them. Includes the preparation and formal release of crime and policing statistics.</p>		
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<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.0	<p><b>Criminal Records Management</b>                      The keeping and management of centralised records of persons who are accused of criminal offences. Includes the recording of details of the processing of persons accused of criminal offences and information that analyses crimes, victims of crime and perpetrators of crimes.</p>		
2.1.1	<p>Records kept centrally within Victoria Police that record and analyse information about persons accused of criminal offences including their appearance, behaviour, places (e.g. residency, where they may commit crimes) and items (e.g. vehicles, weapons etc.) that are linked to them.                      Includes hardcopy offender index cards and dockets and electronic history details held on Victoria Police law enforcement databases.</p> <p>Includes the recording of offender, and those accused of crimes, personal details such as name and date of birth, offender processing details such as how the person is brought before court e.g. arrest, summons, details of court outcomes including cautions and the recording of changes e.g. changes appearance, address etc.</p> <p>Includes details of crimes reported to Victoria Police including case facts e.g. complainant statement, time, date location and description of offence and injuries suffered by victims including crime reports, case narrative reports, and incident reports.</p> <p>Also includes information used to record, manage and monitor offenders, vehicles (used in crimes) and cases such as details of field contacts, associates, appearance details, Modus Operandi (MO) reports and antecedents.</p> <p>[An offender is a person has received a finding of guilt for a criminal offence under the</p>	<p><b>Temporary</b>                      Destroy 85 years after death of person accused of crime.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p><i>Summary Offences Act 1966 and the Crimes Act 1958.</i></p> <p>[Modus Operandi reports record and analyse an offenders modus operandi or tactics or methods which they use to commit crime.]                      [Antecedent reports record and analyse the offenders physical appearance and character and describe the circumstances surrounding the incident which lead to the charges.]                      [Crime Reports record case facts of crimes reported to Victoria Police including details and description of the offence, where and when the offence was committed, victims details, property details, informant details, offender name details (if known), offender description, arrest details (if known) and reporting person.]</p>		
<b>2.1.2</b>	Data collected for input into the law enforcement database.	<b>Temporary</b> Destroy 1 month after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>2.2.0</b>	<p><b>Management of Access</b>                      The management of access to criminal records information. Includes the management of access requests from within Victoria Police and other prescribed agencies, such as CrimTrac and VicRoads, who need access to criminal information in the course of performing their functions.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>Includes requests for national police record checks from persons wishing to obtain a national police certificate for employment, voluntary work or occupation related licensing or registration purpose. Also includes requests for traffic accident information and the authorisation of the release of information to the media.</p> <p>[For policies and procedures relating to who can access criminal records, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For fingerprints associated with national police certificates, see 5.2.11.]</p>		
<b>2.2.1</b>	<p>Records documenting requests to conduct checks of criminal records to determine whether there is evidence of prior criminal offences by an individual. Includes requests from police, approved or prescribed agencies such as CrimTrac and VicRoads and other bodies that have pre-determined rights of access.</p>	<p><b>Temporary</b> Destroy 2 years after last action.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>
<b>2.2.2</b>	<p>Records documenting requests by the general public and bodies seeking the release of criminal history information. Includes:</p> <ul style="list-style-type: none"> <li>• requests for national police record checks from persons wishing to obtain a national police certificate;</li> <li>• requests for information, such as accident reports, about vehicle accidents that occurred in Victoria and were reported to Victoria Police;</li> <li>• requests for information, such as crime reports, about property loss or damage</li> </ul>	<p><b>Temporary</b> Destroy 2 years after last action.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>that occurred in Victoria and was reported to Victoria Police.</p> <p>[For financial records, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>2.2.3</b>	Records documenting applications from media organisations to be authorised under the <i>Police Regulation Act 1958</i> and to enable them to apply for the release of Victoria Police photographs.	<b>Temporary</b> Destroy 7 years after authorisation ceases or application rejected.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>2.2.4</b>	Records documenting authorisations to release information to the media. Includes authorisations to release wanted persons' images, details and descriptions.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>2.3.0</b>	<p><b>Auditing of Employee Use of Law Enforcement Database</b></p> <p>The conduct of audits of employee use of Victoria Police law enforcement databases, information systems and email in order to uncover any cases of inappropriate and/or illegal criminal records and information checking.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For ethical standards investigations, see 14.1.0.]		
<b>2.3.1</b>	Records documenting initial audit assessments that assess the need and scope for any full audit.	<b>Temporary</b> Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>2.3.2</b>	Records documenting detailed law enforcement database and information system audits.	<b>Temporary</b> Destroy 1 year after audit or investigation completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>2.4.0</b>	<b>Crime and Road Safety Statistics Management</b> The collection, collation analysis and dissemination of statistical data concerning crime and road safety.		
<b>2.4.1</b>	Collated and published annual crime and road safety statistics.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when

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<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>2.4.2</b>	Records documenting requests to access statistical data from Victoria Police information systems outside of the formal annual release of crime statistics. Includes the management of requests received from persons within and outside of Victoria Police.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>3.0.0</b>	<b>INFRINGEMENT MANAGEMENT</b> The management of penalties issued for infringement offences which refers to any offence under any Act of Parliament or statutory rule, local law, by-law or Commonwealth Act which is subject to an infringement notice. Includes infringements for speed camera, traffic and crime offences. Infringement notices allow for offences, such as littering and traffic and some criminal offences to be punished “on the spot” without a court appearance.		
<b>3.1.0</b>	<b>Issue and Review of Infringements</b> The issuing of infringement notices and the review and assessment of decisions to issue notices or warnings. Reviews of the issue of notices are undertaken when: <ul style="list-style-type: none"> <li>• the decision was contrary to the law or involved a mistake of identity;</li> </ul>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<ul style="list-style-type: none"> <li>• special circumstances (as defined in the <i>Infringements Act 2006</i>) apply to them; or</li> <li>• the relevant conduct should be excused having regard to exceptional circumstances relating to the infringement notice.</li> </ul>		
<b>3.1.1</b>	Records documenting the processing and enforcement of infringement notices that have been issued.	<b>Temporary</b> Destroy 5 years after date of notice.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>3.1.2</b>	Records of duplicate infringement notices held at Police Stations.	<b>Temporary</b> Destroy 2 years after date of notice.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>3.1.3</b>	Applications for warnings and for the review of infringement notices issued.	<b>Temporary</b> Destroy 3 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records

Retention & Disposal Authority			
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		STATUS	CUSTODY
			are to be maintained in readable format pending destruction.
3.1.4	Records of notifications from individuals issued with speeding fines, who were not in charge of the vehicle when the offence occurred and who have nominated the driver responsible.	<b>Temporary</b> Destroy 3 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
4.0.0	<p><b>CUSTODY AND OFFENDER MANAGEMENT</b></p> <p>The processing and management of persons held in custody, which is at a police station, an alcohol and drugs testing station or the Melbourne Custody Centre. Those who are held in custody include:</p> <ul style="list-style-type: none"> <li>• persons under suspicion of the commission of an offence;</li> <li>• persons brought into the Police Station for the purposes of providing a forensic sample according the <i>Crimes (DNA Database) Act 2002</i>;</li> <li>• runaway children brought to a police station for safe custody;</li> <li>• mentally ill persons brought to a police station for assessment, safe custody, or interview.</li> </ul> <p>Also includes the monitoring of registered sex offenders who had completed a custodial sentence.</p>		

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<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For applications for and the management of warrants associated with bringing persons into custody, see 1.4.2.]		
<b>4.1.0</b>	<b>Management of Persons in Custody</b> The management of persons brought into custody. Includes processes associated with bringing someone into custody, managing their welfare whilst in custody and releasing them from custody.		
<b>4.1.1</b>	Records documenting the management of persons brought into custody. Includes records of all checks and risk assessments performed on persons, medical treatment provided, management of their personal property and of any complaints made by the person.  Also includes records documenting the placing of persons into police cells, and of the transfer of persons between police stations. Includes attendance and interview registers and watch house charge books and indexes which record the movement of prisoners placed in a cell at a watch house, remand or appearance in Court, time and date of arrival, medication and injuries, date and type of meals and type of bail.  Also includes records of arrests that do not proceed to charges and any associated reports.	<b>Temporary</b> Destroy 25 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.1.2</b>	Records documenting the management of all incidents occurring in custody that do not lead to further investigation or prosecution.  [For the prosecution of offenders following incidents, see 1.1.0.] [For surveillance camera footage, see 4.2.1.] [For incident investigations involving ethical standards, see 14.1.0.]	<b>Temporary</b> Destroy 7 years after last action provided the person has reached 25 years of age.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>4.1.3</b>	Records documenting the issuing of summons to suspects or witnesses to attend or appear in court.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>4.1.4</b>	Records documenting the extradition of persons residing interstate or overseas. Includes applications to extradite persons in order to arrest, imprison or to secure the attendance of a witness in court.	<b>Temporary</b> Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>4.1.5</b>	Records documenting the administration of bail processes prior to a suspect's court appearance.	<b>Temporary</b> Destroy 7 years	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	Includes records on the setting, variation and revocation of bail, bail reporting and the submission of any evidence to any bail justice or court where bail is not set by police.	after last action.	Electronic records are to be maintained in readable format pending destruction.
<b>4.2.0</b>	<p><b>Surveillance of Cells and Custody Centres</b>                      The management of cell and custody centre surveillance camera footage.</p> <p>[For surveillance camera footage that is subject to a brief of evidence, see 1.1.0.]                      [For surveillance camera footage subject to an ethical standards investigation, see 14.1.0.]</p>		
<b>4.2.1</b>	Surveillance camera footage showing incidents, noteworthy occurrences or troublesome behavior that may result in a complaint or in the opinion of the station manager could result in civil litigation. Excludes surveillance camera footage that is subject to a brief of evidence or subject to an ethical standards investigation.	<p><b>Temporary</b>                      Destroy 7 years after last action provided the person has reached 25 years of age.</p>	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>4.2.2</b>	Surveillance camera footage that shows no incident, noteworthy occurrences or troublesome behaviour. Includes footage that shows routine searches that do not result in a noteworthy incident. Excludes surveillance camera footage that is subject to a brief of evidence or subject to an ethical standards investigation.	<p><b>Temporary</b>                      Destroy 1 month after last action.</p>	Hold in agency or APROSS pending destruction. Electronic records are to be maintained



