

# APPRAISAL LOG

Queensland Corrective Services retention and disposal schedule

Queensland Corrective Services

Date: January 2021

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Title	Scope Note
<b>COMMON ACTIVITIES</b>	<i>Records of activities common to many agency functions. Each common record class from this section can be combined with the functions identified by the agency.</i>

## POLICY AND PROCEDURES

*The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision-making, as the basis from which the organisation's operating policies and procedures are determined. Include custodial operational practice directives and operational practice guidelines.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2428	<p><b>Policy and procedure master sets</b></p> <p>Master set of operational policies and procedures implemented across the agency.</p> <p>Includes custodial operational practice directives, operational practice directives and Deputy Commissioner instructions.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are the master sets of how Queensland Corrective Services (QCS) is to manage agency operational activities. It is a clear set of rules and must do for QCS staff and facilities to comply with.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Records indicate how the agency ran its operational aspects at a point in time. Have legal and historic aspects to them. Similar records in the <i>General retention and disposal schedule</i> (GRDS) have been appraised as permanent value records and this proposed minimum retention period aligns with the GRDS.</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>1 – authority, foundation &amp; structure of government</li> <li>3 – enduring rights &amp; entitlements</li> <li>5 – substantial contribution to community memory</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 04.14.01 Permanent</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 02.03.01 Required as State archives.</p> <p>Queensland State Archives – General retention and disposal schedule (September 2019) – 1033 Permanent. Transfer to QSA after business action completed.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.9.1 Retain permanently by department.</p>
2429	<p><b><i>Policy and procedure development records</i></b></p> <p>Development records of operational policies and procedures implemented across the agency.</p> <p><b>Disposal action –</b></p> <p>10 years after policy or procedure is superseded.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records used as evidence as to reasons why a policy was written a certain way and discussions and reviews prior to the approval of the matter copy.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Based on upgrade lifecycles (3 years) and the max requirement to keep development on 2 superseded versions retention would fit in the 10 year period.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 02.03.02 Retain a minimum of 6 years after superseded, then destroy.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.9.2 Retain for 10 years after procedure is superseded.</p>

**SECURITY EQUIPMENT MANAGEMENT**

*The activity of managing security equipment. Includes maintaining registers and databases for all security equipment including weapons and ammunition.*

<b>Disposal Authorisation</b>	<b>Record class and retention period</b>	<b>Justifying the retention period</b>
2430	<p><b><i>Equipment issue and registers</i></b></p> <p>Records relating to security equipment which document details of its storage, operational use and issue.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records to manage the storage and issue of security equipment including weapons and ammunition.</p> <p><b>Why the records are retained for this retention period:</b> Records on the issue of weapons are created in accordance with the requirements of s.68 of the Weapons Regulation 2016 and ss.74 and 128 of the <i>Weapons Act 1990</i>.</p> <p>Under s.128 of the <i>Weapons Act 1990</i>, a security organisation must:</p> <ul style="list-style-type: none"> <li>(a) keep a security organisation register in the approved form; and</li> <li>(b) record in the security organisation register, as prescribed by regulation, information about it, and its employees', possession or use of weapons.</li> </ul> <p>These records assist the agency to:</p> <ul style="list-style-type: none"> <li>• manage security equipment in the agency</li> <li>• identify who has been issued with security equipment, what type of equipment was issued and when the equipment was issued.</li> </ul> <p>These records are also important for audit reasons and this value aligns with the proposed minimum retention period. Keeping these records for an appropriate period of time ensures that the agency can:</p> <ul style="list-style-type: none"> <li>• show accountability relating to the issuing of security equipment</li> <li>• demonstrate correct and organised handling and distribution of security equipment.</li> </ul> <p>Therefore, it is appropriate to retain these records for a minimum retention period of 7 years after business action completed.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.145, 413, 414</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b></p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 1.2.2 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.11.1 Retain for 7 years after last entry.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.11.2 Retain for 7 years after last entry.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.11.3 Retain for 7 years after last action or entry.</p>
2431	<p><b><i>Weapons Act records</i></b></p> <p>Records of weapons ownership kept in accordance with the <i>Weapons Act 1990</i>.</p> <p>Excludes the original record that is sent to, and retained by, the Weapons Licensing Branch (Queensland Police Service).</p> <p><b>Disposal action –</b></p> <p>50 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created to document the ownership of weapons and transactions relating to weapons – i.e. purchasing, transfer of ownership, sale or disposal of weapons – in accordance with the <i>Weapons Act 1990</i>. The original record is sent to the Weapons Licensing Branch (Queensland Police Service) for registration and retention as the lead agency.</p> <p>Queensland Corrective Services retains their own records to show that the documentation has been created and sent to the Weapons Licensing Branch (Queensland Police Service).</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Whilst no clear timings are given for the retention of this information, it has been identified that this information has lasting value and in the previous RDS had been approved by the business for 30 years. This previous appraisal decision was based on the similar records covered under the Queensland Police Service retention and disposal schedule (QDAN561 v.5: Reference Numbers WC/REG/5, WC/REG/7) which states that the Government Service Entity Register, and Dealer's Returns Register recording the details of weapons and firearms, need to be retained for 30 years after last entry. Based on the new minimum retention periods used in the Queensland Corrective Services' RDS, a minimum retention period of 50 years after business action completed would be an appropriate period of time to retain these records and to meet business and legislative requirements.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Weapons Act 1990</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Weapons Regulation 2016</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 1.2.1 Destroy 100 years after last action.</p> <p>Queensland State Archives – Queensland Police Service retention and disposal schedule (QDAN561 v.7) – WC/REG/5 Retain for 30 years from date of last entry in register.</p> <p>Queensland State Archives – Queensland Police Service retention and disposal schedule (QDAN561 v.7) – WC/REG/7 Retain for 30 years from date of last entry in register.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.11.4 Retain for 30 years after last entry.</p> <p>Note: Changed to 50 years based on the new minimum retention periods used in the Queensland Corrective Services.</p>

Title	Scope Note
<b>ASSURANCE AND RISK</b>	<i>The function of identifying, developing, establishing, implementing and updating the strategy, systems and operational tools to ensure that the company meets its operational compliance and quality obligations including business functional requirements. Includes internal and external compliance and quality requirements, audits, thematic reviews, inspections, controls etc.</i>

**OFFICIAL VISITORS**

*The activity of the Official Visitor Scheme. Official Visitors are independent members of the community who visit each correctional centre in the state. The Official Visitor Scheme provides a regular, easily accessible and independent program of visitation to assist prisoners to manage and resolve their complaints with the Agency. In addition, Official Visitors review key decisions and orders in the correctional system; for example, safety orders and maximum security orders.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2432	<p><b>Official Visitors</b> Records relating to the Official Visitor Scheme.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To manage and capture records for the Official Visitor Scheme as per the requirements of Part 6 of the <i>Corrective Services Act 2006</i>. Activities undertaken by Official Visitors include:</p> <ul style="list-style-type: none"> <li>• consecutive safety order reviews</li> <li>• maximum security order reviews</li> <li>• hearing official complaints from prisoners</li> <li>• investigating discrimination complaints.</li> </ul> <p>Additionally, under s.70 of the Act, an Official Visitor supervises the removal of a prisoner from a prison for law enforcement purposes (e.g. the prisoner may have conducted a breach or is being investigated/charged by police for further offences).</p> <p><b>Why the records are retained for this retention period:</b> The proposed minimum retention period for records relating to the management of the Official Visitor Scheme has been timed to coincide with the longest period an Official Visitor can serve plus one year – therefore, 7 (3+3+1) years after business action completed.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Applicable legislation/standards:</b>  <i>Corrective Services Act 2006</i> – ss.285, 288, 290, 291, 292</p> <p><b>Comparison with other schedules' retention period:</b>  Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 04.05.08 Permanent.  Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 04.05.09 Destroy 7 years after action completed.  Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.5.1-2 Destroy 7 years after last action.</p> <p><b>Previous schedule references:</b>  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 10.4.1 Retain for 5 years after last action.</p> <p>Note: Changed to coincide with the longest period an Official Visitor can serve plus an additional year.</p>

Title	Scope Note
<p><b>CENTRE SECURITY MANAGEMENT</b></p>	<p><i>The function of developing, implementing, and controlling a safe and secure environment for prisoners in custody, including whilst in hospital security units.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>• <i>weapons and ammunition management</i></li> <li>• <i>intelligence collection</i></li> <li>• <i>incident management</i></li> <li>• <i>prisoner movement control</i></li> <li>• <i>maintenance of the security management system</i></li> <li>• <i>issuing of identity cards to contractors and external agencies.</i></li> </ul> <p><i>See COMMON ACTIVITIES:</i></p> <ul style="list-style-type: none"> <li>• <i>Policies and Procedures for the management of policies and procedures relating to centre security management</i></li> <li>• <i>Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.</i></li> </ul> <p><i>See DOG SQUAD for the management of records relating to the Dog Squad.</i></p>

**ACCOMMODATION MANAGEMENT**

*The activity of arranging accommodation during a correctional episode including the processes involved in cell or room allocation and tracking of accommodation.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2433	<p><b>Accommodation records</b></p> <p>Records relating to the arrangements for</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>accommodation during a correctional episode, including the processes for cell or room allocation and tracking of accommodation.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>To manage the accommodation within a correctional facility. Processes include management of vacancies room allocation and the decision-making processes that are inherent in allocation within cell blocks and accommodation types (low security/high security etc). Consideration must also be given to:</p> <ul style="list-style-type: none"> <li>• any immediate risk (to self or others) or needs identified</li> <li>• cultural rights, including cultural rights of Aboriginal and Torres Strait Islander peoples</li> <li>• individual special needs</li> <li>• any special planning considerations</li> <li>• the prisoner's age</li> <li>• supervision, monitoring and intervention requirements</li> <li>• the Practice Directive Sentence Management: Classification and Placement.</li> </ul> <p>Whenever practicable:</p> <ul style="list-style-type: none"> <li>• each prisoner in a corrective services facility must be provided with his or her own cell</li> <li>• remand prisoners and sentenced prisoners should not be placed in shared accommodation together.</li> </ul> <p><b>Why the records are retained for this retention period:</b> Accommodation of prisoners is constantly changing and being updated with maintenance, cleaning and prisoner movements due to risk, affiliations (gang) and incidents. The records created are point in time records that have very little value except at that point in time. Additionally, details of the offender's room allocation is captured on IOMS and retained as part of the individual offender file under the Offender Management function.</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.08.07 Destroy 2 years after action completed.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.2.1 Retain for 3 years after offender is released to liberty.</p> <p>Note: Based on information value and the standard based retention periods, 2 years was adopted.</p>

**ELECTRONIC SECURITY**

*The activity of ensuring the reliability, use and maintenance of electronic security management systems installed within a correctional facility or a Community Corrections centre in order to maintain perimeter integrity, monitor areas and offenders, prevent escapes and provide a safe and secure environment for staff, prisoners and the community.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2434	<p><b>Biometrics – offender data</b></p> <p>All records of biometric information for offenders and prisoners where a conviction has been recorded before or after the collection of biometric data.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Biometric information is collected as part of the process of detaining an offender or prisoner. Biometric data may subsequently be used to identify prisoners in a correctional facility. Biometric information is defined by the <i>Corrective Services Act 2006</i> as, for an individual, means the following information—</p> <ul style="list-style-type: none"> <li>(a) a photograph of the individual;</li> <li>(b) information taken from the individual’s hands, feet, eyes or voice by way of a scan or print, including, for example, fingerprints, vein patterns, footprints or toeprints.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>Under s.10 of the <i>Corrective Services Act 2006</i> states: “For the identification of a prisoner, a corrective services officer may collect and store the prisoner’s biometric information, including by way of a biometric identification system.” This biometric information is key to security and ongoing identification of prisoners within a correctional facility.</p> <p>Additionally, biometric information of offenders and prisoners may have secondary value to definitively link individuals to the commission of historical crimes.</p> <p>The proposed minimum retention period of 100 years after business action completed ensures that these records can be made available for the future investigation of historical or ‘cold case’ crimes whilst still protecting the privacy of individual offenders or prisoners and preventing the public dissemination of their biometric data.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – s.10, definition p. 383 <i>Information Privacy Act 2009</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<i>Human Rights Act 2019</i>
2435	<p><b>Biometrics – other data</b></p> <p>All records of biometric information for:</p> <ul style="list-style-type: none"> <li>• individuals on remand where no conviction has been recorded after the collection of biometric data</li> <li>• staff and visitors to correctional facilities.</li> </ul> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records relating to the collection of biometric information may be created through a number of different processes, including:</p> <ul style="list-style-type: none"> <li>• collecting data about an individual (prisoner) who is to be detained</li> <li>• collecting data about Queensland Corrective Services staff, or about visitors to correctional facilities, for identification purposes.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>Under s.10 of the <i>Corrective Services Act 2006</i> states: "For the identification of a prisoner, a corrective services officer may collect and store the prisoner's biometric information, including by way of a biometric identification system." Additionally, under s.10 of the Act, this biometric information must be destroyed if:</p> <ul style="list-style-type: none"> <li>(a) the prisoner is found not guilty of the offence for which the prisoner is being detained, other than on the ground of unsoundness of mind; or</li> <li>(b) proceedings for the offence for which the prisoner is being detained are discontinued or dismissed.</li> </ul> <p>Under s.162 of the <i>Corrective Services Act 2006</i> states "The chief executive must destroy the visitor's biometric information, and any data about the biometric information stored in a biometric identification system, if the chief executive is satisfied it is no longer required."</p> <p>In these instances, it is essential that biometric information can be destroyed as soon as it is no longer required in accordance with the <i>Corrective Services Act 2006</i>.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – s.10, s.162</p> <p><i>Information Privacy Act 2009</i></p> <p><i>Human Rights Act 2019</i></p>
2436	<p><b>CCTV/Body worn camera recordings</b></p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Audio and video recordings by CCTV and body worn cameras used to monitor:</p> <ul style="list-style-type: none"> <li>• perimeter activities</li> <li>• prison communal and industries areas</li> <li>• activities of an offender or group of offenders</li> <li>• any contact between offenders and others that is not required for investigative purposes.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• recordings that are required for investigative purposes, such as recordings of criminal activity</li> <li>• recordings of breach proceedings.</li> </ul> <p><b>Disposal action –</b></p> <p>30 days after the creation of the recording.</p>	<p>These records are generated to provide electronic security surveillance or onsite recordings of activities by staff, offenders and visitors within the correctional facility through the use of CCTV or body worn cameras. This record class comprises audio and video recordings (digital or analogue) containing material that is not required for investigative purposes.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records are audio and video recordings that are captured as part of the provision of electronic security surveillance and/or onsite recordings of activities by staff, offenders and visitors at a correctional facility. Audio and video recordings, including but not limited to CCTV recordings, may be monitored at the time of recording. Alternatively, the audio or video recording may be reviewed after creation if an incident or breach comes to the attention of the correctional facility and/or is later reported.</p> <p>Investigations of incidents and breaches at a correctional facility may be generated by:</p> <ul style="list-style-type: none"> <li>• a complaint made by a prisoner</li> <li>• staff noticing and reporting injuries or behaviour changes relevant to a prisoner</li> <li>• inquiries made by the Professional Standards Group or the Office of the Chief Inspector.</li> </ul> <p>As soon as an investigation is generated, audio and video recordings will be reviewed and a decision made on the investigative value of the recording. Where an incident or breach is captured by audio and video recordings at a correctional facility and identified, this recording will be downloaded and submitted for investigation. Recordings that are submitted for investigation are managed as part of the investigation file created by Queensland Corrective Services (QCS) about the incident or breach and are retained according to the minimum retention period for the investigation file. Recordings that are submitted to an external agency for investigation are managed in accordance with the <i>General retention and disposal schedule</i> (GRDS).</p> <p>The capture, review and use of body worn camera footage is managed through Custodial Operational Practice Directives set by QCS to ensure that recordings are managed appropriately and to ensure that recordings are also available for investigative purposes.</p> <p>Historically, QCS has retained CCTV recordings for a minimum period of one month after the recording is made. This minimum retention period has been based on:</p> <ul style="list-style-type: none"> <li>• existing system limitations which dictate for CCTV recordings to be retained for 30 days</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> <li>• existing business processes which have been developed to identify and appropriately manage breaches and incidents at correctional facilities to ensure the safe operation of the facility</li> <li>• existing business processes which allow offenders at a correctional facility to report incidents for investigation.</li> </ul> <p>With the introduction of the <i>Human Rights Act 2019</i>, and the renewed focus on protecting the rights and entitlements of vulnerable persons, recordings with investigative value have significant evidentiary value for protecting the rights of individuals. Because of this, it is essential that these recordings can be identified and captured in an investigation file within 30 days of the creation of the recording. To ensure that this minimum retention period allows sufficient time for the review of audio and video recordings to determine which recordings have investigative value, QCS is:</p> <ul style="list-style-type: none"> <li>• currently investigating fit for purpose technology solutions for the identification and management of audio and video recordings with investigative value</li> <li>• identifying and reviewing existing business processes relevant to audio and video recordings to ensure consistency across correctional facilities in the identification and management of recordings with investigative value</li> <li>• developing policy and procedures to further manage the identification of CCTV recordings and to provide direction on the minimum retention period for recordings with investigative value based on the nature and seriousness of the incident or breach at a correctional facility.</li> </ul> <p>It is recommended that the minimum retention period for these recordings is 30 days after the creation of the recording. This would allow for particular recordings of interest to be identified and retained as part of an investigation file for a minimum retention period commensurate with the seriousness of the incident or breach at the correctional facility.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.24.01 Destroy 30 days after last action.</p> <p>Queensland State Archives – GRDS General Retention and Disposal Schedule (March 2020) – 1284 Surveillance footage captured for a specific purpose – 90 days after record created.</p> <p><b>Previous schedule references:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 8.1.2 Retain for 1 month after recording.
2437	<p><b>Security related data – other</b></p> <p>Records and data such as audio or radio recordings and security management system point data recordings (i.e. doors opening and closing). Includes electronic access control.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are generated by electronic security systems, telephone and radio recording systems. They are used to generate a picture of what has gone on in a correctional facility at any date and point in time. It has high value in intelligence activities and is used in the Intelligence Management Unit and other research- and intelligence-based business units of Queensland Corrective Services (QCS) for long-term analysis and planning for security in correctional facilities.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records are used to generate a picture of what has gone on in a correctional facility at any date and point in time. The records have high value in intelligence activities. These records are used in the QCS Intelligence Management Unit and other research- and intelligence-based business units for demonstrating and analysing prison movement flows. The records are also important for identifying potential issues with the security of the facility and facilitating analysis to determine better ways to make the facility more secure. Better security will also make the facility safer for prisoners, staff and visitors. One method of making a facility more secure is to determine the least amount of movements, and the shortest distance, required to move from one part of the facility to another. These records have long-term evidentiary value for demonstrating all movements within a facility over a period of time.</p> <p>These records are used to manage security within the prison for the protection of staff and prisoners both at the present time and into the future. This data allows staff to identify potential issues that may result in incidents occurring at the facility and to also re-examine and analyse the contributing factors and security issues that enabled the occurrence of past incidents.</p> <p>It is important that these records are retained for a period of time that aligns with the life of the person. Therefore, a minimum retention period of 100 years after business action completed is recommended for these records to allow for long-term analysis of the data and a history of prisoner movements to be retained for the life of the person.</p>