<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
			in readable format pending destruction.
<b>4.3.0</b>	<p><b>Monitoring of Registered Sex Offenders</b></p> <p>The monitoring of registered sex offenders who have been released into the community. Monitoring is required by the <i>Sex Offenders Registration Act 2004</i> in order to protect the community, to reduce the likelihood that they will re-offend, to facilitate the investigation and prosecution of any future offences that they may commit and to prevent registered sex offenders working in child-related employment.</p>		
<b>4.3.1</b>	<p>The summary record of all registrable offenders under the <i>Sex Offenders Registration Act 2004</i>. Includes details of:</p> <ul style="list-style-type: none"> <li>• the offender’s name and other identifying particulars;</li> <li>• details of each Class 1 or Class 2 offence of which the offender has been found guilty, or with which he or she has been charged;</li> <li>• details of each offence of which the offender has been found guilty that resulted in the making of a sex offender registration order;</li> <li>• the date on which the offender was sentenced for any registrable offence;</li> <li>• the date on which the offender ceased to be in government custody in respect of a registrable offence, or entered or ceased to be in government custody in respect of any offence during his or her reporting period;</li> <li>• any information reported in respect of the offender under Part 3 of the Act;</li> <li>• any other information that the Chief Commissioner of Police considers appropriate to include in the Register.</li> </ul>	<p><b>Temporary</b></p> <p>Destroy 100 years after registration of offender.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>

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<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.3.2</b>	<p>Records documenting registered sex offender reporting to police that are <u>not</u> taken under Division 3 of Part 3 the <i>Sex Offenders Registration Act 2004</i> and which do <u>not</u> have to be destroyed when reporting period concludes under section 30 of the <i>Sex Offenders Registration Act 2004</i>.</p> <p>Includes the initial and annual reporting of offender’s personal details and notices of reporting obligations.</p> <p>[For the summary record of offender details, see 4.3.1.]                      [For records documenting reporting taken under Division 3 of Part 3 of the <i>Sex Offenders Registration Act 2004</i>, see 4.3.3].</p>	<p><b>Temporary</b>                      Destroy 100 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>4.3.3</b>	<p>Records of reporting by registered sex offenders that <u>are</u> taken in accordance with Division 3 of Part 3 of the <i>Sex Offenders Registration Act 2004</i> and which <u>must</u> be destroyed when reporting period concludes under section 30 of the <i>Sex Offenders Registration Act 2004</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• copies of written acknowledgments of the reporting by registrable offenders to Police of;                             <ul style="list-style-type: none"> <li>-changes to personal details;</li> <li>-intended absences from Victoria;</li> <li>-changes to travel plans when out of Victoria,</li> <li>-their return to Victoria or of any decision not to leave (after earlier reporting their intention to leave);</li> </ul> </li> </ul>	<p><b>Temporary</b>                      Destroy when reporting period concluded.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	-intended regular absences from Victoria; • records of the recording of any agreements regarding the reporting time limit reached with registrable offenders who live in a remote areas; • photographs taken of offenders whilst reporting to Police; • fingerprints and fingerscans taken from registrable offenders where the member receiving the report is not satisfied as to the identity of the registrable offender.		
<b>4.3.4</b>	Records documenting applications and approvals made by the Chief Commissioner of Police to change the name of a registrable offender. Includes unsuccessful applications.	<b>Temporary</b> Destroy 100 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.0.0</b>	<p><b>FORENSIC SERVICES</b></p> <p>The gathering, analysis and management of fingerprint and deoxyribonucleic acid (DNA) evidence to assist in the investigation and solving of crimes and for non criminal investigative purposes such as employment, licensing, applications for visas and national police certificates.</p> <p>[For the registration and management of forensic case records, see 1.1.0.]</p>		
<b>5.1.0</b>	<p><b>Fingerprints Taken for Criminal Purposes</b></p> <p>The management of fingerprints taken of persons who have been processed as</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	criminals or offenders.  [For applications for court orders authorising the taking of forensic procedures, see 1.4.2.]		
<b>5.1.1</b>	Prime (original) and subsequent (duplicate) sets of fingerprints taken from adults: <ul style="list-style-type: none"> <li>• found guilty of an indictable offence or a summary offence that is referred to in Schedule 7 of the <i>Crimes Act</i> 1958 after 13/12/1993;</li> <li>• convicted of an indictable offence or a summary offence that is referred to in Schedule 7 of the <i>Crimes Act</i> 1958 between 24/5/1988 and 13/12/1993;</li> <li>• taken in relation to any offence prior to the introduction of the <i>Crimes (Fingerprinting) Act</i> 1988 on 24/5/1988;</li> <li>• taken of children aged 10 – 15 years of age found guilty of an offence specified under section 464P(2) of the <i>Crimes Act</i> 1958.</li> </ul>	<b>Temporary</b> Destroy 90 years after date of birth, or on approval by Victoria Police.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.1.2</b>	Prime (original) and subsequent (duplicate) sets of fingerprints taken from children 10 – 15 years of age who are: <ul style="list-style-type: none"> <li>• found guilty of an indictable offence or a summary offence that is referred to in Schedule 7 of the <i>Crimes Act</i> 1958 after 13/12/1993;</li> <li>• convicted of an indictable offence or a summary offence that is referred to in Schedule 7 of the <i>Crimes Act</i> 1958 between 24/5/1988 and 13/12/1993.</li> </ul> Does not apply to persons found guilty of an offence specified under section 464P(2) of	<b>Temporary</b> Destroy when offender reaches 26 years of age provided the offender has not been found guilty of any further offences.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	the <i>Crimes Act</i> 1958.		
<b>5.1.3</b>	Fingerprints taken of person who have been: <ul style="list-style-type: none"> <li>• processed as offenders and have been found not guilty after 22/5/1988; or</li> <li>• found guilty of an offence but not convicted between 24/5/1988 and 12/12/1993.</li> </ul>	<b>Temporary</b> Destroy within 1 month after the expiry of any appeal period or any extension under the <i>Crimes (Fingerprinting) Act</i> 1988.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.1.4</b>	Fingerprints taken of persons who have been processed as offenders and are not charged with a relevant offence within 6 months where the fingerprints were taken after 24/5/1988.	<b>Temporary</b> Destroy 6 months after the taking of the fingerprints or after the expiration of any extension period granted under the <i>Crimes (Fingerprinting) Act</i>	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		1988.	
<b>5.1.5</b>	Photographs of latent fingerprints discovered at scenes of crime which are not matched with existing fingerprints held by the Police.	<b>Temporary</b> Destroy 90 years from date of collection.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.1.6</b>	Records documenting the assessment of applications from offenders or from their representatives to have the offender's fingerprints destroyed.	<b>Temporary</b> Destroyed 7 years after application decided.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.0</b>	<p><b>Identifiable Prints and Images Taken of Non Suspects</b></p> <p>The management of identifiable prints and images taken of persons (who are not suspects) for the following purposes:</p> <ul style="list-style-type: none"> <li>• employment (e.g. with Victoria Police and Corrections Victoria);</li> <li>• licensing;</li> <li>• visas;</li> <li>• national police certificates; or</li> <li>• for eliminating the person's prints in a criminal investigation.</li> </ul>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For the issue of licences and permits, see 16.1.0]. [For applications for national police certificates, see 2.2.2]. [For applications to have fingerprints destroyed, see 5.2.17].		
<b>5.2.1</b>	Fingerprints taken of persons who are victims or non suspects in a criminal investigation for the purposes of eliminating the person's prints from the investigation.	<b>Temporary</b> Destroy when investigative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.2</b>	Fingerprints and photographs taken of persons proposed for appointment as compliance inspectors under the <i>Liquor Control Reform Act 1998</i> in the process of determining whether the person under consideration is of good repute.	<b>Temporary</b> Destroy within 28 days after they are no longer required in connection with the consideration of the person's appointment as a compliance inspector; or no later than 6 months from the date they were	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
		taken (which ever is earliest).	
5.2.3	Fingerprints of participants in the private security industry applying for licences and registration under the <i>Private Security Act 2004</i> in the process of ascertaining the applicant's identity.	<b>Temporary</b> Destroy within 28 days after they are no longer required in connection with the application to which they relate; or no later than 6 months from the date they were provided (whichever is the earliest).	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
5.2.4	Fingerprints and palm prints taken of persons which are associated with: <ul style="list-style-type: none"> <li>• successful applications for a licence, permit, approval or other authorisation under a gaming Act;</li> <li>• the appointment of staff members to the Victorian Commission for Gambling Regulation; or</li> <li>• successful applications to be placed on the Roll of Manufacturers, Suppliers and Testers for gaming machines under the <i>Gambling Regulation Act 2003</i>.</li> </ul>	<b>Temporary</b> Destroy when licence, permit, approval or authorisation has ceased.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>5.2.5</b>	Fingerprints and palm prints taken of persons which are associated with: <ul style="list-style-type: none"> <li>• unsuccessful applications for a licence, permit, approval or other authorisation under a gaming Act; or</li> <li>• unsuccessful applications to be placed on the Roll of Manufacturers, Suppliers and Testers for gaming machines under the <i>Gambling Regulation Act 2003</i>.</li> </ul>	<b>Temporary</b> Destroy after refusal of application and expiry of the appeal period.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.6</b>	Fingerprints and palm prints of secondary school students undertaking work experience at Victoria Police.	<b>Temporary</b> Destroy at the conclusion of the calendar year that the fingerprints were taken.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.7</b>	Fingerprints and palm prints of tertiary students undertaking field placements at Victoria Police.	<b>Temporary</b> Destroy when notified of the conclusion of placement or 5 years after date fingerprints taken if not notified.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.2.8</b>	Fingerprints and palm prints taken of persons associated with applications for employment and/or the appointment of Victoria Police or corrections officers, staff and contractors.	<b>Temporary</b> Destroy when notified of the purpose to which fingerprints were taken having ceased or 90 years after date of birth if not notified.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.9</b>	Fingerprints and palm prints taken of persons associated with successful applications for a licence, permit or registration including for the firearms industry.	<b>Temporary</b> Destroy when license, permit, registration approval or exemption expires or ceases to have effect.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction
<b>5.2.10</b>	Fingerprints and palm prints taken of persons associated with unsuccessful applications for a licence, permit or registration including for the firearms industry.	<b>Temporary</b> Destroy upon request of subject or 7 years after last action (if no request received).	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.2.11</b>	Fingerprints and palm prints associated with police record checks from persons wishing to obtain a national police certificate.	<b>Temporary</b> Destroy when notified of the purpose to which fingerprints were taken having ceased upon 2 years after last action if not notified.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.12</b>	Fingerprints and palm prints taken of persons applying to reside temporarily or permanently in the United States or Canada.	<b>Temporary</b> Destroy when notified of the purpose to which fingerprints were taken having ceased or 2 years after last action if not notified.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.13</b>	Fingerprints and palm prints taken of persons applying to reside temporarily or permanently in countries other than the United States or Canada.	<b>Temporary</b> Return to applicant for transfer to the Australian Federal Police (AFP).	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>5.2.14</b>	Fingerprints and palm prints taken of persons wishing to holiday in another country.	<b>Temporary</b> Destroy when notified of the purpose to which fingerprints were taken having ceased or 7 years after date fingerprints taken if not notified	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.15</b>	Fingerprints and palm prints taken of persons wishing to reside in Australia in order for overseas country to perform police check or penal clearance.	<b>Temporary</b> Return to applicant for transfer to the overseas country.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.2.16</b>	Fingerprints and palm prints taken of persons wishing to renew their overseas passport in Australia.	<b>Temporary</b> Transfer back to applicant.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			in readable format pending destruction.
<b>5.2.17</b>	Records of applications for non criminal fingerprints to be destroyed. Includes notifications from organisations and regulatory bodies that any licence, permit, approval etc. e.g. firearms licence, to which the fingerprint retention was subject to is no longer current.	<b>Temporary</b> Destroy 7 years after application decided.	Hold in agency or APROSS pending destruction, Electronic records are to be maintained in readable format pending destruction.
<b>5.3.0</b>	<p><b>Management and Analysis of DNA</b></p> <p>The management and analysis of DNA under the <i>Crimes (DNA Database) Act 2002</i>. Includes the taking and analysis of DNA samples from suspects, convicted offenders and volunteers and the compilation of DNA profiles. Also includes the comparing of DNA evidence found at crime scenes against DNA profiles stored in the DNA Database.</p> <p>[For applications for court orders concerning the taking or retention of forensic samples, see 1.4.2.]</p>		
<b>5.3.1</b>	<p>DNA samples and profiles taken from suspects <u>over 18 years of age</u> who have been accused and are subsequently found <u>guilty</u> of committing indictable offences. These samples are taken because the procedure would tend to confirm or disprove their involvement in the commission of an indictable offence and the suspect:</p> <ul style="list-style-type: none"> <li>• Is suspected on reasonable grounds of having committed the indictable offence; or</li> </ul>	<b>Temporary</b> Destroy 6 months after the conclusion of proceedings or the expiry of any appeal period or	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
	<ul style="list-style-type: none"> <li>• Has been charged with the indictable offence; or</li> <li>• Has been summonsed to answer to a charge for the indictable offence.</li> </ul> <p>An indictable offence is an offence under the <i>Crimes Act</i> 1958.</p>	any extension under <i>Crimes (DNA Database) Act</i> 2002 whichever is the later.	in readable format pending destruction.
5.3.2	<p>DNA samples and profiles taken from suspects between <u>10 and 18</u> years of age who have been accused and are subsequently found <u>guilty</u> of committing indictable offences. These samples are taken because the procedure would tend to confirm or disprove their involvement in the commission of an indictable offence and the suspect:</p> <ul style="list-style-type: none"> <li>• Is suspected on reasonable grounds of having committed the indictable offence; or</li> <li>• Has been charged with the indictable offence; or</li> <li>• Has been summonsed to answer to a charge for the indictable offence;</li> </ul> <p>Does not apply to persons found guilty of a specified offence under section 464ZGA(2) of the <i>Crimes Act</i> 1958.</p>	<p><b>Temporary</b>                      Destroy when offender reaches 26 years of age provided the offender has not been found guilty of any further offences.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
5.3.3	<p>DNA samples and DNA profiles of suspects who have been found <u>not guilty</u>.</p>	<p><b>Temporary</b>                      Destroy within 1 month after the conclusion of proceedings or the expiry of any</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained</p>

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
		appeal period or any extension under the <i>Crimes (DNA Database) Act 2002</i> , whichever is the later.	in readable format pending destruction.
5.3.4	DNA samples and DNA profiles of suspects who have been processed as offenders but not charged with a relevant offence within 12 months of the taking of the sample or who are charged but the charge is not proceeded with.	<b>Temporary</b> Destroy within 12 months after the taking of the sample or one month after the decision is made not to proceed with the charge or upon the expiry of any extension period under the <i>Crimes (DNA Database) Act 2002</i> .	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
5.3.5	DNA samples and profiles of adults found <u>guilty</u> or who are found <u>not guilty</u> because of	<b>Temporary</b> Destroy 90 years	Hold in agency or

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
	mental impairment of a: <ul style="list-style-type: none"> <li>forensic sample offence; or</li> <li>conspiracy to commit, incitement to commit or attempting to commit a forensic sample offence.</li> </ul> [A forensic sample offence is an offence under Schedule 8 of the <i>Crimes Act</i> 1958. Examples include murder, manslaughter, rape, and armed robbery.]	after date of birth of the offender.	APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
5.3.6	DNA samples and profiles of children between 10 and 18 years of age found <u>guilty</u> of a: <ul style="list-style-type: none"> <li>forensic sample offence; or</li> <li>conspiracy to commit, incitement to commit or attempting to commit a forensic sample offence.</li> </ul> Does not apply to persons found guilty of a specified offence under section 464ZGA(2) of the <i>Crimes Act</i> 1958.	<b>Temporary</b> Destroy when offender reaches 26 years of age provided the offender has not been found guilty of any further offences.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
5.3.7	DNA samples and profiles of children between 10 and 18 years of age found <u>guilty</u> of a specified offence under section 464ZGA(2) of the <i>Crimes Act</i> 1958.	<b>Temporary</b> Destroy 90 years after date of birth of the offender.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.3.8</b>	<p>DNA samples and DNA profiles where the sample is given voluntarily for unlimited purposes. Includes records documenting the giving of consent for the unlimited purpose. Also includes samples taken on behalf of the Coroner of relatives of deceased persons for disaster victim identification processes.</p> <p>[Unlimited purpose means that the volunteer has chosen that the information obtained from analysis of the material may be used for the purpose of a criminal investigation or any other purpose for which the DNA database may be used.]                      [Examples of the voluntary provision include people sharing a house that has been burgled giving samples so that they can be eliminated from enquiries.]</p> <p>[For circumstances where the volunteer withdraws their consent, see 5.3.10.]</p>	<p><b>Temporary</b>                      Destroy when administrative use is concluded in accordance with the Crimes (<i>DNA Database</i>) Act 2002.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>5.3.9</b>	<p>DNA samples and DNA profiles where the sample is given voluntarily for limited purposes. Includes records documenting the giving of consent for the limited purpose.</p> <p>[Limited purpose means that the volunteer who have chosen that the information obtained from analysis of the material may be used only for a limited purpose that is specified by the volunteer e.g. only in relation to a particular criminal investigation.]</p>	<p><b>Temporary</b>                      Destroy when limited purpose has expired or upon the expiry of any extension period under the Crimes (<i>DNA Database</i>) Act 2002.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.3.10</b>	DNA samples and DNA profiles where the sample is given voluntarily but the consent of the volunteer is withdrawn. Includes records documenting the withdrawal of consent.	<b>Temporary</b> Destroy 28 days after the consent is withdrawn or upon the expiry of any extension period under the <i>Crimes (DNA Database) Act 2002</i> .	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.4.0</b>	<b>Equipment Maintenance</b> The maintenance of all equipment used in forensic procedures.		
<b>5.4.1</b>	Records documenting the maintenance and testing of forensic equipment. Includes records of maintenance performed on DNA profiling instrumentation and ongoing quality checking completed to confirm instrument performance.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.5.0</b>	<b>Accreditation</b> The process of obtaining accreditation with forensic regulatory bodies such as the		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	National Association of Testing Authorities (NATA) and the testing of the proficiency of employees handling forensic procedures.		
<b>5.5.1</b>	Records documenting the obtaining and maintaining of accreditation with forensic regulatory bodies. Includes any audits associated with accreditation.	<b>Temporary</b> Destroy 7 years after accreditation ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.5.2</b>	Records relating to employee proficiency testing on forensic procedures which is undertaken internally and externally by forensic regulatory bodies.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>5.5.3</b>	Records documenting the review of all technical and administrative casework in order to ensure that all reported work is correct.	<b>Temporary</b> Destroy 50 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>6.0.0</b>	<b>SEARCH MANAGEMENT</b> The management of searches conducted on persons and property.		
<b>6.1.0</b>	<p><b>Property Searches</b></p> <p>The conduct of searches of premises and/or land in order to:</p> <ul style="list-style-type: none"> <li>• arrest a suspect or offender; and/or</li> <li>• secure evidence or seize property in compliance with legislative requirements; and/or:</li> <li>• recover stolen property or protect the life or safety of any person.</li> </ul> <p>[For applications for warrants to conduct searches, see 1.4.2.]                      [For seized property, see 8.1.2.]                      [For incident management, see 10.3.0.]                      [For the engagement of specialist services to assist in any search, see 10.6.2.]</p>		
<b>6.1.1</b>	Records documenting applications and authorisations to conduct searches.	<b>Temporary</b> Destroy 7 years	Hold in agency or APROSS pending