**INTERNAL PRISONER MOVEMENT**

*The activity of controlling the movements of an individual prisoner, including lock away and unlock procedures within the correctional facility.*

*See PRISONER TRANSFER AND ESCORT – External Transfer and Escort for records relating to prisoner transfer and escort for centres and specific prisoner transports that don't use Escort and Security Branch to do the transports externally.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2438	<p><b>Internal prisoner movements</b></p> <p>Records for the internal movements of prisoners within a correctional facility.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To manage internal prisoner movements within a correctional centre. Internal movements are managed and actioned in accordance with a risk analysis, protecting prisoner rights and individual rehabilitation requirements. This type of record serves a similar purpose to an internal audit of prisoners, as it documents the approval, registration and checking process whereby an offender is allowed to move from one location in the prison to another.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The records provide the ability to prove prisoner 1 and prisoner 2 were in the same locality or movement corridor at the same time. This type of information has been identified as important for redress and for other business areas as an intelligence source. Queensland Corrective Services has identified that there is an operational and legal requirement to retain these types of records for a minimum period of 10 years after business action completed. This recommendation is based on previous experience regarding the requirement to access past information about internal prisoner movements.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.5.4 Destroy 7 years after the date of last entry.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.7.1 Retain for 10 years after last action.</p>

**INVESTIGATIONS (Offenders)**

*The activity of investigating incidents including critical or significant incidents involving offenders.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2439	<p><b>Offender investigations – significant or critical</b></p> <p>Records relating to the investigation of critical and significant incidents involving prisoner(s) within the correctional centre or offender(s) in community corrections.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records are created to investigate critical and significant incidents involving a prisoner within the correctional centre. See definitions at the end of the schedule as to what investigations are considered to be significant or critical.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Occurrences of these incidents and their investigation have been identified by Queensland Corrective Services (QCS) as being of primary importance. This is because their occurrence represents a critical or significant breach of security and stability within the prison or community corrections. With the introduction of the <i>Human Rights Act 2019</i>, and the renewed focus on protecting the rights and entitlements of vulnerable persons, retaining records of significant or critical investigations for a sufficient period of time is essential to protecting the rights of individuals. Additionally, most investigations of this type are conducted on prisoners that are classified in the Custodial – high sex/high violence category where the individual offender records are kept for 100 years after admission. These records also have the potential to initiate major audits on security and reforms to the operation of QCS in the community and prisons throughout the State. For these reasons, it is recommended that the records are permanently retained.</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>3 – enduring rights &amp; entitlements</li> <li>4 – significant impact on individuals</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.12.01 Permanent.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.14.1 Destroy 100 years after investigation finalised.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.5.1 Retain Permanently.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.5.2 Retain Permanently by Department.</p>
2440	<p><b>Offender investigations – other</b></p> <p>Records for prisoner investigations or offender investigations that are not identified as critical or significant within the correctional centre or in community corrections.</p> <p>Excludes any non-significant or non-critical offender investigations that have legal significance.</p> <p><i>Refer to General Retention and Disposal Schedule reference GRDS 1073 for records of legal significance.</i></p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>This record class comprises incident reports other than those related to offenders or critical/significant events as described in the definitions at the end of the schedule. This record class excludes any other non-significant and non-critical prisoner investigations that have legal significance.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records are required to be kept for an appropriate period of time to enable the investigation of the complaint and to review the outcome of the investigation. These investigative records cover a broad range of complaints that are not considered to be critical or significant and some complaints may be spurious in nature. Queensland Corrective Services has identified that there is only a minimal requirement of 2 years to retain these records.</p> <p>With the introduction of the <i>Human Rights Act 2019</i>, and the renewed focus on protecting the rights and entitlements of vulnerable persons, it is important to ensure that records of non-significant and non-critical investigations are retained for a sufficient period of time to protect the rights of individuals. A minimum retention period of 2 years after business action completed is recommended for these records to ensure that they are available for a sufficient length of time for an investigation to be commenced and completed.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.12.03 Destroy 10 years after last action.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.14.2 Destroy 10 years after investigation finalised.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.4.2 Retain for 3 years after last action.</p> <p>Note: Changed to come into line with QCS retention levels and that is not valuable information.</p>

## MUSTERS AND HEAD COUNTS

*The activity of undertaking a head count of offenders at a given place at any given time. A muster is the checking of all prisoners in a corrective services facility by name against a printout obtained from the current offender management system, and a photograph. The correlation of the final figure is checked against the facility statement as identified by the current offender management system.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2441	<p><b><i>Musters and head counts</i></b></p> <p>Records of musters and head counts of offenders at a given place at any given time.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records are a time-driven audit of prisoners, their location and number. Musters involve the checking of all prisoners in a corrective services facility by name and appearance against a muster book/IOMS print out which depicts the prisoner’s photograph and correlate the final figure against the facility state as identified by the reception/discharge register. Officers conducting a muster must also satisfy themselves that each prisoner is in apparent good health. Musters or head counts must be conducted whenever there is a need to verify prisoner numbers and in accordance with the minimum requirements contained in the custodial operational practice directives (COPDs). It is a routine security activity.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Facility safety and security is maintained through a number of routine and situational security activities being performed the muster and head count being one. It is an at time audit that loses value quickly with the continual changing of prisoner numbers, locations and movements. There has been</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>identified some value especially in the low security prisons. A minimum retention period of 7 years after business action completed is recommended for these records.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 06.03.02 Destroy 10 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.07.02 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.6.1 Retain until administrative use ceases.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.6.2 Retain for 7 years after last entry.</p>

## SEARCHES

*The activity of searching offenders, visitors, vehicles and areas (including the perimeter) within a correctional services facility.*

*For searches of offenders, see OFFENDER MANAGEMENT – Searches.*

*For searches of vehicle, visitors and areas (such as cells), see CENTRE SECURITY MANAGEMENT – Searches.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2442	<p><b>Searches of vehicles, visitors or areas</b></p> <p>Registers and other records relating to searches which document: the time of the search, who or what was searched, who conducted the</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created to document searches of visitors, vehicles and areas (including the perimeter) within correctional services facilities. This record class comprises registers and other records relating to searches, documenting the time, who or what was searched, who conducted the search and the outcome of the search. Records include special search books, cell search registers, area search registers and privileged mail search registers.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>search and, the outcome of the search.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Why the records are retained for this retention period:</b></p> <p>The records have a midterm lasting value and can be used for audit and intelligence matters. Queensland Corrective Services has advised that they have an operational requirement to retain these search records for 7 years after the last entry in the relevant book or register.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – Division 3 Search of prisoners</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.4.1 Destroy 5 years after last action.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.4 Destroy 7 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.10.2 Retain for 5 years after last action or entry.</p> <p>Note: Changed to come into line with QCS retention levels.</p>

## SECURE HOSPITAL UNIT

*This activity provides in-patient, out-patient and emergency medical care for both male and female prisoners who require general hospitalisation and treatment. The unit is also utilised to facilitate prisoner access to attend various clinics within the facility. Queensland Corrective Services provides for the management and administration of the security of the unit including escort of prisoners at the hospital both within the unit itself and prisoner movements to specialist clinics. Medical services are provided for and remain the responsibility of the hospital administration.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2443	<p><b>Secure hospital unit – high risk or at risk prisoners</b></p> <p>Records for the management of high risk prisoners and at</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>The secure hospital unit provides in-patient, and emergency medical care, for both male and female prisoners who require general hospitalisation and treatment. These records cover the administrative</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>risk prisoners who are admitted into the secure hospital unit.</p> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<p>and security-related activities such as accommodation planning, bed states, in- and out-patient services and secure hospital-based operational orders generated when prisoners are admitted to the secure hospital unit.</p> <p><b>Why the records are retained for this retention period:</b> Administrative and security-related records are important for managing the security of the hospital unit whilst prisoners are admitted and receiving treatment. When determining the value of these records, Queensland Corrective Services (QCS) has undertaken a risk-based assessment to identify the appropriate minimum retention period for these records. Based on the fact that these records relate to the management of high risk (dangerous, risk of attempted escape) and at risk (attempted suicide etc) prisoners in the secure hospital unit, these records need to be kept for a longer period of time to protect the rights of individuals and to provide evidence of what hospital based security and administration the prisoner was managed by. Additionally, specific details about the offender, their medical treatment and medical case notes are retained as part of the individual medical file which is managed by Queensland Health. The hospital unit itself is in effect a small correctional facility within the hospital. Reception and discharge records for prisoners treated in the secure hospital unit are retained as part of CENTRE SECURITY MANAGEMENT–SECURITY-Reception and discharge registers. It is recommended that these records are retained for a minimum of 20 years after business action completed to provide information about the administration, management and security of the secure hospital unit over time.</p>
2444	<p><b>Secure hospital unit – other</b> Records for the management of all other prisoners who are admitted into the secure hospital unit.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> The secure hospital unit provides in-patient, and emergency medical care, for both male and female prisoners who require general hospitalisation and treatment. These records cover the administrative and security-related activities such as accommodation planning, bed states, in- and out-patient services and secure hospital-based operational orders generated when prisoners are admitted to the secure hospital unit.</p> <p><b>Why the records are retained for this retention period:</b> Administrative and security-related records are important for managing the security of the hospital unit whilst prisoners are admitted and receiving treatment. When determining the value of these records, Queensland Corrective Services (QCS) has undertaken a risk-based assessment to identify the appropriate minimum retention period for these records. Based on the fact that these records</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>relate to the management of all other prisoners (not high risk or at risk) in the secure hospital unit, these records need to be kept for a sufficient period of time to be referred back to identify patterns of prisoner admission to the secure hospital unit and for audit purposes. Additionally, specific details about the offender, their medical treatment and medical case notes are retained as part of the individual medical file which is managed by Queensland Health. Reception and discharge records for prisoners treated in the secure hospital unit are retained as part of CENTRE SECURITY MANAGEMENT–SECURITY-Reception and discharge registers. It is recommended that these records are retained for a minimum of 7 years after business action completed to provide information about the administration, management and security of the secure hospital unit over time.</p>

## SECURITY

*The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes:*

- the security classification of personnel and criminal record checks, controlling entry into correctional facilities to maintain the security and safety of offenders, staff, and visitors*
- any response systems such as internal and external patrols key control and logbooks and registers.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2445	<p><b><i>Reception and discharge records</i></b></p> <p>Reception and discharge records relating to the admission of offenders to – and discharge of offenders from – custodial, correctional, and community corrections facilities under ss.9-10 and</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created to log the reception and discharge of offenders/prisoners from a facility. Prisoner admissions and discharge from a corrective services facility are recorded within a register specifically created for the purpose of recording prisoner receptions and discharges within the reception store.</p> <p><b>Why the records are retained for this retention period:</b></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>12 of the <i>Corrective Services Act 2006</i>.</p> <p>Includes reception and discharge records for the secure hospital unit(s).</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>The registration of admissions and discharge of offenders is covered by ss.9, 10, and 12 of the <i>Corrective Services Act 2006</i>. Under the Act, the chief executive must establish a record containing each prisoner's details, including details about the identification of the prisoner.</p> <p>Prior to June 1992, when the Correctional Information System (CIS) was introduced, these records were held in bound volumes.</p> <p>The Information Systems (CIS and, from August 2005, the Integrated Offender Management System) contain the official reception and discharge records since June 1992.</p> <p>Currently, QSA has several series of registers which document the admission and/or discharge of offenders held in correctional facilities. This includes, but is not limited, to:</p> <ul style="list-style-type: none"> <li>• Series 9123 – Discharge Book (1890 - 1901)</li> <li>• Series 9137 – Discharge Book (1915 - 1921)</li> <li>• Series 9923 – Discharge Book (1912 - 1922)</li> <li>• Series 10276 – Discharge Book (1960)</li> <li>• Series 16 – Discharge Register (1888 - 1902)</li> <li>• Series 9129 – Discharges Book (1907 - 1936)</li> <li>• Series 10824 – Female Admission Book (1903 - 1913)</li> <li>• Series 10831 – Female Admission Book (1906 - 1925)</li> <li>• Series 10272 – Reception and Discharge Book (1977 - 1978)</li> <li>• Series 10270 – Reception and Discharge Book (1959 - 1981)</li> <li>• Series 10271 – Reception and Discharge Registers (1977 - 1982)</li> <li>• Series 10826 – Register of Prisoners Admitted and Discharged (1864 - 1868)</li> <li>• Series 6650 – Register of Prisoners Admitted and Discharged (1850 - 1864)</li> </ul> <p>The reception and discharge records provide a consolidated summary of all offenders and periods that were spent in particular correctional facilities or community corrections centres. These records have evidential value that the offender was released and discharged or has completed a community based order, and documents one of the key activities of Queensland Corrective Services. It is recommended that these records be permanently retained due to the lasting value of the records.</p> <p><b>Applicable legislation/standards:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Corrective Services Act 2006</i> – ss.9, 10 and 12</p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>3 – enduring rights &amp; entitlements</li> <li>4 – significant impact on individuals</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.23.01 Permanent.</p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.10.01 Permanent.</p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.13.1 Retain as Territory Archives.</p> <p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 2.2.1 Retain as State archives.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 02.01.01 Permanent.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.1.1 Permanent.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.1.1 Retain permanently.</p>
2446	<p><b>Security records</b></p> <p>Security records relating to the entry/exit of persons (other than offenders) and vehicles into/from correctional facilities (including gates and visits</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records created to manage the security of the correctional facility (includes community correction facilities). Security records relating to the entry/exit of persons (other than offenders) and vehicles into/from correctional facilities (including gates and visits areas). Includes but not restricted to security registers, gate logbooks, visitor logbooks/registers and key registers.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>areas). Includes but not restricted to security registers, gate logbooks, visitor logbooks/registers and key registers.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Why the records are retained for this retention period:</b> The records are used for day to day operations and management of security at the prison and are not needed for long term legal matters. They do have more than a short term value as they can be used for audit and intelligence matters in the short to mid-term. Queensland Corrective Services suggest a 7 year retention on these records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.174, 175, 391, 490H</p> <p><b>Comparison with other schedules' retention period:</b> State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.24.02 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.1.4 Retain for 5 years after last date in register. Note: Changed to come into line with QCS retention levels.</p>