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	Includes the summary record of applications made to an authorising officer (a sworn member of the rank of Inspector or above) to conduct searches of properties. Also includes type of warrant, details of the officer applying for the search, details of the suspect and the address of the premises that the search relates to, an analysis of the threat posed, operation orders and other records created in preparation for searches that are submitted with the application.	after last action.	destruction. Electronic records are to be maintained in readable format pending destruction.
<b>6.2.0</b>	<p><b>Searches of Persons</b></p> <p>The management of searches of persons as authorised by common law and legislation in order to discover evidence, concealed weapons or other articles with which the person being searched may cause mischief, such as injury, damage or to effect an escape.</p> <p>[For patrol duty returns and note books, see 7.1.1.]</p>		
<b>6.2.1</b>	Records documenting searches of persons. Includes records that detail grounds for searches, consents for the searches and items found during searches.	<b>Temporary</b> Destroy 7 years after last action provided the person has	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		reached 25 years of age.	in readable format pending destruction.
<b>7.0.0</b>	<p><b>PATROLS MANAGEMENT</b></p> <p>The patrolling and policing of streets in order to facilitate a safer environment. Includes patrols conducted by car or on foot and those conducted by the Water Police and Air Wing.</p> <p>[For incident management, see 10.3.0.]</p>		
<b>7.1.0</b>	<p><b>Patrol Coordination and Reporting</b></p> <p>The management of patrols and recording of event and incidents witnessed by a Victoria Police sworn member whilst on patrol.</p>		
<b>7.1.1</b>	<p>Records documenting patrols performed by Victoria Police sworn members. Includes:</p> <ul style="list-style-type: none"> <li>patrol duty returns which record the duties performed while on patrol including persons spoken to, persons arrested, and events witnessed;</li> <li>sworn member notebooks that include names, addresses, and dates when persons are spoken to in the course of their duties and details about the conversation.</li> </ul>	<p><b>Temporary</b></p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.1.2</b>	Police officer diaries that record a sworn member's duties performed during a shift and rest days.	<b>Temporary</b> Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>7.1.3</b>	Records that facilitate the coordination of police patrols. Includes records documenting the allocation and monitoring of resources and communications support.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>8.0.0</b>	<b>EXHIBITS AND LOST PROPERTY MANAGEMENT</b> The management of property seized as exhibits, which refers to evidence in physical form that is brought before a court, for the prosecution of a crime, or seized according to legislation. Also includes the management of lost property.		
<b>8.1.0</b>	<b>Registration and Management of Exhibits</b> The registration of exhibits that have been seized or handed over, and their management once in police custody. Includes seized, found and unclaimed property and drugs, and recovered stolen property.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For property belonging to persons being held in custody, see 4.1.1.]		
<b>8.1.1</b>	Summary record of all property and drugs held in Police custody that has been registered as evidence including evidence that has been registered and produced before the Chief Examiner. Includes property books and exhibits management databases.	<b>Temporary</b> Destroy 7 years after property leaves Victoria Police custody.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>8.1.2</b>	Records documenting the lodgement and management of property and drugs into Police custody.	<b>Temporary</b> Destroy 7 years after property leaves Victoria Police custody.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>8.2.0</b>	<b>Management of Lost Property</b> The management of lost property which is property that has been handed over to the Police for safe keeping when the rightful owner is unknown.		



<h2 style="color: #008080;">Retention &amp; Disposal Authority</h2>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>8.2.1</b>	Records documenting the management of lost property. Includes notices of abandonment, notices of claim and records relating to disputed ownership where ownership is to be determined by the courts. Also includes records relating to the disposal of property whether by return to the owner or finder, destruction, sale or auction.	<b>Temporary</b> Destroy 7 years after property disposed of (either by return to the owner or finder, destruction, sale or auction)	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>9.0.0</b>	<b>EMERGENCY COMMUNICATIONS</b> The provision of emergency response communications between Victoria Police and other bodies for the purpose of ensuring rapid operational response during an emergency situation. Includes the management of emergency call taking, dispatch and other radio communications.		
<b>9.1.0</b>	<b>Performance Management &amp; Maintenance</b> The management and maintenance of communications systems and processes.		
<b>9.1.1</b>	Records documenting the management and performance of emergency communications systems and processes. Includes the testing, analysis and evaluation of systems and processes. Also includes reporting and investigation of system malfunctions and provision of system maintenance measures.	<b>Temporary</b> Destroy 7 years after administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>9.2.0</b>	<b>Emergency Calls Management</b> The management of calls received regarding emergency situations. Includes the recording of these calls.		
<b>9.2.1</b>	Records that register and track the movement of items of storage media (such as CD-ROMs) used to record emergency calls.	<b>Temporary</b> Destroy 7 years after date of last recording.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>9.2.2</b>	Recordings of calls from the public or transmissions from police vehicles received by the 24 hour Police emergency communications centre (known as D-24).	<b>Temporary</b> Destroy 7 years after date of recording.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>9.2.3</b>	Records documenting requests made by other areas of Victoria Police for access to recordings of emergency calls.  [For requests made by the public under Freedom of Information (FOI), see the General Retention and Disposal Authority for Records of Common Administrative Functions].	<b>Temporary</b> Destroy 2 years after date of request.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>9.2.4</b>	<p>Summary records documenting information relating to emergency calls. Includes dispatch cards used to record the caller's details, details of the incident and the Police response including the actions and tasks performed by divisional units such as Police cars, divisional vans and motorcycles that are logged onto the D24 communications network.</p> <p>Also includes messages taken for other staff absent from the office.</p>	<b>Temporary</b> Destroy 3 months after date of call.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in agency pending destruction.
<b>10.0.0</b>	<p><b>INCIDENT AND EMERGENCY PREPAREDNESS AND RESPONSE</b></p> <p>The preparation for and response to incidents and emergency situations, including terrorist situations.</p> <p>Includes the staging of all emergency management and counter terrorism exercises, the making of arrangements for the protection of infrastructure deemed critical to the State and preparing for the Police management of major events such as sporting events and planned protests.</p> <p>Includes the coordination of Victoria's response to declared emergencies including search and rescue and disaster victim identification investigations.</p> <p>Also includes the management of incidents and accidents attended by police including high risk incidents where there is a probability of confrontation with a person who is armed or reasonably suspected to be armed with a firearm or other lethal weapon and the recording of the use of force.</p> <p>Also includes reporting to the coroner where deaths occur and the management of specialist services such as police dogs and horses.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	<p>[For criminal investigations concerning or resulting from any incident or emergency investigation, see 1.1.0.]</p> <p>[For records of the engagement and deployment of specialist services, see 10.6.2.]</p>		
<b>10.1.0</b>	<p><b>Emergency Management Preparedness</b></p> <p>The preparation for the State's response to any emergency management or terrorist situations which includes acts or threats of violence or other activities outside the law for the purpose of achieving a political objective. It may include assassinations, bombings or hostage taking.</p> <p>Includes activities designed to prevent terrorism or to facilitate the best possible response in the event of any attack or emergency situation such as emergency management and counter terrorism exercises.</p> <p>Also includes activities related to planning and making counter terrorism arrangements to protect State infrastructure including critical infrastructure which is classified by the State Government as being critical to the State such as transport, power and water infrastructure. Activities include communication with the owners and operators of infrastructure, assessment of infrastructure plans and the provision of advice including how best to protect the infrastructure and what approach would be adopted in the event of an emergency.</p> <p>[For terrorist threat investigation, see 1.8.0.]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.1.1</b>	<p>Records documenting the development and maintenance of the State's terrorism prevention arrangements and the preparedness and response for any threat or act of terrorism within Victoria. Includes research and liaison with other stakeholders related to the establishment of arrangements and on an on-going basis in relation to emerging threats and issues.</p> <p>Victoria Police has responsibility for establishing and maintaining the State's arrangements for terrorism prevention, preparedness and response for any threat or act of terrorism within Victoria.</p>	<p><b>Permanent</b> Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>
<b>10.1.2</b>	<p>Reports documenting the theft, attempted theft or unexplained loss of prescribed chemicals or other substances as defined by the <i>Terrorism (Community Protection) Act 2003</i>.</p>	<p><b>Temporary</b> Destroy 100 years after last action.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>
<b>10.1.3</b>	<p>Records documenting Victoria Police's contribution to emergency management exercises including municipal emergency management exercises and National Counter Terrorism Committee (NCTC) counter terrorism exercises. Includes records of the planning, review and reporting of an exercise.</p>	<p><b>Temporary</b> Destroy 7 years after exercise concluded.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.1.4</b>	Records documenting Victoria Police contributions to emergency management exercises which are discussed but not acted out.	<b>Temporary</b> Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.1.5</b>	Records documenting the supervision of training exercises for the operators of infrastructure declared as critical under the <i>Terrorism (Community Protection) Act 2003</i> . Includes the operators of transport, fuel (including gas), light, power, water and sewerage infrastructure.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.1.6</b>	Records documenting security assessments and audits of risk management plans and updates for infrastructure declared as critical under the <i>Terrorism (Community Protection) Act 2003</i> .	<b>Temporary</b> Destroy 7 years after risk management plan superseded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.1.7</b>	Response plans that inform Police about the layout and structure of a critical infrastructure facility and assist Police should they have to respond to an emergency based in or around that infrastructure.	<b>Temporary</b> Destroy 1 year after plan superseded.	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			Electronic records are to be maintained in readable format pending destruction.
<b>10.1.8</b>	Records documenting the provision of physical security of courts and other places judged as being of public importance. Includes records requesting Police or Protective Service Officer presence for court proceedings.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.2.0</b>	<b>Major Events Management</b> The planning for Police presence at major events such as sporting or cultural events or international events taking place in Melbourne. Includes events such as demonstrations where a Police presence is required. Also includes the assessment of applications for waivers from having to pay costs to Victoria Police for their involvement in an event.		
<b>10.2.1</b>	Records documenting the planned Police response to events such as demonstrations, State funerals and annual sporting events and visits of prominent persons such as persons of public office. Includes operation orders, threat assessments, briefings and plans for Police presence and Police tactics including contingency plans. Also includes records of liaison with event organisers, pre event briefings, deployment and post event reviews.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>10.2.2</b>	Records documenting applications from event organisers for waivers from having to pay costs to Victoria Police. Includes successful and unsuccessful applications.	<b>Temporary</b> Destroy 7 years after application determined.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.3.0</b>	<p><b>Incident and Accident Management</b> The planning, management, reporting and investigation of all incidents and accidents. Includes incidents attended by Police whilst on patrol or in the course of their duty and incidents which Police are responsible for the coordination of, including road, rail and tram accidents, aircraft and marine accidents, management of explosive devices, land and water searches, cave or mine/quarry rescues along with any threats against persons, property or the environment (including sieges and riots).</p> <p>[For prosecutions resulting from accident investigations, see 1.1.0.] [For family violence incidents, see 1.2.0.] [For incidents involving persons held in custody, see 4.1.2.] [For ethical standards investigations, see 14.1.0.]</p>		
<b>10.3.1</b>	Records documenting the management of all incidents and accidents attended by	<b>Permanent</b>	Transfer hard copy or



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	Police which have resulted in death. Includes records of planning, resource allocation, operations orders, incident related reports and debriefings.	Retain as State Archives.	electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>10.3.2</b>	Records documenting the management of all incidents and accidents attended by Police which did not lead to death but did result in serious or life threatening injury such as hospital admission or permanent disability. Excludes hazardous materials incidents.  Includes records of planning, resource allocation, operations orders, incident related reports and debriefings.	<b>Temporary</b> Destroy 25 years after the conclusion of investigation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.3.3</b>	Records documenting the management of all incidents and accidents attended by Police which did not lead to death or serious or life threatening injury. Excludes hazardous materials incidents.  Includes records of planning, resource allocation, operations orders, incident related reports and debriefings.	<b>Temporary</b> Destroy 7 years after the conclusion of investigation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.3.4</b>	Records documenting the management and coordination of all incidents involving hazardous materials such as hazardous materials and chemicals where exposure to is	<b>Temporary</b> Destroy 100 years	Hold in agency or APROSS pending

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	considered to pose long term risks.	after last action.	destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.3.5</b>	Summary record of incidents maintained by the Use of Force Registry where Police were required to use force or were involved in pursuits. Includes details of Victoria Police sworn members involved, type of force used, injuries, other persons involved, details of vehicle pursued, other persons involved, distance travelled, speed reached and reason for pursuit.	<b>Temporary</b> Destroy 20 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.3.6</b>	Records documenting notifications to the Use of Force Registry where Police were required to use force or were involved in pursuits. Includes any incident debriefs.	<b>Temporary</b> Destroy 7 years after action complete.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.4.0</b>	<b>State of Disaster Emergency Response</b> The coordination of Victoria's Response to a declared State of Disaster under the <i>Emergency Management Act 1986</i> . The Premier of Victoria can declare a State of		

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
	<p>Disaster where an emergency constitutes or is likely to constitute a significant and widespread danger to life or property in Victoria. A State of Disaster may be declared for the whole of Victoria or in any part or parts of Victoria.</p> <p>Includes the declaration and the management of disaster victim identification (DVI) processes.</p> <p>[For records of any criminal investigations that arise out of a situation, see 1.1.0.]</p>		
10.4.1	Records documenting the coordination of Victoria’s response to all declared State of Disaster situations. Includes records that document the making of any declarations.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
10.4.2	Records documenting the management of all disaster victim identification (DVI) investigations that seek to establish the identity of deceased persons in an emergency or disaster incident. Includes lists of victims for release and reporting purposes.	<b>Temporary</b> Destroy 30 years after conclusion of investigation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.4.3</b>	Records that support the coordination of disaster victim identification (DVI) investigations. Includes records relating to the establishment of anti-mortem/DVI reconciliation centres, liaison with other Government agencies and grief counsellors and the notification of relatives.	<b>Temporary</b> Destroy 10 years after conclusion of investigation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.5.0</b>	<p><b>Coronial Reporting</b></p> <p>The reporting of reportable deaths to the State Coroner under the <i>Coroners Act 1985</i>, such as deaths that appear to have been unexpected, unnatural or violent and not resulted from natural causes. Includes the development of briefs of evidence and participation in any Coronial Inquest.</p> <p>[For any legal advice associated with participation in an Inquest, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>10.5.1</b>	Records documenting the reporting of reportable deaths to the Coroner. Includes any reports which detail actions taken by Police.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic Records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.5.2</b>	Briefs of evidence prepared by Police for a Coronial Inquest to substantiate the cause of death.	<b>Temporary</b> Destroy 6 months after finalisation of Inquest.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>10.6.0</b>	<p><b>Managing Specialist Services</b></p> <p>The management of specialist services deployed for incidents and emergencies and the investigation and prevention of crime. Includes Victoria Police animal services, Air Wing and Water Police. Also includes units with capacity for specialist operations such as riot response and siege negotiation.</p> <p>[For records of incidents that involve specialist services units and divisions, see 10.3.0.] [For the management of vehicles and equipment used by specialist services, see 18.1.0.]</p>		
<b>10.6.1</b>	<p>Records documenting the acquisition, management and disposal of animals (such as dogs and horses) used for policing duties. Includes breeding, training, and medical records.</p> <p>[For incidents involving animals used for policing duties causing injury, see 10.3.0.]</p>	<b>Temporary</b> Destroy 20 years after animal ceases duties.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.6.2</b>	Records documenting successful and unsuccessful applications for the deployment of specialist investigators and services.	<b>Temporary</b> Destroy 7 years after date of application.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.0.0</b>	<b>TRAFFIC AND TRANSPORT SAFETY</b> The promotion and enforcement of traffic safety. Includes safety activities concerning road, marine, bicycle and public transport safety.  [For traffic accident investigation and records of pursuits, see 10.3.0.]		
<b>11.1.0</b>	<b>Management of Traffic Monitoring Programs</b> The management of traffic monitoring programs, including the use of speed cameras and drug and alcohol testing.		
<b>11.1.1</b>	Records documenting operational planning concerning traffic and transport issues. Includes planning tactics for holiday or black spot campaigns and operation orders.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>11.1.2</b>	Records documenting images indicating traffic offences detected through red light cameras, speed cameras and toll road cameras. Includes negatives, slides and digital images of the offence.  [For infringement notices, see 3.1.0.]	<b>Temporary</b> Destroy 5 years after date of notice.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.1.3</b>	Records documenting images taken where no infringement notice will be issued. Includes test shots and traffic camera images where no offence has been detected.	<b>Temporary</b> Destroy after administrative use has concluded.	Hold in agency APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.1.4</b>	Records documenting the selection of all mobile speed camera sites. Includes the auditing of existing speed camera sites.	<b>Temporary</b> Destroy 5 years after site decommissioned.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>11.1.5</b>	Records documenting the maintenance, testing and calibration of equipment for the monitoring of traffic behaviour. Includes speed cameras and alcohol or drug testing equipment.	<b>Temporary</b> Destroy 20 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.1.6</b>	Records documenting statistics gathered monthly from preliminary breath test stations.	<b>Temporary</b> Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.2.0</b>	<b>Vehicle Policing</b> The policing of vehicles on the road for compliance with roadworthiness and other aspects of road safety. Includes the identification of un-registered or un-roadworthy vehicles and the seizing, immobilising, impounding or moving of vehicles that had been used in offences or which are causing obstruction to other road users.		
<b>11.2.1</b>	Records documenting the assessment of vehicles. Includes the issuing of notices for vehicles that are not roadworthy.	<b>Temporary</b> Destroy 1 year after	Hold in agency or APROSS pending



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		date of assessment.	destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.2.2</b>	Records documenting the seizure, immobilization, impoundment or disposal of vehicles that are causing obstruction or where Police believe it is being used or has been used in the commission of an offence.	<b>Temporary</b> Destroy 3 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.3.0</b>	<b>Driver Licence Management</b> The management of drivers. Includes the suspension of drivers' licences following drink driving incidents, the requiring of drivers to undergo review requests and administering licence production processes where people have been caught driving whilst not carrying their license.		
<b>11.3.1</b>	Records documenting the immediate suspension of drivers licences under section 51 of the <i>Road Safety Act</i> 1986. Licences can be immediately suspended if a person is charged with a drink driving or issued with a drug impaired notice and the licence is suspended until the charge is heard.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>11.3.2</b>	Records documenting Licence Review Requests in circumstances where a sworn Police member believes that the holder of a driver licence or permit may be unfit to hold that licence or permit.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.3.3</b>	Records informing Police stations of drivers who were unable to produce their drivers licence when requested by a sworn Police member and are therefore required to present their licence at the nearest Police Station within 7 days.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.4.0</b>	<b>Prosecution of Driving Offences</b> The development of briefs of evidence for production in Court for the prosecution of defendants charged with driving a vehicle while over the legal alcohol limit or under the influence of drugs.		
<b>11.4.1</b>	Briefs of evidence involving applications for licence restoration following drink driving or driving under the influence of drugs suspensions, where licence restoration is granted.	<b>Temporary</b> Destroy 12 months	Hold in agency or APROSS pending

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		after action complete.	destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.4.2</b>	Briefs of evidence involving drink driving or driving under the influence of drugs where the licence is suspended for a period longer than four years and no application for licence restoration is received or the application for restoration is received but is unsuccessful.	<b>Temporary</b> Destroy 8 years after action complete.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.4.3</b>	Briefs of evidence involving drink driving or driving under the influence of drugs where the licence is suspended for a period shorter than four years and no application for licence restoration is received or the application for restoration is received but is unsuccessful.	<b>Temporary</b> Destroy 4 years after action complete.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.5.0</b>	<b>Traffic and Transport Permits</b> The issue of traffic and transport permits. Includes the issue of permits to allow charities to conduct roadside collections and for road race events to take place on public roads.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>11.5.1</b>	Records documenting the issue and management of permits for highway collections which allow charities and other organisations seeking to raise money to solicit contributions from the occupants of vehicles that are stopped. Includes the application, decision and any variations of conditions and arrangements.	<b>Temporary</b> Destroy 7 years after expiry of permit.	Hold in agency or APROSS pending destruction. Electronic records are to maintained in readable format pending destruction.
<b>11.5.2</b>	Records documenting the issuing and management of permits to allow road race events, such as bicycle or foot races, to take place on public roads. Includes the application, decision and any variations of conditions and arrangements.	<b>Temporary</b> Destroy 7 years after conclusion of event.	Hold in agency or APROSS pending destruction. Electronic records are to maintained in readable format pending destruction.
<b>11.6.0</b>	<b>Promotion of Road Safety</b> The promotion of road safety through the education of road users.		
<b>11.6.1</b>	Research records relating to the development of road safety education. Includes raw and interpreted data.  [For the management and governance of research, see 15.0.0]	<b>Temporary</b> Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>11.6.2</b>	Records documenting the development of road safety educational resources.	<b>Temporary</b> Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>11.6.3</b>	Records documenting the delivery of road safety information sessions to specific audiences such as schools and workgroups. Includes records of attendees.  [For records documenting the delivery of information sessions that do not relate to road safety, see 17.6.0.]	<b>Temporary</b> Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.0.0</b>	<b>EDUCATION, TRAINING AND DEVELOPMENT</b> The management of all courses, education and training for all Victoria Police sworn (uniformed) and unsworn (non-uniformed) members. Includes training provided to recruits training to become Victoria Police and activities which support the provision of education such as accommodation services.  [For counseling provided to students, see 13.2.1.] [For training which does not relate to core police functions, such as human resources,		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	fleet management or information technology, see the General Retention and Disposal Authority for Common Administrative Functions.]		
<b>12.1.0</b>	<b>Registration and Compliance</b> The registration of Victoria Police as a Registered Training Organisation (RTO). Includes obtaining course accreditation and complying with the conditions of registration.		
<b>12.1.1</b>	Records documenting the obtainment of formal registration as an RTO in order to enable Victoria Police to deliver formal qualifications.	<b>Temporary</b> Destroy 7 years after registration ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.1.2</b>	Records documenting the obtainment of accreditation for courses.	<b>Temporary</b> Destroy 7 years after accreditation ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>12.1.3</b>	Records documenting audits and compliance activities as required by the conditions of RTO registration or course accreditation.	<b>Temporary</b> Destroy 7 years after completion of audit.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.2.0</b>	<b>Curriculum Development</b> The management and development of curriculum and training packages. Includes the development of leadership programs and training that is delivered to persons and organisations outside of Victoria Police.		
<b>12.2.1</b>	Records documenting the final design and formal review of all Victoria Police developed courses and subjects that are formally accredited or recognised by training regulatory bodies and lead to formal qualifications.	<b>Temporary</b> Destroy 30 years after curriculum is replaced, revoked or discontinued.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.2.2</b>	Records documenting the final design and review of all training which is not developed by Victoria Police, or which is developed by Victoria Police but is not formally accredited or recognised by training regulatory bodies and therefore does not lead to formal qualifications or is of a short term nature such as in preparation for an event.	<b>Temporary</b> Destroy 7 years after training is discontinued or superseded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			in readable format pending destruction.
<b>12.2.3</b>	Records documenting the development of curriculum. Includes working papers, course proposals, draft subject outlines and unapproved curriculum.	<b>Temporary</b> Destroy 3 years after administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.3.0</b>	<b>Management of Courses</b> The management of all courses offered by Victoria Police. Includes courses that lead to formal qualifications and other training courses.		
<b>12.3.1</b>	Records concerning the making of administrative arrangements for the conduct of subjects. Includes the timetabling of subjects and booking of venues/rooms.	<b>Temporary</b> Destroy 1 year after last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.3.2</b>	Records documenting subject and course feedback and evaluations.	<b>Temporary</b> Destroy 5 years after last action.	Hold in agency or APROSS pending destruction.