## VISITOR MANAGEMENT

*The activity of managing visitors of prisoners in corrective facilities, including applications for visits and security checks.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2447	<p><b>Visitor records</b> Records relating to the management of visitors to correctional facilities.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records are created to manage visitors and the administrative policy involved in the ongoing approval of the visitors to prisoners within a correctional facility.</p> <p><b>Why the records are retained for this retention period:</b> Visitors need to reapply on a yearly basis as the record is constantly being recreated. Entry and exit are captured under Security – Security records in this schedule. They have very short term value.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Applicable legislation/standards:</b>  <i>Corrective Services Act 2006</i> – ss.152-154, 155, 156A, 156B, 157, 157A, 158, 160, 162, 418-425</p> <p><b>Comparison with other schedules' retention period:</b>  Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 04.22.03 Destroy 7 years. after action completed.  Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.5.1-2 Destroy 7 years after last action.  Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.8.3 Destroy 7 years after sentence completed.  Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.10.1 Destroy 7 years after sentence completed.  State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.19.1 Destroy 7 years after last action.  State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.28.01 Permanent.  State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.28.02-03 Destroy 6 years after last action.</p> <p><b>Previous schedule references:</b>  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.14.1 Retain for 3 years after approval.  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.14.2 Retain for 2 years after last action.  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.14.3 Retain for 2 years after last action.</p>

Title	Scope Note
<b>COMMUNITY RELATIONS</b>	<p><i>The function of establishing rapport with the community and raising and maintaining the organisations broad public profile. Includes:</i></p> <ul style="list-style-type: none"> <li>• <i>marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities</i></li> <li>• <i>relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.</i></li> </ul>

**VOLUNTEER SERVICE**

*The activities involved in the management, selection, induction and training of volunteers in Queensland Corrective Services Community Corrections offices. Includes the registration and recruitment of volunteers and university placements.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2448	<p><b><i>Volunteer records</i></b></p> <p>Records relating to the use of volunteers and university placements within Community Corrections.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• records for the management, selection, induction and training of volunteers in Queensland Corrective Services (QCS) Community Corrections offices</li> </ul>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>For management, selection, induction and training of volunteers in Queensland Corrective Services (QCS) Community Corrections offices. Includes the registration and recruitment of volunteers and university placements. Any records relating to incidents involving volunteers are investigated and the investigation records are not covered by this disposal authorisation.</p> <p>Student placements may be negotiated for most non-custodial areas within QCS.</p> <p>Secondary, TAFE and undergraduate students under 18 years of age must not enter corrective services facilities under any circumstances. Postgraduate and final year undergraduate students, over the age of 18 years, may be permitted to undertake placement at a corrective services facility.</p> <p>Tertiary institutions frequently request that QCS oversee the placement of a student undertaking a justice-related, nursing, psychology, education, counselling course or professional qualification.</p> <p>Postgraduate courses often require students to undertake both short and long term field placements.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>the registration and recruitment of volunteers and university placements.</li> </ul> <p>Excludes records relating to incidents, including investigation records, that involve a volunteer and occur during a volunteer placement.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p>A full volunteer package is completed for every new placement, so information is getting continuously updated. These records have a mid-term value but not long-term. Keep for 10 years after last action.</p> <p>Due to the high risk environment of a correctional facility, no volunteers are placed in correctional facilities other than within Community Corrections. QCS has a stringent process around managing, selecting, inducting and training volunteers for placement. These QCS processes extend to determining which areas within Community Corrections are suitable – and with an acceptable level of inherent risk – to accept volunteers for placement.</p> <p>A minimum retention period of 10 years after business action completed is recommended for these records to ensure that they are available for a sufficient period of time to allow QCS to review aspects of the volunteer program and its operation over time.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.171 and 306</p> <p><b>Comparison with other schedules' retention period:</b> State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.28.1 Destroy 50 years after action completed.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 10.5.1 Retain for 10 years after last action.</p>

Title	Scope Note
<b>COMMUNITY SERVICE</b>	<p><i>The function of managing offenders undertaking community service. Includes project and program induction, auditing, training and offender supervision.</i></p> <p><i>Refer to Corrective Services Act 2006 Schedule 4.</i></p>

## ADMISSIONS

*The processes involved during initial contact, per episode, for an offender entering a custodial facility to begin a term of imprisonment or under the supervision of Community Corrections offices, and on reception following transfer to secure, open, or probation or parole supervision. Includes the induction and collection, confirmation, and recording of relevant information in the Integrated Offender Management System (IOMS).*

*For sentence calculations, see SENTENCE MANAGEMENT.*

*For registers for admissions to community service, see CENTRE SECURITY MANAGEMENT–Security – Reception and discharge records.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2449	<p><b>Attendance records</b></p> <p>Attendance registers for all those attending the Community Corrections centres that are not invited visitors.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>This is for registering attendance and other people that enter the Community Corrections offices as an offender/offender family or agent for an offender. Attendance is also captured in the individual case file for the offender. The register has little value other than being a backup to the offender case management file and a consolidated list of attendance on a day (also available through the IOMS system).</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The longest or minimum reporting time for an offender is every 6 months. Therefore, keeping the register for 2 years would be the limit of its value. Note these registers have rarely been called for use and if so, only within a year. 2 years after last use would be OK.</p>

**COMMUNITY SERVICE PROJECTS**

*Activities for the approval, establishment and management of community service projects that provide the ability for offenders to serve a sentence or order, defined by the court, in lieu of or in addition to time in a correctional facility.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2450	<p><b>Community service projects – register</b> Register of community service projects.</p> <p><b>Disposal action –</b> Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> As a permanent register of community services projects that can be linked to offenders through the Integrated Offender Management System (IOMS). It is important to show at any time what offenders were on what project and with which other offenders.</p> <p><b>Why the records are retained for this retention period:</b> The register of community service projects is linked directly to the offender register. It shows where and when an offender has completed their community service and what Queensland Corrective Services is doing in Queensland to aid the community.</p> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>3 – enduring rights &amp; entitlements</li> <li>4 – significant impact on individuals</li> </ul> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.01 Permanent.</p>
2451	<p><b>Community service projects</b> Records for developing and managing community service projects, including</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> These records are created to manage the process of application, establishment, management and closure of community service projects. Any records relating to offenders, and the community service</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>assessments, community agreement, insurances and approvals.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>projects they are assigned to, is captured in the individual offender file under the Offender Management function.</p> <p><b>Why the records are retained for this retention period:</b> The same value applies to all community service projects. The value starts to reduce on finish of project. All projects have insurances and WHS that are renewed every 12 months. The management of the project is only valuable for a short term, 2 years after last action.</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.02 Destroy 7 years after action completed. Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.03 Destroy 2 years after superseded. Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 1.1.1 Destroy 15 years after date of program has ceased or superseded.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 2.2.1 Retain for 3 years after the last offender on the project has been released to liberty.</p> <p>Note: Changed to come into line with QCS retention levels.</p>

Title	Scope Note
<b>COURT CUSTODY MANAGEMENT</b>	<p><i>The function of managing prisoners within the Courts system under the delegation of the Sherriff of Queensland as the Proper officer.</i></p> <p><i>See COMMON ACTIVITIES – Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.</i></p>

**ASSESSMENTS**

*The processes involved in gathering, organising, and interpreting information to support decision-making about offenders during their court appearance, in the areas of risk management, preventing reoffending, ensuring personal safety and well-being, and facilitating compliance and change.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2452	<p><b>Assessments – high risk and high profile</b></p> <p>Records of court custody assessments for high profile/high risk offenders.</p> <p><b>Disposal action –</b></p> <p>20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Used for planning and management of the risk of a high profile/high risk offender during custody and appearance at court. Look at processes of court security and assessments of prisoners, site and situational conditions.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Assessments of high risk/high profile prisoners and extensive and involve a lot of work and contingency planning. This information can be reused or updated for other like court custody appearances. It also can be used to generate Standard operating procedures if a type of assessment is ongoing. Some assessments may have more than one offender in the court room at once with a mixture of custodial, remand and offenders on bail.</p>
2453	<p><b>Assessments – other</b></p> <p>All other offender assessments for court custody management.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Used for planning and management of the risk of non-high profile/high risk offender during custody and appearance at court. Prisoner admissions to a corrective services facility are to be recorded</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>within a register specifically created for the purpose of recording prisoner receptions and discharges within the reception store.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Assessments of low risk movements are operational in their workings. The records are common, and reuse is not a big factor. Value is much less, and Queensland Corrective Services believe that a 7 year after business action completed, would be suitable. Some assessments may have more than one offender in the court room at once with a mixture of custodial, remand and offenders on bail.</p>

## OPERATIONS

*The everyday activities associated with the management of security arrangements within court precincts within the delegation of the Sherriff of Queensland.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2454	<p><b>Business operational records</b></p> <p>Operational records used to manage court offender related operations.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Operational records for used to manage court security and court offender related operations. Records could be created by event and include gate logbooks and court registers.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These are records of operational activities managing the security arrangements within courts. Many are based on assessments that have been conducted, the standard court operating procedures and at the Judge's discretion. Some assessments may have more than one offender in the court room at once with a mixture of custodial, remand and offenders on bail. This would entail ensuring offender to custodial officer ratios, restraint use or even use of security dogs. Judge's discretion orders can go against the standard procedures or the risk assessments that have been carried out by the proper officer and as such need to be recorded if things go wrong. Queensland Corrective Services believe records have a midterm value not short or long but 10 years after business action completed.</p> <p><b>Applicable legislation/standards:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Corrective Services Act 2006</i> – ss.307 and 310</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – FA333 Office of the Sheriff (June 2013) – 5.1 Retain minimum of 7 years after action completed, then destroy.</p>

Title	Scope Note
<b>DOG SQUAD</b>	<p><i>The function of administering the Dog Squad including the management of the dogs. Includes the veterinary care, kennelling, acquisition of the dogs, maintaining the dog handler's log, training of dogs, and arranging for the receipt and disposal of dogs.</i></p> <p><i>See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to the Dog Squad.</i></p>

### ACQUISITION, ANIMAL MANAGEMENT AND OPERATIONS

*This activity covers the process of gaining ownership or use of dogs for the Dog Squad. Includes:*

- maintaining animals used for law enforcement, including kennelling, feeding arrangements, veterinary and dental care*
- the provision of training to dogs in the techniques of drug detection (including passive and active alert drug detection) and security skills*
- managing the operational use of dogs and handlers in high security correctional centres*
- providing a patrol, escort and crowd control capability that enhances security and provides external responses to emergencies to all high and low security correctional centres.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2455	<p><b><i>Dog squad</i></b></p> <p>Records relating to the acquisition, management, training and retirement/disposal of dogs for corrective services dog squad operations within custodial facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li><i>• maintaining animals used for law enforcement,</i></li> </ul>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To record the acquisition, management, training and retirement/disposal of dogs for corrective services dog squad operations within custodial facilities.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>A working dog has up to 8 years operational life (when they are usually retired). A dog can live up to 14 years old. Whilst the animal is working for Queensland Corrective Services (QCS), this is very important and on disposal will live as proof of management of animal to prospective buyers. Once the dog has ceased working with QCS, the information about the dog rapidly devalues. QCS recommends 7 years after the disposal or retirement of the dog as the minimum retention period for these records.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>including kennelling, feeding arrangements, veterinary and dental care</p> <ul style="list-style-type: none"> <li>information on how the dog was disposed of (died, retired, returned to breeder, sold or donated)</li> <li>the provision of training to dogs in the techniques of drug detection and security skills</li> <li>the operational use of correctional dogs in correctional centres.</li> </ul> <p><b>Disposal action –</b> 7 years after the disposal or retirement of the dog.</p>	<p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2351 Disposal Schedule for Functional Records of the Department of Police and Emergency Management (August 2015) – 02.14.01 Destroy 10 years after service life of animal is completed.</p> <p>State Records Authority of New South Wales – DA220 New South Wales Police (February 2015) – 2.2.1 Retain for a minimum 20 years after service life of animal is completed, then destroy.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 8.1.1 Destroy 7 years after retirement or separation of dog.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.3.1 Retain for 2 years after disposal/ retirement of the dog.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.3.2 Retain for 7 years after disposal/ retirement of the dog.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.3.3 Retain for 7 years after disposal/ retirement of the dog.</p> <p>Note: Too many retentions and triggers. Was not being used. Now rolled up into the one disposal authority with a simple trigger.</p>

## DISPOSAL

*The process of disposing of property and records no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer to archives of Queensland Corrective Services records based on retention and disposal schedules.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2456	<b>Dog indemnity records</b>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records of indemnity as to why the dog was disposed of or retired.</p> <p><b>Disposal action –</b> 20 years after the disposal or retirement of the dog.</p>	<p>If the dog is retired as a result of actions on its behalf (i.e. bad training, turned on trainer etc), the indemnity is created so people who are donated/on sold/ returned to breeder know why the dog was unacceptable to Queensland Corrective Services (QCS) and are duly warned of what had happened.</p> <p><b>Why the records are retained for this retention period:</b> QCS dogs live to around 14 years of age, A dog can be retired at age 1 till age 8. 20 years category was selected to cover the expected life of a dog plus 6 years.</p>

Title	Scope Note
<b>EQUIPMENT AND STORES</b>	<i>The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include corporate wardrobe, instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and office stationery.</i>

### BULK STORE AND CANTEEN MANAGEMENT

*The activity of managing and administering bulk stores and canteens within correctional facilities.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2457	<p><b>Bulk store/canteen records</b> Records relating to the management and administration of bulk stores and canteens within correctional facilities. Includes sales to prisoners.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To record and document the management and administration of bulk stores and canteens within correctional facilities. In some instances, prisoners may purchase items from bulk stores and canteens within correctional facilities and these records are also included in this disposal authorisation.</p> <p><b>Why the records are retained for this retention period:</b> There is a financial component to these records, and it is recommended that the records are retained for a minimum retention period of 7 years after business action completed to align with similar disposal authorisations in the GRDS.</p> <p><b>Comparison with other schedules' retention period:</b> Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.14.2 Destroy 2 years after last action. Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.6.2 Destroy 7 years after completion of the financial year in which the record was created. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.05.01 Destroy 6 years after last action.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.5 Destroy 7 years after action completed.</p> <p>Queensland State Archives – General retention and disposal schedule (September 2019) – 1180 7 years after business action completed.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 3.1.1 Retain for 5 years after last action.</p> <p>Note: Changed to come into line with QCS retention levels.</p>

## OFFENDER STOCK

*The activities around the management of stock held in Community Corrections offices for offenders. Most stock are consumables used in community service activities or in the offender's case management.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2458	<p><b>Offender stock consumables</b></p> <p>Offender consumables used in the management of offenders in the community. Items include diaries, fluoro jackets, rubbish pick up sticks etc.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To record the activities around the management of stock held in Community Corrections offices for offenders. This stock is composed of consumables for offender usually within community corrections on a community services project.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These are records of consumables that are used up on a daily basis in community corrections. The information is of short transitory value. Queensland Corrective Services would recommend keeping this information for 2 years after business action completed.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.5 Destroy 7 years after action completed.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 3.1.1 Retain for 5 years after last action. Note: Information value is low and transitory.</p>

Title	Scope Note
<b>FOOD SERVICES</b>	<i>Food Services is the function that is responsible for supervising, planning, directing, and assisting in the preparation, cooking, and serving of food to prisoners and employees in a correctional facility.</i>

**KITCHEN MANAGEMENT**

*The activity of managing kitchens within custodial facilities. Including developing offender menus and managing special dietary requirements.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2459	<p><b><i>Custodial kitchen records</i></b> Records relating to managing kitchens within custodial facilities, including offender menus and special dietary requirements.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> These records assist with the management of kitchens within custodial facilities, including offender menus and special dietary requirements. Details of specific requests from prisoners that relate to dietary requirements are also retained as part of the individual prisoner file under the Offender Management function.</p> <p><b>Why the records are retained for this retention period:</b> These records are about day to day kitchen records, menus etc. The information is of short transitory value. Queensland Corrective Services would recommend keeping this information for 2 years after business action completed.</p>

Title	Scope Note
<b>HOUSING LEASING</b>	<i>The function of providing housing to both offenders and Queensland Corrective Services (QCS) staff. Significant numbers of offenders lack suitable accommodation upon release which then shows a large correlation into recidivism. Department of Public Works manages the provision and related support services for housing. QCS is the leaser.</i>

**ALLOCATION**

*The process of assigning of money, items, vehicles or equipment to employees or organisational units. Includes allocation of offender housing through a DPSOA precinct or Drug court.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2460	<p><b>Leasing to offenders</b> Records for the allocation or leasing of housing to offenders. Includes the management of DPSOA precincts for prisoners under the <i>Dangerous Prisoner (Sexual Offenders) Act 2003</i>.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records for the allocation or leasing of housing to offenders. Includes DPSOA precincts that are created for the management of prisoners under the <i>Dangerous Prisoner (Sexual Offenders) Act 2003</i>. Processes include management of vacancies, house allocation and the decision-making processes that are inherent in allocation within a DPSOA precinct. Consideration must be given to:</p> <ul style="list-style-type: none"> <li>• any immediate risk (to self or others) or needs identified</li> <li>• cultural rights and specifically cultural rights of Aboriginal and Torres Strait Island peoples</li> <li>• individual special needs</li> <li>• any special planning considerations</li> <li>• the prisoner's age</li> <li>• current orders, supervision, monitoring and intervention requirements.</li> </ul> <p><b>Why the records are retained for this retention period:</b> It is unlikely that there would be any long-term valuable information in this activity as the valuable information is captured in the individual offender file under the Offender Management function.</p> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland State Archives – Department of Housing and Public Works retention and disposal schedule (QDAN679 v.1) – 8.17.1 Retain for 7 years after last action.

Title	Scope Note
<b>HUMAN RESOURCES</b>	<i>The function of managing all employees of the organisation, including permanent, part-time, temporary, contractors and those working under scholarships, traineeships, apprenticeships and graduates. Includes employment conditions, salaries, superannuation, contracts of contractors and working hours.</i>

**SECURITY**

*The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks, controlling entry into correctional facilities to maintain the security and safety of offenders, staff, and visitors.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2461	<p><b>Queensland Corrective Services ID cards</b></p> <p>Photographic ID cards used to identify QCS employees and contractors.</p> <p><b>Disposal action –</b></p> <p>Destroy within 14 days of separation.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To provide Queensland Corrective Services (correctional service officers) with a photographic ID security card for proof of identification, including details of the agency they work in.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>When an ID card is updated (i.e. when it has expired), it is to be destroyed immediately on creation of the new ID card.</p> <p>As a formal ID, the card that is utilised as a security card needs to be destroyed as soon as possible after separation. The <i>Corrective Services Act 2006</i> states that ID cards must be destroyed within 14 days of separation.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i></p>
2462	<p><b>Queensland Corrective Services ID cards – assessments</b></p> <p>Records relating to the assessment of applications</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records relating to Queensland Corrective Services (QCS) employment screening undertaken on an employee who is performing relevant or prescribed duties to assess their ongoing risk and suitability</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>for Queensland Corrective Services ID cards.</p> <p>Includes waivers, refusal or approval of issue of ID cards.</p> <p><b>Disposal action –</b> 7 years after separation.</p>	<p>for a role. Includes screening of persons QCS proposes to engage or employ to perform relevant or prescribed duties.</p> <p>Includes the following types of employment screening:</p> <ul style="list-style-type: none"> <li>• criminal history checks</li> <li>• any waivers that the employee has completed</li> <li>• child-related duties (working for children) requests made by an agency</li> <li>• past adverse disciplinary action</li> <li>• security screening and background checks.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments and determinations</li> <li>• consent forms and supporting documentation</li> <li>• correspondence with the Queensland Police Service</li> <li>• information requests to another State or Federal authority</li> <li>• prescribed notice and/or exemption notice applications</li> <li>• signed waivers by the employee.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>Waivers need to be kept for the career of the employee and are collocated with the other information generated at the point of assessment. The card has a lifecycle of 3 years as does some of the information contained by the waiver, but the information can be called upon at any point in the employee's career.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – ss.277, 298, 302, 344E</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 3.4.1 Destroy 10 years after separation from the department.</p> <p>Queensland State Archives – General retention and disposal schedule (September 2019) – 1241 7 years after separation.</p>

Title	Scope Note
<b>INDUSTRIES</b>	<p><i>The function of developing, managing and undertaking work by prisoners within the service, manufacturing and agricultural industries. Includes the delivery of prison industry goods and services to custodial facilities, developing business opportunities, employment profiles, remuneration and maintenance and procurement of equipment.</i></p> <p><i>See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to industries.</i></p>

**COMMERCIAL LAUNDRY**

*The prison industry activity of managing the washing and laundering of prison clothing, sheets and bedding. Also includes laundering as an industry for external community organisations (e.g. Queensland Health).*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2463	<p><b>Laundry records</b></p> <p>Records relating to the management and administration of washing and laundering of prison clothing, sheets and bedding.</p> <p>Includes laundering as an industry for external community organisations (e.g. Queensland Health).</p> <p><b>Disposal action –</b></p> <p>10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records relating to the management and administration of washing and laundering of clothing, sheets and bedding. As laundering is also undertaken for external community organisations such as Queensland Health, there is a lot of rigour that goes into the standards for washing. There are also audit requirements and other strict guidelines that have to be met.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>As Queensland Corrective Services conducts laundering for other agencies such as Qld Health, there are standards, such as ISO 9001, that need to be met. There is also a requirement to keep this information for a minimum retention period of 10 years for auditing and management requirements.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 03.11.01-07 Destroy 2 years after action completed.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 9.6.5 Destroy 5 years after last action.</p> <p><b>Previous schedule references:</b></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 7.5.1 Retain for 10 years from cessation of industry.

## AGRICULTURAL INDUSTRY

*The activity of maintaining an agricultural industry.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2464	<p><b>Animal related registers</b> Records for collating and managing the genealogy, animal accreditations and licencing of livestock owned by Queensland Corrective Services.</p> <p>Excludes the original record that is sent to, and retained by, the Department of Agriculture or the CSIRO.</p> <p><b>Disposal action –</b> 50 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records are used for improved breeding, stock resilience and research. These records have special interest by the CSIRO and the cattle farmers industry and are part of an Australian wide registration process. This record class comprises National Livestock Identification System (NLIS) information about registered animals.</p> <p>NLIS is an Australia-wide system to record the movement of livestock, as maintained by Meat and Livestock Australia (MLA). An organisation which has registered livestock in the system provides information to MLA, to be entered into the system. Types of forms as maintained by MLA for the entry of information include:</p> <ul style="list-style-type: none"> <li>• Form A - notify of movements to other properties including agistment and sale of a property (maximum 20 head of livestock)</li> <li>• Form B - notify of breeding bulls on an EU property</li> <li>• Form C - notify of damaged or lost used tags</li> <li>• Form D - notify of the death of an animal.</li> </ul> <p>Whilst legacy RDS's have seen this as not important after disposal or removal of livestock, the current thought is that we should keep these records – especially as some of the farms actually "show" cattle and are successful. Breeding lines have become much more important.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Although, the records covered by this class are similar to records covered under 2.2.1 in the Agriculture retention and disposal schedule (QDAN719 v.1), the Department of Agriculture is one of the lead agencies who receive and manage accreditation, licensing and genealogy information related to livestock animals across Queensland.</p> <p>It is recommended that Queensland Corrective Services (QCS) retains their own animal related registers for a minimum of 50 years after business action completed to ensure that these records can be referred to over time by QCS for planning, administration, livestock management and audit purposes.</p> <p><b>Applicable legislation/standards:</b> <i>Biosecurity Act 2014</i></p> <p><b>Comparison with other schedules' retention period:</b> Queensland State Archives – Agriculture retention and disposal schedule (QDAN719 v.1) – 2.2.1 Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 7.1.1 Retain for 10 years after last action. Note: Schedule was not fit for purpose, was not up to date with current best practice requirements. See the Department of Agriculture.</p>
2465	<p><b>Agricultural records – other</b> All other prison agricultural industry records.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To manage the prison industry agricultural industry. Processes for management of crops, other farm animals etc. Records include documenting inputs and outputs and all activities involved in the industry. These records are all managed together by each individual correctional centre.</p> <p><b>Why the records are retained for this retention period:</b> The Queensland Corrective Services experts in this industry indicated that this was the length of time that records retain value (midterm).</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 03.11.08-09 Destroy 7 years after action completed.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 9.6.5 Destroy 5 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 7.1.1 Retain for 10 years after last action.</p>

## BIOSECURITY

*The biosecurity activity looks at the set of preventive measures a business implements, and monitors designed to reduce the risk of transmission of infectious diseases in crops and livestock, quarantined pests, invasive alien species, and living modified organisms.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2466	<p><b>Biosecurity plans</b></p> <p>Records created for biosecurity plans to be implemented by Queensland Corrective Services.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records are used for improved breeding, stock resilience and research. Biosecurity is a critical part of the Australian government's efforts to prevent, respond to and recover from pests and diseases that threaten the economy and environment.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Plans to mitigate biosecurity risk and a biosecurity event occurring in Queensland within its livestock. To plan for and manage risks associated with the following—</p> <ol style="list-style-type: none"> <li>a. emerging, endemic and exotic pests and diseases that impact on— <ol style="list-style-type: none"> <li>i. plant and animal industries, including agriculture, aquaculture, horticulture, fisheries and forestry industries; or</li> <li>ii. the built environment; or</li> <li>iii. companion or leisure animals; or</li> <li>iv. biodiversity and the natural environment; or</li> <li>v. tourism, lifestyle and pleasure industries; or</li> <li>vi. infrastructure and service industries, including power, communication, shipping and water supplies;</li> </ol> </li> </ol>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>b. the transfer of diseases from animals to humans and from humans to animals; c. biological, chemical and physical contaminants in carriers.</p> <p><b>Applicable legislation/standards:</b> <i>Biosecurity Act 2015 (Cth)</i> <i>Biosecurity Act 2014</i></p> <p><b>QSA permanent appraisal characteristics:</b> These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>4 – significant impact on individuals</li> <li>6 – environmental management &amp; change</li> </ul>
2467	<p><b>Biosecurity records – other</b> All other records relating to biosecurity.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To manage the activities associated with biosecurity.</p> <p><b>Why the records are retained for this retention period:</b> The Queensland Corrective Services experts in this activity indicated this was the length of time that records retain value (midterm). Most animals' life spans are 7-10 years.</p> <p><b>Applicable legislation/standards:</b> <i>Biosecurity Act 2015 (Cth)</i></p>

## BUSINESS OPPORTUNITIES

*The activity of identifying and examining the potential for new opportunities to develop into a prison industry. Includes feasibility studies, assessments and the industry impact on the community and business environment.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2468	<p><b><i>Business opportunities records – industries</i></b></p> <p>Records captured to identify and examine the potential for new opportunities to develop into a prison industry. Includes: feasibility studies, assessments and the industry impact on the community and business environment.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records captured to identify and examine the potential for new opportunities to develop into a prison industry. Includes feasibility studies, customer profiling, analysing viability and creating and selling products and services, assessments and the industry impact on the community and business environment.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Due to changes in technology and the business, you would not need these records past 10 years. At this point, the opportunities would be long gone.</p> <p>Also, Queensland Corrective Services does not enter into business opportunities that have a significant impact on local industry and therefore these records do not have long-term or ongoing value.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 06.03.01 Permanent.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 06.03.02 Destroy 10 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.07.02 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 7.4.1 Retain for 10 years after last action.</p>

## PRISONER EMPLOYMENT PROFILES

*The activity of developing and managing prisoner profiles for positions within the prison industries. Includes job descriptions and duty statements, and changes made to the profiles.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2469	<p><b><i>Prisoner employment profiles</i></b></p> <p>Records relating to the creation and management of prisoner industry employment profiles.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created to manage the employment profiles for prisoners. Prisoners can then apply for that position as part of their Offender Management. Profiles will constantly change but will be retained in the Offender Management file for the job the offender was employed in.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Profiles are constantly evolving, being retired and are of little value past when it was current. A copy of the prisoner employment profile at the time is placed on the individual prisoner's file and kept as per Offender Management–Offender Based whilst the prisoner is working in the industry.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 2.3.1 Retain for 7 years after last action.</p> <p>Note: Changed as Profiles have a transitory low value. Copies of the profile being used by the prisoner is also found on the Offender File.</p>

### TRADE (type of industry)

*Activities conducted within the prison industry TRADE. Examples of this could be but not limited to TRADE (Metalwork), TRADE (Carpentry), TRADE (Textile) etc.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2470	<p><b><i>Heritage building restoration and other records of significant community interest</i></b></p> <p>Heritage related trade information including, but not limited to, restoration of</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To record heritage and significant community interest prison industries trade activities. These would be captured by the project or activity being undertaken by the correctional centre as part of prison industries.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>heritage-listed buildings or parts thereof and restoration of antiques.</p> <p>Also includes significant community infrastructure projects, such as training assistance dogs for veterans and recreating koala habitats after bushfires.</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<p>Contributes to community memory and has future historical and community interest value.</p> <p><b>Comparison with other schedules' retention period:</b> Queensland State Archives – Heritage Conservation retention and disposal schedule (QDAN741 v.1) – 1.6.1 Permanent. Transfer to QSA after business action completed.</p>
2471	<p><b>Other trade records</b></p> <p>All other records relating to prison industry trades.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To record and document trade-related activities within prison industries. Includes records relating to the creation and maintenance of manufacturing and service industries, including records documenting inputs and outputs and all other activities involved in the industry.</p> <p><b>Why the records are retained for this retention period:</b> As part of the industries there would be financial type records but more importantly templates for the industry itself. These templates can have significant time spent on them to develop and shouldn't be destroyed in the short term. A time of 10 years would see the value of the templates fully realised.</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 03.11.01-07 Destroy 2 years after action completed. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 9.6.1 Destroy 7 years after completion of order.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 7.5.1 Retain for 10 years from cessation of industry.</p>

Title	Scope Note
<b>INTELLIGENCE MANAGEMENT</b>	<p><i>The function of collecting, analysing and distributing value-added information relating to possible illegal activity both within and outside the correctional systems. Includes information on drug trafficking by prisoners, tasking or allocation of intelligence product, and joint ventures with other agencies involved in intelligence gathering.</i></p> <p><i>See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to intelligence management.</i></p>

**CORONIAL INVESTIGATIONS**

*The activities of responding to coronial directions and recommendations as outlined in Coronial Court findings i.e. death in custody.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2472	<p><b>Coronial investigations</b> Records relating to responses to coronial directions and recommendations as outlined in Coronial Court findings (i.e. death in custody).</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To keep records of coronial investigations which involve Queensland Corrective Services.</p> <p><b>Why the records are retained for this retention period:</b> This record class is about keeping records of a critical incident which is a death in custody. The information created in this activity would be used in coronial inquests. The information contained in the investigation would be similar to other information that is collected as part of a coronial hearing by the Coroner. Queensland Corrective Services believes that the scope of these records is also similar to records of proceedings of a Commissions of Inquiry (QDAN676 v.2 1.2.1). These records have long-term and ongoing value and should be retained as permanent records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006 – s.24</i></p> <p><b>Comparison with other schedules' retention period:</b> Queensland State Archives – Courts Sector retention and disposal schedule (QDAN705 v.1) – 3.2.1 Retain permanently. Queensland State Archives – Courts Sector retention and disposal schedule (QDAN705 v.1) – 3.2.2 Retain permanently.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 4.1.1-2 Permanent.