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			Electronic records are to be maintained in readable format pending destruction.
<b>12.4.0</b>	<b>Management of Students</b> The management of students undertaking courses and subjects. Includes enrolment, assessment, the offering of scholarships and the provision of accommodation.		
<b>12.4.1</b>	Records documenting the submission of applications by potential students to participate in a course/subject and the process of selecting those students that qualify for entry. Includes application forms, references supporting documentation prior learning results, examples of prior work interview results, score sheets, entry examination papers and decision documentation.	<b>Temporary</b> Destroy 1 year after date of decision.	Hold in agency or APROSS pending destruction. Electronic records re to be maintained in readable format pending destruction.
<b>12.4.2</b>	Records documenting student enrolment. Includes enrolment forms, deferment, withdrawals, exemptions, credits, recognition of prior learning and enrolment variation.	<b>Temporary</b> Destroy 30 years following date of enrolment.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>12.4.3</b>	Records of daily class attendance. Includes roll books, attendance sheets, correspondence, regarding attendance/non-attendance and medical certificates.	<b>Temporary</b> Destroy 7 years following date of last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.4</b>	Records documenting the investigation of grievances.  [For grievances relating to staff and their employment, see the General Retention and Disposal Authority for Common Administrative Functions.]	<b>Temporary</b> Destroy 30 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.5</b>	Records documenting the management of residents within student accommodation. Includes records that detail the determination of ongoing services provided to residents and the management of resident rights and obligations. Includes resident's files, correspondence relating to residence, complaints, requests for additional services and ongoing special requirements (such as health or dietary).	<b>Temporary</b> Destroy 7 years from date of last residence.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.6</b>	Records of the routine day to day management of residents and services. Includes daily meal requests, catering orders, rosters, timetables and instructions for use of facilities, laundry and cleaning forms, surveys and feedback forms.	<b>Temporary</b> Destroy when administrative use	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		is concluded.	Electronic records are to be maintained in readable format pending destruction
<b>12.4.7</b>	Records documenting the establishment of scholarships and prizes and the determination of criteria.	<b>Temporary</b> Destroy 10 years after scholarship or prize ceases to be awarded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.8</b>	Successful applications and nominations for scholarships and prizes.	<b>Temporary</b> Destroy 7 years following completion of delivery of scholarship/prize to applicant.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.9</b>	Unsuccessful applications and nominations for scholarships and prizes.	<b>Temporary</b> Destroy one year after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			in readable format pending destruction.
<b>12.4.10</b>	Records documenting the determination of interim results to be awarded. Interim results form part of a final result. Includes evidence used to decide interim results such as script books, practicum reports, completed examination papers, assessable works, uncollected assignments and supervisory reports/assessments.	<b>Temporary</b> Destroy 6 months after administrative use concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>12.4.11</b>	The final record of all student results for courses and subjects that are formally accredited or recognised by training regulatory bodies and lead to formal qualifications. Includes the master record of all student result data, including exams and other methods of assessment and data used to determine student marks/scores.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>13.0.0</b>	<b>SKILLS, WELFARE AND PERFORMANCE MANAGEMENT</b> The management of the skills, welfare and performance of Police personnel. Includes the management of staff task or skill authorisations, the provision of welfare services, the management of honours and awards, the management of threats against members and the provision of assistance to members facing legal action.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For all other personnel matters not covered by this authority, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
<b>13.1.0</b>	<p><b>Skill or Task Authorisations</b></p> <p>The issuing of authorisations and licences that authorise a sworn or unsworn (non-uniformed) member to perform a particular skill or task such as drive Police vehicles, drive vehicles in a certain way and use certain weapons. Includes Advanced Driving Authorities (ADAs) and authorisations to operate Breath Analysing Equipment.</p> <p>[For the management of all training relating to the obtainment of an authority or licence, see 12.0.0.]</p>		
<b>13.1.1</b>	Records documenting the issue of staff authorisations and licences. Includes activities associated with the suspension or revocation of any authorisation.	<b>Temporary</b> Destroy 7 years after authorisation ceases or licence expires.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.2.0</b>	<p><b>Police Welfare</b></p> <p>The provision of welfare and support services such as counselling to Police sworn and</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	unsworn members. Includes services provided to members who might have undergone highly stressful or traumatic events such as Police shootings. Also includes the provision of religious services.		
<b>13.2.1</b>	Records documenting counselling provided to Victoria Police sworn and unsworn members. Includes the provision of: <ul style="list-style-type: none"> <li>● trauma and welfare counselling;</li> <li>● careers counselling and information services to facilitate members' ongoing; development. Includes advice regarding career directions, suitability and pre-requisite qualifications;</li> <li>● assistance to employees reintegrating back into Victoria Police. This assistance is provided to employees who have been absent from the organisation for a continuous period in excess of 12 months, or have been deployed on overseas duty.</li> </ul>	<b>Temporary</b> Destroy 7 years after last attendance.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.2.2</b>	Records documenting arrangements for the provision of religious services and support. Includes timetables and records of support group meetings. Excludes records of counseling.	<b>Temporary</b> Destroy 2 years from date of service.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.3.0</b>	<b>Honours and Awards</b> The management of honours and awards for Victoria Police sworn members. Includes awards that honour Police officer bravery, courage, long service or service excellence to Victoria Police or the community. Includes awards available to the community for		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	assistance in relation to specific acts or service in support of Victoria Police.  [For records of Honours and Awards Committees, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
<b>13.3.1</b>	Records documenting the establishment of all awards. Includes the development of award criteria and policy, award business cases and the design of award.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>13.3.2</b>	The summary record of all award winners. Includes details of award, the names of all recipients of the award and the date presented.	<b>Temporary</b> Destroy 80 years after date of award presentation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.3.3</b>	Successful nominations for honours and awards.	<b>Temporary</b> Destroy 40 years after last action.	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			Electronic records are to be maintained in readable format pending destruction.
<b>13.3.4</b>	Unsuccessful nominations for honours and awards.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.3.5</b>	Records documenting the administration of all awards. Includes the conduct of probity or any eligibility checks on applicants and the management of any grievance processes.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.4.0</b>	<b>Legal Representation for Victoria Police Members</b> The assessment of applications for funding and legal representation from Victoria Police sworn members who are subject to civil litigation concerning their actions whilst on duty.		



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	[For records documenting the defence of litigation involving Victoria Police sworn members, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
<b>13.4.1</b>	Records documenting the assessment of applications from Victoria Police sworn members for funding and legal representation.	<b>Temporary</b> Destroy 7 years after date of decision and conclusion of any subsequent appeal.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.5.0</b>	<b>Fitness For Duty Inquiries</b> The management of fitness for duty inquiries made in accordance with the <i>Police Regulation Act 1958</i> . Inquiries are instigated in circumstances where the Chief Commissioner reasonably believes that a sworn member is incapable or inefficient at performing their duties.  [For ethical standards inquiries, see 14.0.0.]		
<b>13.5.1</b>	Records documenting the management of all fitness for duties inquiries under section 82 of the <i>Police Regulation Act 1958</i> .	<b>Temporary</b> Destroy 7 years after inquiry completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			in readable format pending destruction.
<b>13.6.0</b>	<p><b>Alcohol and Drug Testing of Sworn Police Members</b>                      The alcohol and drug testing of sworn Police members as required by the <i>Police Regulation Act 1958</i>.</p> <p>[For the management of any staff disciplinary process, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>13.6.1</b>	Records documenting the alcohol and drug testing of sworn Police members. Includes records of consent to undergo checks.	<b>Temporary</b> Destroy 7 years after last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>13.7.0</b>	<p><b>Management of Threats Against Members</b>                      The provision of advice and assistance to members dealing with threats received during the course of duty. Includes threats to their own or their family's health and safety.</p>		
<b>13.7.1</b>	Records documenting the management of threats received against individual sworn Police members and members of their family. Includes records documenting the	<b>Temporary</b> Destroy 75 years	Hold in agency or APROSS pending