## INTELLIGENCE

*The activity of interpreting intelligence received. Includes liaison and collaboration with other departmental and inter-departmental law enforcement agencies, and the analysis of the intelligence gathered or received.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2473	<p><b>Covert intelligence activity records</b></p> <p>Records created for covert intelligence activities.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records created for covert intelligence activities, especially those that are used to deal with human sources that need to be protected, have ongoing value in other intelligence activities.</p> <p><b>Why the records are retained for this retention period:</b> The intelligence group identified that these records are highly valuable and should be kept for the highest non-permanent time period. As they deal with human sources, and sometimes members of the community, a 100 year after last action retention period would take into account the lifetime of those involved. The classification of these records is normally protected.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.45, 46, 48, 95, 126, 128</p> <p><b>Comparison with other schedules' retention period:</b> Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.7.1 Retain as Territory Archives. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.12.01 Permanent. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 2.11.1 Destroy 100 years after investigation finalised.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
2474	<p><b>Overt intelligence activity records</b></p> <p>Records created for overt intelligence activities.</p> <p><b>Disposal action –</b></p> <p>20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Records created for overt intelligence activities. These records don't have the added issue of managing the security of covert human sources and normally don't need the added secrecy.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The intelligence group identified that these records are valuable as they can be used and reused to generate profiles, affiliations and patterns in illegal activity. Queensland Corrective Services believe it should be kept for medium non-permanent time period which would be 20 years.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – ss.45, 46, 48, 95, 126, 128</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 1.1.1 Destroy 7 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.12.03 Destroy 10 years after last action.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 2.11.2 Destroy 10 years after investigation finalised.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 4.2.1-3 Destroy 7 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 8.2.1 Retain for 3 years after offender has been released to liberty.</p> <p>Note: Changed, not fit for purpose. The intelligence collected has been identified as having ongoing value.</p>

**INTELLIGENCE COLLECTION**

*The activity of sourcing, collecting and cataloguing intelligence received. Includes liaison and collaboration with other departmental and inter-departmental law enforcement agencies, and the analysis of the intelligence gathered or received.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2475	<p><b><i>Intelligence collection</i></b> Records relating to the sourcing, collecting and cataloguing of intelligence received by Queensland Corrective Services.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records are created to document the sourcing, collecting and cataloguing of intelligence received by Queensland Corrective Services (QCS). Includes, but is not restricted to: information from IOMS, drug testing, interviews, electronic monitoring, audio visual recordings, associations and criminal history information. Most of this information is copied from other sources located across QCS.</p> <p><b>Why the records are retained for this retention period:</b> This is a working area where intel is collected from all the other areas. Usually copies of information or reports from datasets. Also includes information from Police etc. Information has a limited life span.</p> <p><b>Comparison with other schedules' retention period:</b> Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.9.2 Destroy 7 years after sentence completed. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 4.2.1-3 Destroy 7 years after last action.</p>

**INTELLIGENCE DISSEMINATION**

*The activity of referring intelligence relating to offenders to other relevant law enforcement and/or government agencies.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2476	<p><b><i>Prisoner profiles – intelligence dissemination</i></b></p> <p>Records relating to the dissemination of a prisoner profile for intelligence purposes.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Prisoner profiles are generated and used for multiple purposes both within agency operations (escort) and Parole Boards/Courts etc.</p> <p><b>Why the records are retained for this retention period:</b> Intelligence believes that prisoner profiles are valuable because; by their nature, they are used to make decisions on the prisoner at a point in time in their custodial episode. These records have value over the lifetime of the prisoner. A minimum retention period of 100 years after business action completed is recommended for these records due to the lifetime value of the records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006 – s.342</i></p> <p><b>Comparison with other schedules' retention period:</b> State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 4.3.1 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 8.3.1 Retain for 3 years after last action. Note: Changed, schedule not fit for purpose as records have value over the lifetime of the prisoner.</p>
2477	<p><b><i>Intelligence dissemination records – other</i></b></p> <p>All other records relating to intelligence reporting or intelligence summaries.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To provide reports or summaries on intelligence information to agency operations and to other relevant law enforcement and/or government agencies.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p><b>Disposal action –</b> 20 years after business action completed.</p>	<p>Queensland Corrective Services has identified that records relating to the interpretation of intelligence received need to be retained for 20 years after last action. The recommended period of retention appears to satisfy operational requirements for these types of records based on current historical information. The value of the intelligence is negligible after that point and can be destroyed.</p> <p><b>Comparison with other schedules' retention period:</b> State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 4.3.1 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 8.3.1 Retain for 3 years after last action.</p> <p>Note: Changed, schedule not fit for purpose as these records have been identified as having ongoing value.</p>

Title	Scope Note
<b>LEGAL SERVICES</b>	<i>The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources including Crown Law.</i>

**CORONIAL INQUESTS**

*Activities around a coronial inquest which is a court hearing conducted by the Coroner to gather information about the cause and circumstances of a death.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2478	<p><b>Coronial inquests</b> Records relating to coronial inquests, generated by Queensland Corrective Services and sent to the Coroner, for gathering information about the cause and circumstances of a death within the agency.</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To document the proceedings of a coronial inquest which is a court hearing conducted by the Coroner to gather information about the cause and circumstances of a death.</p> <p><b>Why the records are retained for this retention period:</b> These records are the master set of documents and other related material that is sent to the Coroner and relate to the terms of reference for the coronial proceedings. Records may include, but are not limited to, submissions, formal statements and, material submitted in response to a summons or request from the Coroner.</p> <p>The information contained in these records would be similar to other information that is collected as part of a coronial hearing by the Coroner. Queensland Corrective Services believes that the scope of these records is also similar to records of proceedings of a Commissions of Inquiry (QDAN676 v.2 1.2.1). These records have long-term and ongoing value and should be retained as permanent records.</p> <p><b>Comparison with other schedules' retention period:</b> Queensland State Archives – Courts Sector retention and disposal schedule (QDAN705 v.1) – 3.2.1 Retain permanently.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		Queensland State Archives – Courts Sector retention and disposal schedule (QDAN705 v.1) – 3.2.2 Retain permanently.

Title	Scope Note
<b>OFFENDER MANAGEMENT</b>	<p><i>The function of tracking the progression and regression of individual adult offenders in the community and in secure, open and probation or parole care with consideration for cultural diversity. Includes the monitoring and management of individual offenders, assessments, breaches, offender case management, offender management planning and review, orders management, offender applications and requests, advisory services for sentencing, and the formulation of advice to courts and police.</i></p> <p><i>Includes high risk offender management for those offenders that come under the Dangerous Prisoners (Sexual Offenders) Act 2003 and the Drug and Alcohol court offender management activities.</i></p> <p><i>See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to offender management.</i></p>

**BREACHES**

*The activity of managing (in custody) and determining minor or major breaches of discipline, making breach determinations, and reviewing the breach determination.*

*See CENTRE SECURITY MANAGEMENT – Investigations (Offenders) for audio visual recordings of major breaches of discipline and reviews (including interviews) relating to major breaches of discipline.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2479	<p><b><i>Breach register</i></b> Prisoner disciplinary breach registers.</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> As a permanent record of when a breach occurred, by whom and what it was. Used by sentence management, intelligence management and Parole Board for operational decision-making. A breach can also change the type of prisoner they are classified as i.e. imprisoned for multiple drink driving offences, commit a violent breach (crime) in prison and up-scaled to a violent high risk prisoner. The breach register is captured in IOMS.</p> <p><b>Why the records are retained for this retention period:</b></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The register is a complete history of all crimes/breaches within a custodial centre conducted by its prisoners. Currently held in the IOMS database. Under s.120 of the <i>Corrective Services Act 2006</i>, a register of discipline breaches must be kept.</p> <p><b>Applicable legislation/standards:</b>  <i>Corrective Services Act 2006</i> – ss.113, 114, 117, 120, 406-409</p> <p><b>Comparison with other schedules' retention period:</b>  Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.13.01 Permanent.</p> <p><b>Previous schedule references:</b>  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.5.1 Retain permanently by department.</p>

## CHILD SAFETY

*The activity of ensuring Queensland Corrective Services (QCS) meets its responsibilities to children under the Child Protection Act 1999 where children come into contact with QCS.*

*Includes:*

- *17 year old offenders in the custody or under the supervision of QCS*
- *pre-school aged children accommodated with approved female prisoners in corrective services facilities*
- *unborn children of female offenders*
- *child visitors to corrective services facilities*
- *children who live with or may have associations with offenders*
- *children who are likely to be associated with offenders upon discharge*
- *children who are substantially at risk because of the release of a child sex offender.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2480	<p><b>Children residing with prisoner register</b></p> <p>Register recording pre-school aged children accommodated with approved female prisoners in corrective services facilities.</p> <p>Includes unborn children of female offenders.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To record in a register, pre-school aged children accommodated with approved female prisoners in corrective services facilities. Includes unborn children of female offenders. The register documents when the child enters the prison and when they leave, it also captures the approved person whom the child is handed over to as a record.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Register of children in and out and to which carers they are given to is highly important and has high value particularly to the children to which the register refers. These records also have redress implications.</p> <p><b>Applicable legislation/standards:</b> <i>Child Protection Act 1999</i> <i>Corrective Services Act 2006 – ss.29-32, 372, 373, 374</i></p> <p><b>QSA permanent appraisal characteristics:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>4 – significant impact on individuals</li> </ul> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 04.12.01 Permanent.</p> <p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.8.4 Retain as State archives.</p> <p>State Records Authority of New South Wales – FA318 Department of Family and Community Services (January 2019) – 4.1.2 Required as State archives.</p> <p>State Records Authority of New South Wales – FA318 Department of Family and Community Services (January 2019) – 4.2.1 Required as State archives.</p>
2481	<b>Child safety records</b>	<b>Date authorised:</b> 7 January 2021

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Records to ensure that a corrective services facility meets its responsibilities to children under the <i>Child Protection Act 1999</i> where children come into contact with prisoners.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Why are these records created:</b> These records ensure that Queensland Corrective Services (QCS) meets its responsibilities to children under the <i>Child Protection Act 1999</i> where children come into contact with prisoners. Includes applications for accommodation, review of applications and decision-making on each application.</p> <p><b>Why the records are retained for this retention period:</b> Under the <i>Corrective Services Act 2006</i>, applications for accommodation of child with prisoner must be made and approved. These records have high value as concerns children aged 4 and below. Due to the introduction of the National Redress scheme, and the passing of the <i>Human Rights Act 2019</i>, it is recommended that these records are retained for a minimum of 100 years after business action completed to align with the life of a person and to protect individual rights and entitlements.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.29-32, 372, 373, 374 <i>Child Protection Act 1999</i></p>

## CONTRAVENTIONS

*The activity of appropriately, and effectively managing risk when an offender contravenes a Court or Board order. The risk of further offending and risk of harm to the community may significantly increase when an offender contravenes a condition of their order.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2482	<p><b>Contravention registers</b> Contravention register that records when an offender contravenes a Court or Board order.</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> As a permanent record of when a breach occurred, by whom and what it was. Used by sentence management, intelligence management and Parole Board for operational decision-making. The record of the contravention is captured in IOMS.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The register is a complete history of all crimes/contraventions conducted by its offenders whilst on community court based orders. It is similar to the Breach register. Under s.120 of the <i>Corrective Services Act 2006</i>, a register of discipline breaches must be kept. The register is currently held in the IOMS database.</p> <p><b>Applicable legislation/standards:</b>  <i>Corrective Services Act 2006</i> – ss.120 and 398</p> <p><b>Comparison with other schedules' retention period:</b>  Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.13.01 Permanent.</p> <p><b>Previous schedule references:</b>  Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.5.1 Retain permanently by department.</p>

**OFFENDER BASED**

*Offender management requires the tracking of the progression and regression of individual adult offenders in the community and in secure, open and probation or parole care with consideration for cultural diversity. Most of the offender management records that are created are specifically about individuals and the value of that information differs by the type of offences and the severity or the type of offender.*

*The Human Rights Act 2019 indicates that we need to put the Human Rights Act 2019 lens across every person that we are working with. As this is a recordkeeping artefact used to define record lifecycle this would almost be impossible to do. On consultation with the Human Rights Act 2019 team at Queensland Corrective Services (QCS) on 11 and 17 December 2019, the creation of offender-based groups was a way of fulfilling the intention of the Human Rights Act 2019 whilst being able to manage the offender management records lifecycle into the future.*

*Offender management activities relating to individual offenders that are covered by this Offender Based methodology include, but are not limited to:*

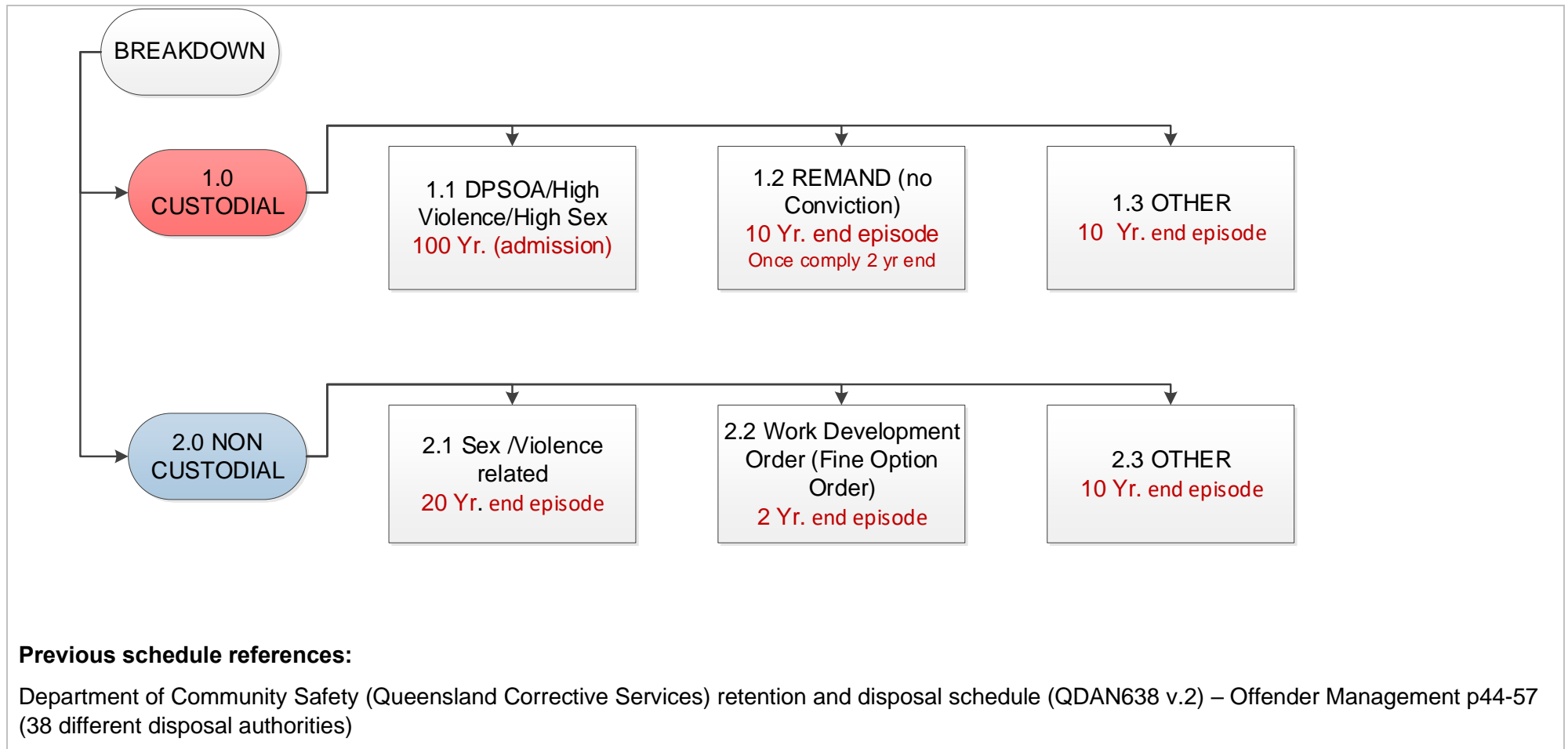
- *admissions*
- *assessments*
- *breaches (not register)*
- *case management*
- *contraventions (not register)*
- *curfew management*
- *drug detection*
- *planning*
- *prisoner applications and requests*
- *prisoner mail*
- *safety and maximum security orders*
- *searches (not strip search register)*
- *surveillance management.*

*PSYCHOLOGICAL AND COUNSELLING SERVICES—PSYCHOLOGICAL CASE MANAGEMENT and SENTENCE MANAGEMENT—OPERATIONS activities will use that same record sentencing methodology for their activities as the Offender Based activity but do not fall under the OFFENDER MANAGEMENT function. This will bring these record sets into line with the overall offender-based objective for managing records relating to individual offenders.*

*The breakdown is initially by custodial vs non-custodial and then further broken down to represent the types of offenders contained within.*

*Note: the breakdown has been kept for a high level to allow easier recordkeeping and lifecycle management.*

*Breakdown below:*



Disposal Authorisation	Record class and retention period	Justifying the retention period
2483	<b><i>Custodial – DPSOA/high violence/serious sexual crimes</i></b> Records relating to prisoners who have committed highly violent/serious sex related	<b>Date authorised:</b> 7 January 2021 <b>Why are these records created:</b> These records are used for tracking the progression and regression of individual adult prisoners in custody who have committed a high violent or serious sexual crime. <b>Why the records are retained for this retention period:</b>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>crimes and have been convicted and are serving a custodial sentence.</p> <p>Includes prisoners who are convicted of these crimes whilst serving a custodial sentence for a lesser offence.</p> <p><b>Disposal action –</b> 100 years from date of admission.</p>	<p>The nature of these crimes usually comes with a long sentence (possibly life). There is a high risk of re-offense, so information history is very important for prisoner management. The retention period is based on a 100 year old human lifespan from admission. It is from admission as some offenders offend under 18 years old as a minor and they would not enter Queensland Corrective Services until their majority at 18.</p> <p>This class excludes permanent nature records such as, but not limited to, breach/contravention registers, critical and significant incidents, or reception and discharge records.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – ss.20, 41, 42, 51, 66, 68, 84, 85, 95, 98, 101, 103, 104, 105, 112, 114, 132-134, 200, 200A, 201, 206, 342, 343, 344, 362, 364, 366, 370, 389, 392, 396, 400, 401, 403, 404, 405, 431, 432, 433, 490G, 490J</p> <p><i>Dangerous Prisoners (Sexual Offenders) Act 2003</i> – ss.8, 8A, 9A, 10, 11, 13, 14, 15, 16, 16A, 16B, 16C, 19, 19A, 20, 21, 23, 24, 41, 42, 43, 43AA, 43AB, 43A, 47, 48, 50, 56, 58-65</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.03.03-04 Permanent.</p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.2.1 Destroy 100 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 02.01.02 Permanent.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.17.1 Permanent.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.17.2 Destroy 100 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 06.03.01 Permanent.</p>
2484	<p><b><i>Custodial – remand (no conviction)</i></b></p> <p>Records relating to offenders on remand who have had no</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are used for tracking the progression and regression of individual adult offender held on remand in a custodial facility.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>conviction recorded against them and have been granted liberty.</p> <p><b>Disposal action –</b> 10 years from end of episode.</p>	<p><b>Why the records are retained for this retention period:</b></p> <p>Under s.10 of the <i>Corrective Services Act 2006</i>, biometric information for these offenders should be destroyed immediately, if the offender is found not guilty. The suggested time period for this group was 2 years after liberty but as a result of the <i>Human Rights Act 2019</i>, remand offenders are not supposed to be held in general population within the prison. At this stage, Queensland Corrective Services (QCS) have been unable to make this happen so the risk of a further redress type scheme is very valid. We would suggest keeping the information for 10 years, not for the sake of QCS but more for the individual that was held but found innocent.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i></p>
2485	<p><b>Custodial – other prisoners</b></p> <p>Records relating to all other prisoners who have not committed highly violent/serious sex related crimes and have been convicted and are serving a custodial sentence.</p> <p><b>Disposal action –</b> 10 years from end of episode.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are used for tracking the progression and regression of individual adult prisoners in custody who have not committed a high violent or sexual crime.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These prisoners are held in prison for non-high violent/sex related crimes. If these prisoners were going to re-offend, then it would usually be inside of 10 years. Utilising the <i>Human Rights Act 2019</i>, a risk assessment decision of 10 years after liberty seems reasonable as the minimum retention period for these records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.20, 41, 42, 51, 66, 68, 84, 85, 95, 98, 101, 103, 104, 105, 112, 114, 132-134, 200, 200A, 201, 206, 342, 343, 344, 362, 364, 366, 370, 389, 392, 396, 400, 401, 403, 404, 405, 431, 432, 433, 490G, 490J</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.03.05 Destroy 7 years after sentence expires.</p> <p>Tasmanian Archive and Heritage Office – DS6 Disposal Schedule for Community Corrections Client Records – 1.1.1 Destroy 15 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –02.01.03 12 years after release.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –06.03.02 Destroy 10 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.07.02 Destroy 10 years after last action.</p>
2486	<p><b>Non-custodial – sex/violence related offenders</b></p> <p>Records relating to offenders who have committed violent/sex related crimes and have been convicted and are serving a non-custodial sentence.</p> <p><b>Disposal action –</b> 20 years from end of episode.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> These records are used for tracking the progression and regression of individual adult non-custodial offenders who have committed a violent or sexual crime.</p> <p><b>Why the records are retained for this retention period:</b> These offenders have committed a violent/sex related crime. If these offenders were going to reoffend, then it would usually be inside of 10 years. However, due to a risk assessment and knowledge of these types of offenders, it was identified that they tended to move around Australia to different states reoffending as they go. There are paedophiles included in this class and, as a result of this, it was thought better to extend the minimum retention period to 20 years after episode.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – ss.20, 41, 42, 51, 66, 68, 84, 85, 95, 98, 101, 103, 104, 105, 112, 114, 132-134, 200, 200A, 201, 206, 342, 343, 344, 362, 364, 366, 370, 389, 392, 396, 400, 401, 403, 404, 405, 431, 432, 433, 490G, 490J</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DS6 Disposal Schedule for Community Corrections Client Records – 1.1.1 Destroy 15 years after last action.</p>
2487	<p><b>Non-custodial – no offence</b></p> <p>Records relating to offenders who are under a fine option order or a work development order. Includes records of work development orders and fine option orders.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> These records are for offenders who are under a fine option order or a work development order. These are programs introduced to enable eligible people in financial hardship who are unable to pay a fine to resolve their debt through unpaid community work.</p> <p><b>Why the records are retained for this retention period:</b> These offenders are considered as little threat to the community. This information is seen as having little value in the medium- or long-term.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	2 years from end of episode.	<p><b>Applicable legislation/standards:</b>  <i>Penalties and Sentences Act 1992</i> – Division 2</p>
2488	<p><b><i>Non-custodial – other offenders</i></b></p> <p>Records relating to offenders who have not committed violent/sex related crimes and have been convicted and are serving a non-custodial sentence.</p> <p><b>Disposal action –</b>  10 years from end of episode.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b>  These records are used for tracking the progression and regression of individual adult non-custodial offenders who have not committed a violent or sexual crime.</p> <p><b>Why the records are retained for this retention period:</b>  These offenders are under non-custodial orders for non-high violent/sex related crimes. If these prisoners were going to re-offend, then it would usually be inside of 10 years. The <i>Criminal Law (Rehabilitation of Offenders) Act 1986</i> has a rehabilitation period of 10 years for offenders.</p> <p>As a reference, a rehabilitation period applies in relation to a conviction of a person for an offence only if:</p> <ul style="list-style-type: none"> <li>• no term of imprisonment is imposed on the person for the conviction; or</li> <li>• a term of imprisonment of not more than 30 months is imposed on the person for the conviction.</li> </ul> <p>Utilising the <i>Human Rights Act 2019</i>, a risk assessment decision of 10 years after liberty seems reasonable for the minimum retention of these records.</p> <p><b>Applicable legislation/standards:</b>  <i>Criminal Law (Rehabilitation of Offenders) Act 1986</i>  <i>Corrective Services Act 2006</i> – s.490G</p> <p><b>Comparison with other schedules' retention period:</b>  Tasmanian Archive and Heritage Office – DS6 Disposal Schedule for Community Corrections Client Records – 1.1.1 Destroy 15 years after last action.</p>

**PRISONER MONEY**

*The activity of managing prisoner monies. Establishing trust funds, managing donors and all account activity.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2489	<p><b>Prisoner money records</b> Records relating to the management of prisoner monies.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To record the management of prisoner monies by Queensland Corrective Services. Under s.312 of the <i>Corrective Services Act 2006</i>, the chief executive must keep records of the administration of each prisoner's account, noting each payment to the account and each deduction from the account.</p> <p>These records relate to routine payments such as purchasing sheets and purchasing reconciliation for buy-ups, hiring and purchase of equipment etc. Records include trust account vouchers, expenditure request forms, and reports of interest on trust account monies.</p> <p><b>Why the records are retained for this retention period:</b> The financial component of these records is similar to other financial records in the GRDS that are kept for 7 years after the financial year to which the records relate.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i></p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.07.01 Destroy 7 years after account audited. Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.6.1 Destroy 7 years after completion of the financial year in which the record was created. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.17.01 Destroy 6 years after last action. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.20.1 Destroy 7 years after last action. Queensland State Archives – General retention and disposal schedule (September 2019) – 1099 7 years after the financial year to which the records relate.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.3.1 Destroy 10 years after last action.</p> <p>Note: Changed to be in line with financial management.</p>

## PRISONER PROPERTY MANAGEMENT

*The processes associated with relinquishing and returning a prisoner's property whilst undertaking a correctional episode. Includes the handling of prisoner's property as a result of transfer and movement from secure to open and probation or parole supervision. Also includes prisoner art works and property disposal.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2490	<p><b>Prisoner property records</b></p> <p>Records relating to the management of prisoner property.</p> <p><b>Disposal action –</b></p> <p>10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To document the relinquishment and the return of a prisoner's property whilst undertaking a correctional episode. Under s.317 of the <i>Corrective Services Act 2006</i>, the chief executive must keep a record describing the property brought into the corrective services facility for each prisoner.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Queensland Corrective Services advises that the property file does not have long term value and any claims on loss of property would be completed before a 10 year period after the prisoner has left the correctional facility.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – s.317</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.08.01-03 Destroy 7 years after inmate released.</p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.13.7 Destroy 7 years after last action.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.5.3 Destroy 7 years after the date of last entry.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) – 07.21.01-02 Retain a minimum of 6 years after last action, then destroy.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.6 Destroy 7 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.12.1 Retain for 7 years after disposal of property.</p> <p>Note: Changed as a result of business general consensus.</p>

## SEARCHES

*The activity of searching offenders, visitors, vehicles and areas (including the perimeter) within a correctional services facility.*

*For searches of offenders see OFFENDER MANAGEMENT – Searches.*

*For searches of vehicles, visitors and areas (such as cells) see CENTRE SECURITY MANAGEMENT – Searches.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2491	<p><b>Register of searches (with removal of clothing)</b></p> <p>A register for each corrective services facility that records the details of:</p> <ul style="list-style-type: none"> <li>each search carried out at the facility requiring the removal of clothing</li> </ul>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>Under s.40 of the <i>Corrective Services Act 2006</i>, the chief executive must establish a register, for each corrective services facility, recording the details of each search carried out at the facility requiring the removal of clothing, and each body search, of a prisoner.</p> <p>The register must include the following details:</p> <ul style="list-style-type: none"> <li>the reason for the search</li> <li>the names of the persons present during the search</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>each body search of a prisoner.</li> </ul> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<ul style="list-style-type: none"> <li>details of anything seized from the prisoner.</li> </ul> <p><b>Why the records are retained for this retention period:</b> These records would be required on a longer-term basis as evidence of the search happening within the facility. As there is also a legislative requirement to create the register, this gives value to the records contained in the register. However, details of the occurrence of the search (and details of anything located during the search) are also captured in the individual offender file. A minimum retention period of 20 years after business action completed is recommended for the register records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006 – s.40</i></p> <p><b>Comparison with other schedules' retention period:</b> Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.4.1 Destroy 5 years after last action. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.4 Destroy 7 years after last action.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.10.1 Retain for 15 years after last action or entry. Note: Changed, whilst important the results of the search are more so and are retained on the Offender File.</p>

Title	Scope Note
<b>PAROLE BOARD SERVICES</b>	<i>To provide secretariat and administrative support to the Parole Board Queensland.</i>

## CASE MANAGEMENT

*This activity descriptor should be used where there a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.*

*Utilised in high and low security to provide a structure for case workers to contribute to the timely compilation of relevant information and/or reports to support the review process. It also endeavours to provide support to a prisoner and encourage the prisoner to assume responsibility for his/her actions.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2492	<p><b><i>Parole case management – (prisoner no end date)</i></b></p> <p>Parole case files that are for prisoners with no end date for the episode, formatted for the use of the Board.</p> <p><b>Disposal action –</b></p> <p>100 years from date of admission.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>The prisoner’s case management file – where there is no end date for the episode – is used over and over again to show what went on before and a history of the prisoners’ actions with the Parole Board. A prisoner may have no end date for their episode for a variety of reasons including, but not limited to, prisoners who are serving multiple, consecutive sentences or prisoners who are detained at Her Majesty’s Pleasure. Keeping and using a single parole case management file for prisoners who have multiple Parole Board hearings provides quality assurance for the information that is submitted to the Board for consideration and ensures that the prisoner gets a fair and equitable hearing.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The prisoner has no end date for episode, so file is kept realistically for the life of the prisoner.</p> <p>Note: the file is a combination of information from other places, including copies of Queensland Corrective Services records, to assist the Parole Board in their decision-making and to ensure quality assurance.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006 – s.192</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2270 Disposal Schedule for Functional Records of the Parole Board (July 2015) – 01.04.02 Permanent.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 11.2.2 Retain until offender is discharged from parole to liberty. Note: Changed, new process to ensure that the Board is not making itself culpable through messaging when case managing a prisoner with no end date.</p>
2493	<p><b>Parole case management – other</b> Other parole case management files that are formatted for the use of the Board.</p> <p><b>Disposal action –</b> 2 years after offender is discharged from parole to liberty.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To assist the Parole Board to make an equitable and quality assured decision on a prisoner requesting parole where there is an end date for the episode. These records are a combination of records from a number of places across Queensland Corrective Services, including the individual offender file in IOMS. Most records in these files are duplicate pieces of information, with the exception of the administrative information created when the case management file is being compiled for the use of the Board.</p> <p><b>Why the records are retained for this retention period:</b> Once an episode is complete, and the prisoner is at liberty, the file is never called for again. In effect, it has no value once the prisoner is released. That said, the Parole Board Services (PBS) recommend retaining these records for a minimum of 2 years after liberty for assurance purposes. PBS usually check the management component of file creation on a yearly basis using a subset of the files created by PBS. Note: the file is a combination of information from other places to assist the Parole Board in their decision-making and to ensure quality assurance.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – s.192</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2270 Disposal Schedule for Functional Records of the Parole Board (July 2015) – 01.04.03 Destroy 7 years after expiration of sentence.</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 11.2.2 Retain until offender is discharged from parole to liberty.</p> <p>Note: Changed. Currently these have been kept as the trigger was difficult to manage.</p>

### DECISIONS (PAROLE BOARD)

*The decision made by the Parole Board Queensland regarding the prisoner/offender's matter.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2494	<p><b>Decisions register</b></p> <p>The register of decisions made by the Parole Board regarding prisoner matters.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>This register is created so that there is a record of all the Parole Board decisions regarding prisoner matters. It records what parole decision was made about a prisoner:</p> <ul style="list-style-type: none"> <li>• parole was granted</li> <li>• parole was cancelled or suspended, and a warrant placed on prisoner</li> <li>• parole was not granted e.g. no body, no parole.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>A permanent record of the Parole Board decisions is also captured against the individual offender file in IOMS. Much like court results the decisions made by the parole board have historical value showing when or where prisoners were given parole and where they were not. Parole is a significant milestone in a prisoner's episode as it is their first step to re-entry into the community.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Services Act 2006</i> – ss.188, 193, 193A, 194, 202, 205, 206, 208, 208B, 208C, 209, 210, 211, 212, 213</p> <p><b>QSA permanent appraisal characteristics:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – primary functions &amp; programs of government</li> <li>4 – significant impact on individuals</li> <li>5 – substantial contribution to community memory</li> </ul> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 11.1.1 Retain permanently.</p>

## ROSTER DEVELOPMENT

*The activity of developing and issuing a list or plan showing turns of duty or leave for individuals or groups in an organization. Includes both staff and offender rosters.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2495	<p><b>Parole Board – rosters</b></p> <p>Records relating to the management of multiple Parole Boards, their rosters, memberships, on call members etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• processes for ensuring that all members get fair and equitable presence on boards</li> </ul>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To manage the multiple Parole Boards, their rosters and on call staff etc. This process is used to ensure that all members get fair and equitable presence on boards. It also ensures specific members with cultural or religious beliefs are present for those prisoners who have similar cultural or religious beliefs to ensure fair and equitable treatment of the prisoner by the Board.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Under s.224 of the <i>Corrective Services Act 2006</i>, a member of the Queensland Parole Board is appointed for a 5 year term and may be reappointed once at the conclusion of their appointment. These records should be kept for a minimum of 10 years after business action completed to ensure that the records are available for a sufficient period of time to allow for enquiries concerning the roster commitments of the Board members.</p> <p><b>Applicable legislation/standards:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> <li>processes for ensuring that there is a member on the board that shares cultural or religious beliefs that are similar to the prisoner who is to be assessed to ensure fair and equitable treatment of the prisoner by the Board.</li> </ul> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><i>Corrective Services Act 2006 – s.224</i></p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 6.1.1 Retain for 10 years from the date roster is superseded.</p>

Title	Scope Note
<b>PRISONER TRANSFER AND ESCORT</b>	<p><i>The function manages the services for transferring and escorting male and female prisoners. These include the transfer of prisoners between correctional centres in Queensland, interstate, overseas and are also responsible for the movement of prisoners to and from medical and court appearances. The unit also provides external escort functions, e.g. escorting prisoners on leave of absence, funerals and similar absences from centres.</i></p> <p><i>See COMMON ACTIVITIES – Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.</i></p>

## ASSESSMENTS

*The processes involved in gathering, organising, and interpreting information to support decision-making about offenders during transfer between correctional facilities, hospital or other specified reasons, in the areas of risk management, preventing reoffending, ensuring personal safety and well-being, and facilitating compliance and change.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2496	<p><b><i>Movement assessment records</i></b></p> <p>Records relating to at risk assessment, mitigation strategies and operational decisions for prisoner transfer and escort.</p> <p>Includes: intelligence reports, IOMS alerts, and assessments on prisoner, site, situational and route.</p> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created as part of developing at risk assessments, mitigation strategies and making operational decisions for prisoner transfer and escort. This ensures that Queensland Corrective Services' staff develops contingency plans and route movement through locations that would present the least risk to the prisoner and the public.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>Information can be reused and is important for future reference as the best time for a prisoner to escape is when they are not in the prison but being moved. It is recommended that a minimum retention period of 20 years after last action is appropriate for these records.</p>