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	threat, risk assessments, and risk mitigation measures including the suppression of members' private details such as those held by VicRoads, Land Titles Victoria and on the electoral roll.	after last action.	destruction. Electronic records are to be maintained in readable format pending destruction.
<b>14.0.0</b>	<p><b>ETHICAL STANDARDS MANAGEMENT</b></p> <p>The prevention, deterrence and investigation of unethical behavior to ensure high professional and ethical standards throughout Victoria Police.</p> <p>[For the process of applying to courts for additional powers such as telecommunications interceptions and the installation of surveillance devices, see 1.4.0.]</p> <p>[For auditing of employee use of the law enforcement database, see 2.3.0.]</p>		
<b>14.1.0</b>	<p><b>Investigations, Hearings and Profiling</b></p> <p>The investigation of all complaints and incidents of unethical behaviour and the administering of any disciplinary actions. Includes the management of hearings held to hear disciplinary charges against individual Police sworn and unsworn members as a result of an investigation. Also includes profiling and conduct of risk assessments concerning individuals, police stations and areas who are considered likely or at risk of unethical behaviour.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>14.1.1</b>	Summary records of all complaints, incidents and disciplinary action relating to ethical standards in Victoria Police. Includes details of: <ul style="list-style-type: none"> <li>• Nature of complaint;</li> <li>• Name of complainant;</li> <li>• Name of accused;</li> <li>• When and where incident occurred;</li> <li>• Summary of action;</li> <li>• Details of resolution;</li> <li>• Date and location of any hearings.</li> </ul>	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>14.1.2</b>	Records documenting ethical standards investigations that result in the dismissal from Victoria Police of the subject of the investigation. Includes records of any hearing.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>14.1.3</b>	Records documenting ethical standards investigations which uncover evidence of wrong doing, but do not result in the dismissal from Victoria Police of the subject of the investigation. Includes records of any hearing.	<b>Temporary</b> Destroy 40 years	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		after conclusion of investigation.	Electronic records are to be maintained in readable format pending destruction.
<b>14.1.4</b>	Records documenting ethical standards investigations which do not uncover evidence of wrong doing by the subject of the investigation.	<b>Temporary</b> Destroy 7 years after conclusion of investigation.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>14.1.5</b>	Records documenting the profiling of individuals, police stations and areas who are considered likely or at risk of committing unethical behaviour. Includes records of risk assessments.	<b>Temporary</b> Destroy 40 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>15.0.0</b>	<p><b>RESEARCH GOVERNANCE</b> The management and governance of internal and external research.</p> <p>Internal research is conducted for Victoria Police purposes by Victoria Police employees in fulfillment of their duties and by academics or private consultants contracted by Victoria Police for this purpose.</p> <p>External research is conducted for private purposes using Victoria Police information, personnel or other resources by individuals and organisations outside Victoria Police such as university students, academics, private consultants, research institutes and government agencies. Also includes research by Victoria Police sworn and unsworn members in the fulfillment of private academic qualifications.</p> <p>[For the output of any research into crime investigation and prevention, see 1.11.0.]</p>		
<b>15.1.0</b>	<p><b>Research Project Management</b> The management and governance of internal and external research projects including the registration, approval and monitoring of research projects.</p> <p>[For records of research committees, see the General Retention and Disposal Authority for Common Administrative Functions.]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>15.1.1</b>	Summary record of applications to conduct internal and external research projects. Includes details of title, synopsis, applicants and log of events.	<b>Temporary</b> Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>15.1.2</b>	Records documenting the approval of research projects and the management and interim reporting on research progress. Includes applications for ethical clearance, project approval and resource allocation.  Also includes correspondence with other research groups, research partners and stakeholders and project progress reports. Also includes any drafts of reports that deliver the output of the research.	<b>Temporary</b> Destroy 7 years after conclusion of project.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>15.1.3</b>	Records of applications to conduct research projects which are not approved.	<b>Temporary</b> Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>16.0.0</b>	<b>REGULATED INDUSTRIES LICENSING</b> The management of licensing and registration schemes for industries that are		

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
	<p>regulated by Victoria Police such as the private security and firearms industries. Includes the licensing and registration of persons involved in the industry.</p> <p>[For infringements concerning industries regulated by Victoria Police, see 3.1.0.]                      [For the investigation of offences concerning regulated industries, see 1.1.0.]                      [For fingerprints associated with any licensing application, see 5.2.0.]</p>		
<b>16.1.0</b>	<p><b>License Issue and Management</b></p> <p>The management of licensing, permits, registration and approvals for regulated industries as required by legislation including the <i>Firearms Act 1996</i>, <i>Private Security Act 2004</i> and the <i>Control of Weapons Act 1990</i>.</p>		
<b>16.1.1</b>	<p>Summary record of all licences, permits, registrations or approvals issued. Includes summary details of licence holder name and contact details, date of licence, expiry date and conditions of licence. Also includes the summary record of all firearms and weapons that are registered.</p>	<p><b>Temporary</b>                      Destroy 85 years after licence, permit, registration or approval has expired or firearm is destroyed or transferred out of Victoria.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format pending destruction.</p>
<b>16.1.2</b>	<p>Records documenting the issuing of licenses, permits, registrations and approvals in relation to regulated industries. Includes applications for the duplication, transferring, variation, renewal or replacement of licences, permits, registrations and approvals. Also</p>	<p><b>Temporary</b>                      Destroy 7 years after license,</p>	<p>Hold in agency or APROSS pending destruction.</p>



<h2>Retention &amp; Disposal Authority</h2>			
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	includes any exemptions from conditions of a license, permit, registration or approval. Includes activities to enforce compliance with licenses or permits such as reporting, notifications, audits, searches or inspections.	permit, registration approval or exemption expires.	Electronic records are to be maintained in readable format pending destruction.
<b>16.1.3</b>	Records documenting firearms registrations. Includes applications to register new firearms and the notification of firearms that are lost, stolen, modified or destroyed. Includes records relating to any activities designed to enforce compliance or confirm ownership.	<b>Temporary</b> Destroy 7 years after firearm is destroyed or transferred out of Victoria.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>16.1.4</b>	Unsuccessful applications for licensing, permits, registrations and approvals in relation to regulated industries. Includes any suitability investigation.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>16.1.5</b>	Records documenting requests from sworn members for extracts of information contained in the Firearms Licensing Register.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>16.2.0</b>	<b>Stakeholder Communication</b> The management of communication with stakeholders such as licencees, or potential licencees, about licensing requirements.		
<b>16.2.1</b>	Records documenting the creation of materials used to inform specific audiences on the existence, aims, effects and requirements of any license, permit, registration or approval.	<b>Temporary</b> Destroy 7 years after materials are withdrawn or superseded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>16.2.2</b>	Records documenting the delivery of information sessions to inform specific audiences on the existence, aims, effects and requirements of any license, permit, registration or approval. Includes records of attendees.	<b>Temporary</b> Destroy 7 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.0.0</b>	<b>MEDIA AND COMMUNITY ENGAGEMENT</b> The management of media and community engagement activities. Includes the management of Victoria Police representation within the film and television industry, the management of Police bands and the Police Museum.		

<h2>Retention &amp; Disposal Authority</h2>			
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		STATUS	CUSTODY
	<p>Includes activities designed to promote engagement with, and mutual understanding, between Victoria Police and the community as well as activities that aim to facilitate a better relationship between Victoria Police and groups that might be disadvantaged or that might be over-represented in crime statistics.</p> <p>[For policy development, grants management and all other media and community relations matters, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p> <p>[For training, see 12.0.0.]</p>		
<b>17.1.0</b>	<p><b>Film and TV Liaison and Assistance</b></p> <p>The management of Victoria Police representation within the film and television industry. Includes liaison and advice about the portrayal of Police in film or television productions and the supply of resources, assistance and services to film and television productions. Also includes the management of private traffic management services where filming takes place in public places.</p>		
<b>17.1.1</b>	<p>Records documenting advice and assistance provided to film and television productions where there is a commercial agreement in place. Includes advice and input into themes and messages portrayed in a program, support through the direct filming of Victoria Police operations or the supply of information or Victoria Police sworn members for interview about real events.</p>	<p><b>Temporary</b>                      Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.                      Electronic records are to be maintained in readable format</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>17.1.2</b>	Records documenting generic advice to film and television productions where there is no commercial agreement in place. Includes general advice on policing processes.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.1.3</b>	Records documenting notification provided to Police of filming activity taking place in public places. Includes notification of the use of firearms, weapons and special effects that have the potential to create public concern within local communities.	<b>Temporary</b> Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.1.4</b>	Records documenting authorisations to film on Police premises.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>17.2.0</b>	<b>Images and Symbols</b> The management of requests to be supplied with images and to use Victoria Police logos and symbols.		
<b>17.2.1</b>	Records documenting requests for supply of Victoria Police images such as photographs of Victoria Police sworn members or events for use in publications or the media. Includes requests from within Victoria Police and from external users.	<b>Temporary</b> Destroy 30 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.2.2</b>	Records documenting applications for the use of the Victoria Police logos and symbols. Includes applications from within Victoria Police and from organisations outside of Victoria Police.	<b>Temporary</b> Destroy 7 years after application rejected or approval ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.3.0</b>	<b>Police Band Management</b> The management of Police Bands in order to engage and promote a positive image with the community.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
17.3.1	Records documenting bookings and attendance of Police Bands at events.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
17.4.0	<p><b>Police Museum</b> The management of the Victoria Police Museum. Includes the registration and control of all display items and the management of the acquisition, disposal and conservation of items. Also includes the management of exhibitions.</p> <p>[For marketing activities, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
17.4.1	Master control records of museum collection. Includes catalogues and registers of items held.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>17.4.2</b>	Records documenting the acquisition and disposal of museum items. Includes liaison with item donors about the conditions of donation and about the history and provenance of items being donated. Also includes records of the disposal of museum items through transfer and/or destruction and records documenting the culling of the collection.	<b>Temporary</b> Destroy 7 years after museum collection ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.4.3</b>	Records documenting specialist conservation treatment for museum items. Includes documents, photographs and conservation reports.	<b>Temporary</b> Transfer with deaccessioned item to accepting body or destroy when reference ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.4.4</b>	Records documenting the loan of items in and out of the museum.	<b>Temporary</b> Destroy 7 years after item deaccessioned.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.4.5</b>	Records documenting the mounting of displays. Includes exhibition brief and design and arrangements for the setting up of displays.	<b>Temporary</b> Destroy 10 years	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		after last action.	Electronic records are to be maintained in readable format pending destruction.
<b>17.4.6</b>	Records documenting routine inventories of museum collection.	<b>Temporary</b> Destroy when next inventory is completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.4.7</b>	Records documenting tours of the museum.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.5.0</b>	<b>Community Programs, Camps and Events Management</b> The development and management of Victoria Police sanctioned programs, facilities and events such as Safety House programs, Blue Light discos, camps, gymnasiums, dinners and public displays. Includes camps, activities and events held with groups who deal with Police, such as youth, in order to interact and promote mutual understanding and a better relationship and dinners with groups who represent various		