**EXTERNAL TRANSFER AND ESCORT**

*The activity of providing external transfer and escort service for prisoners. Includes the maintenance of logbooks, diaries, schedules, and rosters. This activity is also used by correctional centres and specific prisoner transports that don't use Escort and Security Branch to do the transports.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2497	<p><b>Vehicle manifests</b></p> <p>A register for each vehicle that includes all time and usage data from where to where carrying whom or what.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> As a record/register for each vehicle that includes all time and usage data. Includes details of the start and end locations for the vehicle journeys and details of the persons – or items – travelling on the vehicle during any given journey.</p> <p><b>Why the records are retained for this retention period:</b> These manifests together show a historical record of the external movements of prisoners across Queensland. Can also be used in intelligence and allegations of incidents that may be relevant to the National Redress scheme. A minimum retention period of 100 years after business action completed is recommended for these records to align with the life of a person.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – s.69</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.20.01 Permanent.</p>
2498	<p><b>External transfer and escort – high risk/at risk/high profile prisoners</b></p> <p>Records relating to the provision of external transfer and escort service for high risk/at risk/high profile prisoners. Includes the maintenance of logbooks,</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records are created for the provision of external transfer and escort service for high risk/at risk/high profile prisoners. Includes the maintenance of logbooks, diaries, schedules, and rosters. For use by centres and specific prisoner transports that don't use the dedicated Queensland Corrective Services escort service to do the transports.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>diaries, schedules, and rosters.</p> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<p>These records are identified as having a midterm value. The transfers and escorts of these types of prisoners are more involved requiring usually more human, vehicle and dog resources. Has some intelligence value.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – s.69</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.20.02 Destroy 7 years after completion. Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.8.1 Destroy 15 years after last action. Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.5.3 Destroy 7 years after the date of last entry. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.04.01 Destroy 6 years after last action. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.27.01 Destroy 10 years after last action. State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.2 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.13.1 Retain for 6 years after last action.</p> <p>Note: Changed as the information can be reused to transfer other high risk/at risk/high profile prisoners and has value.</p>
2499	<p><b>External transfer and escort – other</b></p> <p>Records relating to the provision of external transfer and escort services for prisoners and property. Includes the maintenance of</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records created for the provision of external transfer and escort service for prisoners (not high risk/at risk/high profile) and property. Includes the maintenance of logbooks, diaries, schedules, and rosters. For use by centres and specific prisoner transports that don't use Escort and Security Branch to do the transports.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>logbooks, diaries, schedules, and rosters.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Why the records are retained for this retention period:</b></p> <p>The escort and transfer record have only a short term value but the transfer of property (including cash, jewellery, mobile phones etc). Has a longer requirement. Prisoner property information is kept under the Offender Management function but there is an issue with bringing prohibited items into the correctional centre so some of this property is sent to an associate that the prisoner identifies. There are times that the property may not be received by the associate of the prisoner as people move house. The records also need to be kept longer because prisoners may claim that Queensland Corrective Services (QCS) has lost their property.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006 – s.69</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.20.02 Destroy 7 years after completion.</p> <p>Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.8.1 Destroy 15 years after last action.</p> <p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.5.3 Destroy 7 years after the date of last entry.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.04.01 Destroy 6 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.27.01 Destroy 10 years after last action.</p> <p>State Records of South Australia – RDS 2015/08 v.2 Department for Correctional Services (and predecessor agencies) – 7.21.2 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.13.1 Retain for 6 years after last action.</p>

**OPERATIONAL PLANNING**

*The activity for conducting planning and resource allocation for the escort of prisoners for high risk or complex movement operations during major events, security shutdowns, major weather or health events and other unique emergency circumstances.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2500	<p><b>Operational planning – prisoner transfer and escort</b></p> <p>Records relating to the planning and resource allocation for the transfer and escort of prisoners during high risk or complex movement operations.</p> <p>Includes operational planning for prisoner transfer and escort that may occur during major events, security shutdowns, major weather or health events or due to other unique emergency circumstances.</p> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records document the planning for major operations for the safe and humane transportation and escort of prisoners during specific events, both natural and manufactured. These events have unique circumstances where planning, management, administration and resourcing of the event may differ from routine or usual prisoner transfer and escort processes. For instance, existing prisoner transfer and escort processes may need to be reviewed and modified to enable complex operations to occur during major events and these records need to be captured separately to the routine or usual planning, management and administration of prisoner transfer and escort. These records include operational planning for previous major events such as the Commonwealth Games and the T20 summit. Other potential major events that require specific operational planning for prisoner transfer and escort include security shutdowns for correctional facilities, major weather events and major health events.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>The development of these operational planning records require Queensland Corrective Services (QCS) to undertake significant work and planning to generate them. These planning records have been identified by QCS as having a mid- to long-term value to the agency as they can be reviewed and reused when a similar major event occurs and changes the operational landscape for the management of prisoner transfer and escort. A minimum retention period of 20 years after business action completed is recommended for these records to ensure that they are available for a sufficient length of time for use and reuse by QCS. A minimum retention period of 20 years after business action completed also ensures that QCS can meet requirements for reviewing and auditing operational plans after the development and/or implementation of the plan.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006 – ss.389, 390</i></p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.13.1 Retain for 6 years after last action.</p> <p>Note: Changed, schedule not fit for purpose. Operational planning is very valuable information and is reused constantly.</p>

## VEHICLE MONITORING

*The activity around monitoring, tracking and updating vehicle movements on a daily basis.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2501	<p><b>Vehicle monitoring</b></p> <p>Records relating to monitoring, tracking and updating Queensland Corrective Services (QCS) correctional vehicle movements on a daily basis.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records document the monitoring, tracking and updating Queensland Corrective Services (QCS) correctional vehicle movements on a daily basis. These records are used to manage business continuity, activate contingency plans and ensure the safety and security of prisoners, QCS staff and the public. They can also be used retrospectively for route planning and assessment.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records are used for the active management of vehicle i.e. where is the vehicle at any given time so have short term, very high value. The records also have value longer term for future analysis – including trend analysis – of vehicle usage and for planning for the potential future expansion of correctional vehicle services.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 1.13.1 Retain for 6 years after last action.</p> <p>Note: Changed to align with QCS retentions.</p>

Title	Scope Note
<b>PSYCHOLOGICAL AND COUNSELLING SERVICES</b>	<i>The function of establishing and providing psychological health and welfare services to prisoners, includes counselling and psychological services. Also includes the creation and maintenance of the offender psychological file and liaison with external providers and the management of acute risk.</i>

**PROFESSIONAL ACCREDITATION**

*The activity of measuring and appraising against a standard, statutory requirements, code, best practice principles, and/or guidelines to gain accreditation and/or to permit the undertaking of professional practice in a correctional facility.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2502	<p><b>Accreditation records</b> Records relating to the measuring and appraising of professional qualifications against a standard, statutory requirement, code, best practice principles, and/or guidelines to gain accreditation and/or to permit the undertaking of psychological and counselling services in a correctional facility.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> These records document the measuring and appraising of professional qualifications against a standard, statutory requirement, code, best practice principles, and/or guidelines to gain accreditation and/or to permit the undertaking of psychological and counselling services in a correctional facility.</p> <p><b>Why the records are retained for this retention period:</b> Accreditation happens on a yearly basis. Accreditation information is only valuable during the time it shows that the individual is qualified and accredited to work in a correctional centre. This information loses value very quickly. Additionally, some information relating to the provision of psychological and counselling services in a correctional facility is retained as part of the individual offender psychological case file.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 5.1.1 Retain for 3 years after employment with Queensland Corrective Services ceases.</p> <p>Note: Changed to align with QCS retentions.</p>

## PSYCHOLOGICAL CASE MANAGEMENT

*This activity is associated with the proactive planning, recoding, management and care of an offender's psychological and mental wellbeing. Psychological case management may at times require a high level of coordination with external services depending on the offender's needs.*

*The psychological case management activity is to be managed in line with the methodology used for the OFFENDER MANAGEMENT – Offender Based activity to ensure that both offender and psychological case management records lifecycles are consistent.*

Title	Scope Note
<b>REHABILITATION</b>	<p><i>The function of minimising the risk of re-offending through the coordinated delivery of services for rehabilitation and reintegration. Includes the management of arrangements for vocational education, desistence programs, cultural development and other programs. Also includes liaison with government agencies and the co-ordination and development of programs with emphasis on programs tested within a prison culture.</i></p> <p><i>For prisoner or offender individual outcomes from rehabilitation, see OFFENDER MANAGEMENT.</i></p>

**OFFENDER PROGRAMS**

*Offender programs are a group-based structured rehabilitation programs that address the factors directly linked to the prisoner's offending behaviour.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2503	<p><b>Offender program records</b> Records for group-based structured rehabilitation programs that address the factors directly linked to the prisoner's offending behaviour.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To record information from rehabilitation programs that address the factors directly linked to the prisoner's offending behaviour.</p> <p><b>Why the records are retained for this retention period:</b> This program information is valuable and can be used to create new programs or as evidence of what a program was. Queensland Corrective Services (QCS) has not done an entire offender program cycle of this type and are only just coming up to the first evaluation of this current program. Believe that 10 years after last action (program ceases) would be accurate for when the program records begin to lose value.</p> <p><b>Comparison with other schedules' retention period:</b> Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.02 Destroy 7 years after completion. Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 1.1.3 Destroy 35 years after administrative use has concluded. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –06.09.01 Permanent.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –06.09.02 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 2.1.1 Retain for 10 years after program ceases.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 2.7.1 Retain for 10 years after delivery of program ceases.</p>

## CULTURAL SUPPORT AND DEVELOPMENT

*Activities involved in the setup, management and coordinated actions of provision of cultural support and development programs and activities.*

*For prisoner or offender individual outcomes from rehabilitation, see OFFENDER MANAGEMENT.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2504	<p><b><i>Cultural support and development records</i></b></p> <p>Records relating to the setup, management and coordinated actions of provision of cultural support and development programs and activities for prisoners and offenders.</p> <p><b>Disposal action –</b> 20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> To document the setup, management and coordinated actions of provision of cultural support and development programs and activities for prisoners and offenders.</p> <p><b>Why the records are retained for this retention period:</b> This program information is valuable and can be used to create new programs or as evidence of what a program was. As documented under Offender Programs, Queensland Corrective Services (QCS) has yet to run a full cycle of this type but believe there is an added sensitivity of records here especially in view of the <i>Human Rights Act 2019</i>. Believe that 20 years is an appropriate minimum retention period because of the sensitivity of these records. Linking business action completed to the cessation of the program would be accurate as it is after the conclusion of the program that the records begin to lose value.</p> <p><b>Applicable legislation/standards:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Corrective Service Act 2006</i> – ss.72, 83, 89, 91, 92, 293</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.01 Permanent.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –06.13.01 Permanent.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –06.13.02 Destroy 10 years after last action.</p>

## RE-ENTRY

*The activity of managing prisoner re-entry processes, transition and counselling and order completion.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2505	<p><b><i>Re-entry management records</i></b></p> <p>Records relating to the management of prisoner re-entry processes, transition and counselling and order completion.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To manage the prisoner re-entry processes, transition and counselling and order completion. Research shows that providing prisoners and offenders with assistance to resolve barriers to resettlement in the community can reduce reoffending. The barriers faced by prisoners on release are many and include difficulty securing accommodation, gaining employment and practical identification.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records include procurement and contract records relating to the re-entry of offenders following completion of their sentence. There are some similarities with the scope of the agreements and contracts disposal authorisation (1004) under the GRDS but the Queensland Corrective Services business area believes that the records have a greater value and suggest that a minimum retention period of 10 years after business action completed is more appropriate. Additionally, some information about the reintegration of offenders into the community will also be retained as part of the</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>individual offender file.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Queensland State Archives – General retention and disposal schedule (September 2019) – 1004 7 years after the expiry or termination of the agreement or contract.</p>

## RELIGIOUS SUPPORT

*The activity of providing the religious services to all prisoners, regardless of their faith or denominational affiliation. Includes elder services for Aboriginal and Torres Strait Islanders through non-government organisations.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2506	<p><b>Religious support records</b></p> <p>Records relating to the provision of religious services to all prisoners, regardless of their faith or denominational affiliation. Includes elder services for Aboriginal and Torres Strait Islanders through non-government organisations.</p> <p><b>Disposal action –</b></p> <p>20 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>To record details of the provision of religious services to all prisoners, regardless of their faith or denominational affiliation. Includes elder services for Aboriginal and Torres Strait Islanders through non-government organisations.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>This program information is valuable and can be used to create new programs or as evidence of what a program was. As documented under Offender Programs, Queensland Corrective Services (QCS) has yet to run a full cycle of this type but believe there is an added sensitivity of records here especially in view of the <i>Human Rights Act 2019</i>. Believe that 20 years is an appropriate minimum retention period because of the sensitivity of these records. Linking business action completed to the cessation of the program would be accurate as it is after the conclusion of the program that the records begin to lose value.</p> <p><b>Applicable legislation/standards:</b></p> <p><i>Corrective Service Act 2006</i> – ss.72, 83, 89, 91, 92, 293</p> <p><b>Comparison with other schedules' retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 02.12.01 Permanent.</p> <p>Public Record Office Victoria – Retention and Disposal Authority for Records of Corrections Victoria PROS 12/02 VAR 1 – 3.2.2 Destroy 2 years after last action.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.06.01 Permanent.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –07.06.02 Destroy 2 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 10.2.1 Retain for 5 years after last action.</p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 10.2.2 Retain for 5 years after last action.</p> <p>Note: Changed, schedule not fit for purpose. Use <i>Human Rights Act 2019</i> risk assessment to manage.</p>



Title	Scope Note
<b>SENTENCE MANAGEMENT</b>	<p><i>The function of managing prisoner sentence calculations, security classification planning and administration.</i></p> <p><i>See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to sentence management.</i></p>

## **OPERATIONS**

*The activities associated with operationally conducting prisoner sentence calculations, security classification planning and administration for the agency for the purpose of producing value and standardisation to the management of prisoners.*

*The operations activity – including the creation and management of decision-making reports and Sentence Management Decision Making Record (SMDMRs), IOMS records and R: drive records – is to be managed in line with the methodology used for the OFFENDER MANAGEMENT – Offender Based activity.*

Title	Scope Note
<b>VICTIM MANAGEMENT</b>	<i>The function of the victim's register is it works to inform eligible persons about important events in the sentences of those who they have registered against. Information is provided to an eligible person in accordance with s.188, ss.324A and 325 of the Corrective Services Act 2006 and ss.9AA and 21A of the Dangerous Prisoner (Sexual Offenders) Act 2003.</i>

**ELIGIBLE PERSONS**

*The activity of providing a service to victims of crime, to receive information regarding the offender. Queensland Corrective Services looks after the safe management of eligible person's information. Includes the processes involved in entering data and maintaining data on the register.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2507	<p><b><i>Eligible persons register</i></b></p> <p>A register of persons who are eligible to receive information about prisoners under the <i>Corrective Services Act 2006</i>. Types of prisoners include:</p> <ul style="list-style-type: none"> <li>(a) a supervised dangerous prisoner (sexual offender); or</li> <li>(b) a prisoner who has been sentenced to a period of imprisonment for an offence of violence or a sexual offence; or</li> <li>(c) a prisoner who has been sentenced to a period of</li> </ul>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>The Eligible Persons Register is created pursuant to s.320 of the <i>Corrective Services Act 2006</i>. The register works with the assistance of other parts of Queensland Corrective Services (QCS) to inform eligible persons about important events in the sentences of those who they have registered against. Information is provided to an eligible person in accordance with ss.324A and 325 of the <i>Corrective Services Act 2006</i>.</p> <p>Information that must be provided to an eligible person includes:</p> <ul style="list-style-type: none"> <li>• the prisoner's eligibility or actual date for discharge or release</li> <li>• the death or escape of the prisoner</li> <li>• the facts and dates of any other circumstances relating to the prisoner that may endanger the eligible person's life or physical safety.</li> </ul> <p><b>Why the records are retained for this retention period:</b></p> <p>The Eligible Persons Register is required to be kept under the <i>Corrective Services Act 2006</i>. Under s.324 of the <i>Corrective Services Act 2006</i>, entries in the register must be removed where:</p> <ul style="list-style-type: none"> <li>• the relevant offender has been discharged, died in custody, transferred to another jurisdiction, or had their conviction overturned</li> </ul>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>imprisonment for an offence other than an offence mentioned in paragraph (b).</p> <p><b>Disposal action –</b> Permanent in agency.</p>	<ul style="list-style-type: none"> <li>the eligible person has requested a removal.</li> </ul> <p>In these instances, it is essential that information from the Eligible Persons Register can be removed from the active register in accordance with the <i>Corrective Services Act 2006</i>.</p> <p>Historical records of the Eligible Persons Register are highly sensitive and have high evidentiary value and high business value. These values must be considered when determining how these records are managed within QCS. QCS have seen that it is important to be able to retrieve information from the register to confirm that a person was on the register and to identify the reason(s) why the person was removed from the register. It is also important that any deactivated entries on the Eligible Persons Register are stored securely and can only be accessed by authorised individuals to avoid inadvertent disclosure.</p> <p>The recommended minimum retention period ensures that these records can be made available for the length of time that they are required to manage the rights and entitlements of victims of crime whilst still protecting the privacy of individual victims and preventing the public dissemination of information contained within the register.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i> – s.320 and s.324</p> <p><b>Comparison with other schedules' retention period:</b> Australian Capital Territory – Territory Records (Records Disposal Schedule – Corrective Services Records) Approval 2006 (No 1) – 3.16.1 Retain as Territory Archives. State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –10.07.01 Permanent</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 4.1.1 Retain until the entry qualifies for removal in accordance with s.324 of the <i>Corrective Services Act 2006</i>.</p>
2508	<p><b><i>Records of the Victims Register</i></b></p> <p>Other records created by the Victims Register that are created in the course of</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>These records are created as part of the service that the Victims Register team provides to eligible persons. They contain correspondence and customer service information, responses to queries and</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>managing the Eligible Persons Register.</p> <p><b>Disposal action –</b> 100 years from date of application.</p>	<p>other information that provides a service to the eligible person. This activity has grown from a register to a full service.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These documents record all the activities carried out in the management of eligible persons and would constitute a substantial risk to the agency if destroyed. As some prisoners are lifers, or they reoffend, the records need to be kept for a very substantial period. 100 years from date of application is considered to be an appropriate minimum retention period for these records.</p> <p><b>Applicable legislation/standards:</b> <i>Corrective Services Act 2006</i></p> <p><b>Comparison with other schedules' retention period:</b></p> <p>Tasmanian Archive and Heritage Office – DA2230 Disposal Schedule for Functional Records of the Tasmanian Corrective Service (July 2015) – 01.21.01 Destroy 7 years after action completed.</p> <p>State Records Authority of New South Wales – DA199 Department of Corrective Services (April 2005) –10.02.02 Destroy 10 years after last action.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 4.1.2 Retain for 5 years after relevant offender is released to liberty.</p> <p>Note: Changed, schedule not fit for purpose. Trigger very difficult to manage.</p>

Title	Scope Note
<b>LEGACY RECORDS</b>	<i>This section covers specific records that were created under previous legislative or operational requirements. This section only covers those records previously sentenced under an approved retention and disposal schedule which cannot be sentenced under another class in this schedule.</i>

**LEGACY JUVENILE OFFENDER RECORDS**

*This class comprises records relating to juveniles that were imprisoned in correctional facilities prior the implementation of the Youth Justice (Transitional) Regulation 2018.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2509	<p><b>Juvenile offender records</b> Records created as part of an offender file for juveniles in custody for the period up to 2019.</p> <p><b>Disposal action –</b> 100 years after date of admission.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records were created to manage the offender during their time in a custodial facility.</p> <p><b>Why the records are retained for this retention period:</b> Prior to the implementation of the Youth Justice (Transitional) Regulation 2018, juvenile offenders were under the supervision of Probation and Parole and/or were in custody in adult correctional facilities. With the introduction of the Youth Justice (Transitional) Regulation 2018, all 17 year-olds under the supervision of Probation and Parole were transferred to Youth Justice and all 17 year-olds in adult correctional centres were transitioned to Youth Justice prior to February 2019.</p> <p>In keeping with the National Redress scheme, it is essential to keep juvenile offender information for a sufficient period of time to enable access to this information by former juvenile offenders. A minimum retention period of 100 years after date of admission is recommended for these records to align with the life of a person.</p> <p>Depending on the outcome of the National Redress scheme, a review of this minimum retention period may occur at a future date.</p> <p><b>Applicable legislation/standards:</b> Youth Justice (Transitional) Regulation 2018</p>

## LEGACY PRISONER APPLICATIONS AND REQUESTS

*Loose prisoner applications and requests files not captured on the offender file in correctional centres before 2012.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2510	<p><b><i>Loose prisoner application and request records</i></b></p> <p>Records created individually, prior to 2012, to manage prisoner applications and requests that were not captured on the individual offender file.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> Records were created to manage the prisoner applications and requests during their time in a custodial facility.</p> <p><b>Why the records are retained for this retention period:</b> Current process is that these records are managed as part of the individual offender file. This was not the process used in many centres across Queensland Corrective Services prior to 2012. Prior to 2012, individual prisoner applications and request records were kept together and not placed on the file. This has meant that there are a large number of boxes of property files across the state. These files are not vital and there is minimal risk if these historical files are not retained for the same length of time as the historical offender file. It is appropriate to retain these records for a minimum of 7 years after business action completed to ensure that they are available for a sufficient length of time to meet business needs and to enable offenders to seek information about applications and requests that they have made.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.7.1 Retain for 7 years after last action. Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 9.7.2 Retain for 6 years after last action.</p>

**BRISBANE PRISON RECORDS**

*Legacy records relating to HM Prison Brisbane (also commonly known as Boggo Road Gaol).*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2511	<p><b>Decisions and opinions</b></p> <p>Decision and opinion files from Brisbane Prison dated between c.1912 and 1970.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>This record class comprises decision and opinion files from Brisbane Prison. The date range for these records is c.1912 – 1970.</p> <p><b>Why the records are retained for this retention period:</b></p> <p>These records were previously appraised for permanent retention by Reference Number 2 of 96/0006. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b></p> <p>Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.1.1 Retain permanently.</p>

**CORRECTIVE SERVICES ACT 1988 RECORDS**

*Legacy records created in accordance with the repealed Corrective Services Act 1988.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2512	<p><b>General Manager's rules</b></p> <p>Rules made by the General Managers of individual prisons in respect of the management and security of the prison and for the safe custody and welfare of prisoners in accordance with</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b></p> <p>This record class comprises the rules made by the General Managers of individual prisons in respect of the management and security of the prison and for the safe custody and welfare of prisoners in accordance with s.17 of the repealed <i>Corrective Services Act 1988</i>.</p> <p><b>Why the records are retained for this retention period:</b></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>s.17 of the repealed <i>Corrective Services Act 1988</i>.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>These records were previously appraised for permanent retention by Reference Number 12.2.1 of QDAN638 v.2. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.2.1 Retain permanently.</p>

### PALEN CREEK PRISON RECORDS

*Legacy records relating to Palen Creek Prison.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2513	<p><b>Ration book</b></p> <p>Ration book documenting the amount of food and general supplies that were forwarded to the Palen Creek State Farm from 1903 to 1945. Includes entries from 1901 to 1903 listed for the prison in Fortitude Valley.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This record class comprises the ration book documenting the amount of food and general supplies that were forwarded to the Palen Creek State Farm from 1903 to 1945. The book includes entries from 1901 to 1903 listed for the prison in Fortitude Valley. The ration book does not document details of prisoners or what food and general supplies were allocated to each prisoner.</p> <p><b>Why the records are retained for this retention period:</b> The ration book was previously appraised for temporary retention by Reference Number 3.0 of QDAN609 v.1 (Transfer to responsible public authority).</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.3.1 Retain for 10 years after last entry.</p>
2514	<p><b>Work diary</b></p>	<p><b>Date authorised:</b> 7 January 2021</p>



Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>Diary from Palen Creek Prison documenting the daily register of work completed by prisoners each day.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Why are these records created:</b> This record class comprises a diary from Palen Creek Prison documenting the daily register of work completed by prisoners. Each day's listing shows which prisoner worked in which area of the prison or which prisoner performed a particular function or activity. The date range for this diary is 1949–1950.</p> <p><b>Why the records are retained for this retention period:</b> The ration book was previously appraised for permanent retention by Reference Number 4.1 of QDAN609 v.1. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.3.2 Retain permanently.</p>
2515	<p><b><i>Prisoner's mail book</i></b> Prisoner's mail book from Palen Creek Prison documenting the mail that the prisoner received, when it was received, and whom it was in receipt from. Includes a continuation of the work diary described in disposal authorisation 2514.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This record class comprises a Prisoner's mail book from Palen Creek Prison documenting the mail that the prisoner received, when it was received, and whom it was in receipt from. The date range for this mail book is 1950 – 1958. The mail book includes a continuation of the diary described in 2514 for the period from 21 February 1950 to 12 August 1950.</p> <p><b>Why the records are retained for this retention period:</b> The mail book was previously appraised for permanent retention by Reference Number 4.2 of QDAN609 v.1. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.3.3 Retain permanently.</p>

**ST HELENA PRISON RECORDS**

*Legacy records relating to HM Penal Establishment at St Helena.*

<b>Disposal Authorisation</b>	<b>Record class and retention period</b>	<b>Justifying the retention period</b>
2516	<p><b><i>Day care book</i></b> St Helena Prison Day Care Book.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This record class comprises the St Helena Prison day care book. The date range for this day care book is c.1917 – 1967.</p> <p><b>Why the records are retained for this retention period:</b> This day care book was previously appraised for permanent retention by Reference Number 1 of 96/0006. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.4.1 Retain permanently.</p>
2517	<p><b><i>Decisions and opinions</i></b> Decision and opinion files from St Helena Prison.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This record class comprises decision and opinion files from St Helena Prison. The date range for these records is c.1912 – 1970.</p> <p><b>Why the records are retained for this retention period:</b> These records were previously appraised for permanent retention by Reference Number 2 of 96/0006. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.4.2 Retain permanently.</p>

**WOODFORD PRISON RECORDS**

*Legacy records relating to Woodford Prison.*

Disposal Authorisation	Record class and retention period	Justifying the retention period
2518	<p><b><i>Justice conviction book</i></b></p> <p>Woodford Prison register of hearings and punishments of illegal actions, such as escaping, that a prisoner perpetrated while already incarcerated.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This record class comprises the Woodford Prison register of hearings and punishments of illegal actions, such as escaping, that a prisoner perpetrated while already incarcerated. The conviction book documents the date of hearing, the name of prisoner, the present sentence of the prisoner, the charge/offence, the prison officer who reported the charge and the resulting decision. The date range for the conviction book is 1975 – 1987.</p> <p><b>Why the records are retained for this retention period:</b> The conviction book was previously appraised for permanent retention by Reference Number 2.0 of QDAN609 v.1. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.5.1 Retain permanently.</p>
2519	<p><b><i>Woodford maximum security unit</i></b></p> <p>Records relating to the establishment and operation of the maximum security unit at the Woodford Correctional Centre between 1997 and c.2001.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> 7 January 2021</p> <p><b>Why are these records created:</b> This class comprises records relating to the establishment and operation of the maximum security unit at the Woodford Correctional Centre between 1997 and the commencement of the repealed <i>Corrective Services Act 2000</i>.</p> <p><b>Why the records are retained for this retention period:</b> The conviction book was previously appraised for permanent retention by Reference Number 12.5.2 of QDAN638 v.2. Recommendation: Permanent – Retain permanently.</p> <p><b>Previous schedule references:</b> Department of Community Safety (Queensland Corrective Services) retention and disposal schedule (QDAN638 v.2) – 12.5.2 Retain permanently.</p>

## DEFINITIONS

Term/Acronym	Definition
At risk	A prisoner or offender who is considered to be at risk of suicide or self-harm.
Critical incidents	<p>Critical incidents are defined as the following:</p> <ul style="list-style-type: none"> <li>a. death of a person in a corrective services facility</li> <li>b. use of lethal force</li> <li>c. serious assault in a corrective services facility</li> <li>d. hostage taking in a corrective services facility</li> <li>e. major disturbance (violent) in a corrective services facility</li> <li>f. major security breach/incident in a corrective services facility</li> <li>g. escape/attempted escape from a corrective services facility</li> <li>h. serious accidental injury to a person in a corrective services facility</li> <li>i. bomb threat or find</li> <li>j. fire in a corrective services facility or other corrective services premises requiring external assistance</li> <li>k. discharge of a firearm</li> <li>l. breach of order by an offender subject to a Supervision Order under the DPSOA</li> <li>m. industrial action and/or withdrawal of staff labour</li> <li>n. unscheduled escort or a significant incident involving a high profile or notorious offender.</li> </ul>
Custodial	A custodial sentence is a judicial sentence, imposing a punishment consisting of mandatory custody of the person in prison.
DPSOA	<p><i>Dangerous Prisoner (Sexual Offenders) Act 2003 (DPSOA)</i></p> <p>For the management of offenders or prisoner's subject to an order under the DPSOA, prisoner means a prisoner detained in custody who is serving a period of imprisonment for a serious sexual offence or serving a period of imprisonment that includes a term of imprisonment for a serious sexual offence whether the person was sentenced to the term or period of imprisonment before or after the commencement of this section. "Refer~DPSOA s5(6)"</p>
DPSOA precincts	Contingency accommodation; usually restricted to a particular area or precinct for the maximum protection and risk mitigation to the surrounding communities, for offender's subject to continuing supervision orders in the community under the DPSOA.
Episode	A single, unbroken period of time that offenders, subject to an order issued by the court, are managed by QCS either in custody, or under the supervision of the probation and parole service, until they are discharged.

High profile prisoners	Includes prisoners that have or would be likely to generate media interest at the time of sentencing, throughout their sentence and/or upon progressing in the correctional system including reduction in classification, transfer to low custody or release to the community. Further this may include prisoners that have committed crimes of an exceptional nature or the prisoner was previously in a position of trust such as an ex-politician or ex-police officer.
High risk offender/prisoner	Prisoners/offenders who come under the following: serving 10 years and over, Maximum Security Unit (MSU) and ex MSU, high profile, notorious, enhanced security offender, indefinite, life sentenced, Queens Pleasure and those prisoners who are detained in custody subject to the <i>Dangerous Prisoners (Sexual Offenders) Act 2003</i> .
Non-custodial	A custodial sentence is a judicial sentence, it is a sentence that does not involve a person being sent to prison but rather a fine or community service.
Offender	Offender means a prisoner; or a person who is subject to (i) a community based order; or (ii) a conditional release order. Used to define people who are not in custody or on parole.
Parole	Parole provides for the supervised release of prisoners into the community in a safe, efficient and effective manner.
Prisoner	Prisoner means a person who is in the Chief Executive’s custody, including a person who is released on parole.
Significant incidents	<p>Significant incidents are level 2 incidents and include:</p> <ul style="list-style-type: none"> <li>a. attempted suicide in a corrective services facility</li> <li>b. a drug overdose in a corrective services facility requiring transport to hospital</li> <li>c. sexual assault in a corrective services facility</li> <li>d. major disturbance (non-violent) in a corrective services facility</li> <li>e. offender under a work, parole, DPSOA supervision order or any community based order charged with serious violent offence (SVO schedule under the <i>Penalties and Sentences Act 1992</i>)</li> <li>f. for offenders in Community Corrections, disregard assault occasioning bodily harm, serious assault and/or dangerous operation of a vehicle)</li> <li>g. breach of unescorted leave of absence</li> <li>h. discharge in error</li> <li>i. hunger strike</li> <li>j. prepare to escape</li> <li>k. suspension of parole order (including court ordered) under s.201 of the <i>Corrective Services Act 2006</i></li> <li>l. offender unlawfully at large from a place other than a corrective services facility following suspension or cancellation of resettlement leave, an interstate leave permit, a work or leave of absence (unescorted; e.g. reintegration leave)</li> <li>m. recapture of an escapee or person unlawfully at large</li> </ul>

	<ul style="list-style-type: none"><li>n. destruction/damage of property in a corrective services facility (where the security or good order of the facility may be at risk, e.g. damaged slider on gate)</li><li>o. finds of prohibited things in a corrective services facility of quantities that pose a risk to the security or good order of the facility</li><li>p. major work-related incidents or accidents involving staff (e.g. officer receives needle-stick injury)</li><li>q. use of force (other than lethal force)</li><li>r. assault in a corrective services facility</li><li>s. positive urinalysis result for an offender placed in low custody, including a work camp</li><li>t. significant security breach/incident in a corrective services facility.</li></ul>
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**ACRONYMS**

<b>Acronym</b>	<b>Description</b>
BCC	Brisbane Correctional Centre (Men's)
BWCC	Brisbane Women Correctional Centre
COMM COR Central	Community Corrections Central Region
COMM COR South	Community Corrections Southern Region
COPD	Custodial Operational Practice Directives
DOG SQ	Dog Squad Unit
DPSOA	<i>Dangerous Prisoner (Sexual Offenders) Act 2003</i>
ESB	Escort and Security Branch
HR	Human Resources Department
Intel Group	QCS Intelligence Group
IOMS	Integrated Offender Management System
NUMCC	Numinbah Correctional Centre
OPG	Operational Practice Guidelines
ORMS	Offender Rehabilitation and Management Services
PBS	Parole Board Secretariat
QPSR	Queensland Parole System Reform
SMDMR	Sentence Management Decision Making Record
VR	Victims Register
WOLCC	Wolston Correctional Centre