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	communities such as migrant communities. Includes the approval and monitoring of groups and individuals running the programs, facilities and events and the notification and registration of private events and parties in order to facilitate Police monitoring and Police presence (if required).		
<b>17.5.1</b>	Records documenting the development of Victoria Police sanctioned programs, facilities and events such as Blue Light discos, camps, gymnasiums and Safety House programs.	<b>Temporary</b> Destroy 7 years after program, facility or event discontinued.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.5.2</b>	Records documenting the making of arrangements concerning the delivery of programs and events such as venue booking and timetabling.  [For associated financial records, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.5.3</b>	Records of children’s participation in events and camps where the child is the subject of an accident or incident that causes injury or distress. Includes parent/guardian permission for children to attend and accident/incident reports. Also includes records of first aid or medical treatment applied, and any counseling referrals.	<b>Temporary</b> Destroy 7 years after last action provided the child has turned 25.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			in readable format pending destruction.
<b>17.5.4</b>	Records of children’s participation in events and camps where the child is <u>not</u> the subject of an accident or incident that causes injury or distress. Includes parent/guardian permission for children to attend, medical forms and special dietary requests.	<b>Temporary</b> Destroy 7 years after conclusion of event.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.5.5</b>	Records documenting the approval and monitoring of groups and individuals running Victoria Police sanctioned programs, facilities and events. Includes records relating to reporting, notifications and the disbanding of and/or cessation of approval for a group.	<b>Temporary</b> Destroy 7 years after date group ceases to provide services.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.5.6</b>	Records documenting unsuccessful applications from individuals and groups to run Victoria Police sanctioned programs, facilities and events.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>17.5.7</b>	Records documenting the registration and monitoring of parties and social functions. Includes social or sporting club events, discos, charity functions as well as parties held in private residences where large numbers of attendees are anticipated.	<b>Temporary</b> Destroy 1 year after date of event.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.6.0</b>	<b>Schools and Organisations Visits</b> The management of visits to schools and organisations in order to promote Victoria Police and Police activities, to educate students on issues such as drugs, knives, bullying, internet safety and awareness of the law and to facilitate a positive relationship.		
<b>17.6.1</b>	Records documenting the development of information and presentations delivered to schools and organisations.  [For records documenting the development of road safety educational resources, see 11.6.2.]	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.6.2</b>	Records documenting administrative arrangements for visits of schools and organisations.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			are to be maintained in readable format pending destruction.
<b>17.7.0</b>	<b>Services to Victims</b> The provision of services to victims of crime by Victoria Police. Includes victim case management services, referral to support services such as counselling and support in the attendance at court for coronial or committal hearings.		
<b>17.7.1</b>	Summary record of victims of crimes who are receiving case management services. Includes the victim's name and details, details of incident and of services provided to the victim.	<b>Temporary</b> Destroy 15 years after last contact provided the individual has reached 25 years of age.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>17.7.2</b>	Records documenting the case management of victims of crime. Includes records of the referral from an operational Police member, incident details, case notes, meetings and referrals to support services such as counseling.	<b>Temporary</b> Destroy 7 years after last contact provided the individual has reached 25 years of age.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.0.0</b>	<b>MANAGEMENT OF VEHICLES AND EQUIPMENT</b> The management of Police vehicles, firearms and equipment.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>18.1.0</b>	<b>Management of Police Vehicles</b> The management of Police vehicles used to support core functions such as street policing, crime prevention and crime investigation.		
<b>18.1.1</b>	Records documenting the design and modification of specialised police vehicles where the design is an original and not a copy of an Australian or international standard design. Includes the design specifications and instructions, plans, request for modifications, alterations to vehicles, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to roll-out and use.	<b>Permanent</b> 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.
<b>18.1.2</b>	Records documenting the design and modification of specialised police vehicles where the design is a copy of an Australian or international standard design. Includes the design specifications and instructions, plans, request for modifications, alterations to vehicles, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to roll-out and use.	<b>Temporary</b> Destroy 7 years after vehicle model is superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
<b>18.1.3</b>	Records documenting the design of police vehicles that did not proceed to construction or manufacture.	<b>Temporary</b> Destroy 7 years	Hold in agency or APROSS pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		after vehicle type or design was halted or not adopted.	Electronic records are to be maintained in readable format pending destruction.
<b>18.1.4</b>	Records relating to the acquisition and disposal of vehicles.	<b>Temporary</b> Destroy 7 years after the sale or disposal of the vehicle.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.5</b>	Records documenting the acquisition, administration and management of leased vehicles. Includes fuel billing reports and vehicle exception reports.	<b>Temporary</b> Destroy 7 years after lease expires or is terminated.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.6</b>	Records documenting the administration of short term rental vehicles.	<b>Temporary</b> Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			pending destruction.
<b>18.1.7</b>	Records relating to accidents in which vehicles used or maintained by the agency are involved.	<b>Temporary</b> Destroy 7 years after vehicle is disposed of.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.8</b>	Records relating to traffic infringements involving vehicles used or maintained by the agency.	<b>Temporary</b> Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.9</b>	Vehicle insurance policies.	<b>Temporary</b> Destroy 7 years after policy expires.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>18.1.10</b>	Records relating to the annual renewal of insurance policies.	<b>Temporary</b> Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.11</b>	Records documenting insurance claims.	<b>Temporary</b> Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.12</b>	Records relating to repairs and ongoing maintenance of vehicles. Includes servicing records.	<b>Temporary</b> Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.1.13</b>	Vehicle booking records.	<b>Temporary</b> Destroy 2 years after administrative	Hold in agency or APROSS pending destruction.



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		use has concluded.	Electronic records are to be maintained in readable format pending destruction.
<b>18.2.0</b>	<p><b>Management of Police Equipment</b>                      The management of Police equipment that is used in Victoria Police core functions such as street policing and crime investigation. Includes Police weapons and uniforms.</p> <p>[For the management of equipment not associated with police core functions such as photocopiers and other office equipment, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
<b>18.2.1</b>	<p>Records documenting the design and modification of specialised police equipment where the design is an original and not a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications, alterations to equipment, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to roll-out and use.</p>	<p><b>Permanent</b>                      Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>
<b>18.2.2</b>	<p>Records documenting the design and modification of specialised police equipment where the design is a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications, alterations to equipment, evaluation, testing and review of constructed or manufactured</p>	<p><b>Temporary</b>                      Destroy 7 years after equipment is superseded.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
	items, against performance specifications, prior to roll-out and use.		in readable format pending destruction.
<b>18.2.3</b>	Records documenting the design of police equipment that did not proceed to construction or manufacture.	<b>Temporary</b> Destroy 7 years after equipment type or design was halted or not adopted.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.2.4</b>	Records documenting the acquisition and disposal of Police equipment.	<b>Temporary</b> Destroy 7 years after equipment is disposed of.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>18.2.5</b>	Records documenting the maintenance of Police equipment.	<b>Temporary</b> Destroy 7 years after equipment is disposed of.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>18.2.6</b>	Records documenting the issue of equipment to Victoria Police sworn members.	<b>Temporary</b> Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.0.0</b>	<b>POLICE STATION OPERATIONS – NON CURRENT FUNCTIONS</b> The management of records held in Police stations relating to non current functions as of 2010.  [For accounting records, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
<b>19.1.0</b>	<b>Communications and Incident Reporting</b> The recording of telephone messages, incidents and crime reported to Police Stations.		
<b>19.1.1</b>	Telephone message books that record all telephone messages received for sworn Police members.	<b>Temporary</b> Destroy 3 months after date of call.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>19.1.2</b>	Radio Telephone Logs that records all telephone calls from complainants reporting a crime and details action taken.	<b>Temporary</b> Destroy 3 months after date of call.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.1.3</b>	Reports of incidents involving discharge of a sworn Police member's weapon, usually involving destruction of an animal.	<b>Temporary</b> Destroy when reference ceases.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.2.0</b>	<b>Case Progress Reporting</b> Reporting on progress in investigating and resolving a report of crime.		
<b>19.2.1</b>	Reports detailing the progress and actions taken by detectives in a Criminal Investigation Branch (CIB) office on a Crime Report received from a victim or complainant at a Police Station.	<b>Temporary</b> Destroy 2 years after date of entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>19.3.0</b>	<p><b>Licence and Permit Management</b>                      The issue and management of licences, permits and exemptions by Police Stations concerning the purchase of explosives, fuel during rationing, firearms and fishing.</p> <p>[For traffic management permits issued by police stations, see 19.4.0.]</p>		
<b>19.3.1</b>	Station copy of permit and/or application allowing a person to purchase explosives.	<b>Temporary</b> Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.3.2</b>	Book copy of applications for exemptions for a required amount of fuel during an industrial dispute which necessitates fuel rationing.	<b>Temporary</b> Destroy 2 years after action complete.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.3.3</b>	Records that authorise the occupier of a farm to carry or possess a shotgun pursuant to the <i>Firearms Act</i> 1958.	<b>Temporary</b> Destroy 6 years after action complete.	Hold in agency or APROSS pending destruction. Electronic records

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
			are to be maintained in readable format pending destruction.
<b>19.3.4</b>	Book copies of a junior firearms permit issued and licences issued. Includes particulars of permit or licence and details of holder of permit or licence.	<b>Temporary</b> Destroy 6 years after date of last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.3.5</b>	Records of the issue of permits required by person wishing to purchase a specific firearm. Permit must be produced before sale can take place.	<b>Temporary</b> Destroy 6 years after date of permit.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.3.6</b>	Records documenting the issuing of licences to fish, subject to the provisions of the fisheries legislation and associated regulations.	<b>Temporary</b> Destroy 6 years after date of last issue.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>19.4.0</b>	<b>Traffic Management</b> Activities performed at police stations associated with traffic management including the issue of permits and driver license management.		
<b>19.4.1</b>	Copy of notice prohibiting the use of a motor car or commercial trailer disposed of Without a Certificate of Roadworthiness (Blue Label) – Butt Copy.	<b>Temporary</b> Destroy 1 year after date of last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.4.2</b>	Copy of receipts issued to person handing in motor vehicles registration number plates.	<b>Temporary</b> Destroy 1 year after date of last entry.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.4.3</b>	Book copy of interim labels issued from a Police station in lieu of a registration label.	<b>Temporary</b> Destroy 1 year after issue.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>19.4.4</b>	List of registration number plates received at a Police Station from the Motor Registration Branch (now VicRoads) for the issue of number plates.	<b>Temporary</b> Destroy 1 year after date of issue.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.4.5</b>	Form for people wishing to apply for a Drivers Licence at a Police Station.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.4.6</b>	Records of applications by people presenting at a Police Station wishing to apply for an endorsement to their drivers licence.	<b>Temporary</b> Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.4.7</b>	Permit issued by Police permitting a person to transport sheep on the road in a seven day period.	<b>Temporary</b> Destroy 2 years after action	Hold in agency or APROSS pending destruction.



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
		completed.	Electronic records are to be maintained in readable format pending destruction.
<b>19.4.8</b>	Permit issued by Police that allows the use of a car/trailer for a period of not more than seven days.	<b>Temporary</b> Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
<b>19.5.0</b>	<b>Police Force Applications Management</b> The management of applications received at Police stations from persons wishing to join the Police Force.		
<b>19.5.1</b>	Records completed by applicants who present at Police Station in area of residence wishing to join the Police Force.	<b>Temporary</b> Destroy 7 years after date of application.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

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