



Responsible Public Authority : Department of Justice and Attorney-General

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Scope of disposal schedule

This Schedule covers the retention and disposal of messages distributed within the Integrated Criminal Justice (ICJ) suite of products by the Department of Justice and Attorney-General and received by the Office of the Director of Public Prosecutions.

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS)*.

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

About this Schedule

All of the retention periods in this approved schedule are the minimum period for which the sentenced records must be maintained.

Additionally, any class may be required to be retained longer if subject to any of the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation



- (iii) pursuant to the *Evidence Act 1977*, or
- (iv) for any other purpose required by law.

This list is not exhaustive.

Documents which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for a period greater than the approved retention period to ensure that all appeal processes have been exhausted under the legislation, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).

All record classes in this Schedule can be applied to records in all formats, unless otherwise specified.

For further information on how to apply this Schedule please refer to the *Guideline for the Implementation of Retention and Disposal Schedules*, available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by agency' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the *Guideline on Transferring Public Records to Queensland State Archives* available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on telephone (07) 3131 7777 for further details.



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1. INTEGRATED CRIMINAL JUSTICE

The function of collaborating with all criminal justice agencies to facilitate integration, increase efficiencies and improve communications.

Reference	Description of records	Status	Disposal Action
1.1	TRANSMISSION <i>The activity of transmitting court-related information to agencies which have a business need for, and an entitlement to, the information in accordance with the Justice and Other Information Disclosure Act 2008.</i>		
1.1.1	<i>Distributed headers and technical payloads - Integrated Criminal Justice messages</i> Message header and technical payload records distributed by the Department of Justice and Attorney-General through the Integrated Criminal Justice system to agencies entitled to this information under the <i>Justice and Other Information Disclosure Act 2008</i> . Records may include, but are not limited to: <ul style="list-style-type: none">• technical information about the message (e.g. source, target, environment, etc.)• status of the transaction of the message (e.g. lightweight message sent, acknowledgements of lightweight and fullweight messages at agencies, requests for fullweight messages by agencies, etc.)• relationship of message to other messages (e.g. an update to a	Temporary	Retain for 7 years after transaction completed.



Reference	Description of records	Status	Disposal Action
	previously sent message, creation of a new message, etc.) <ul style="list-style-type: none">supporting instructions for the transmission of the message (e.g. offender linking instructions).		
1.1.2	<p>Distributed business payloads - Integrated Criminal Justice messages</p> <p>Message business payload records distributed by the Department of Justice and Attorney-General through the Integrated Criminal Justice system to agencies entitled to this information under the <i>Justice and Other Information Disclosure Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">first court hearing information (e.g. name of accused, charges, hearing date etc)court event outcomes (e.g. orders, standovers, adjournments where applicable). <p><i>Excludes distributed headers and technical payloads.</i></p> <p><i>For records relating to message payloads which are not completed and have a status of error see reference number 1.1.4.</i></p>	Temporary	Retain for 3 months transaction completed.
1.1.3	<p>Quality monitoring</p> <p>Records relating to the monitoring of messages distributed through the Integrated Criminal Justice system.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• event logs, audit logs, error logs and access logs• reconciliation reports• monthly summary reports providing an overview of system changes, availability and incidents/investigations.		
1.1.4	<p>Investigations</p> <p>Records relating to investigations into the non-delivery of messages distributed through the Integrated Criminal Justice system to participating agencies and related incidents.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• agency notifications of non-delivery• copies of messages loaded into Mantis incident management system• results of investigations.	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
1.2	ALERTS <i>The activity of the Office of the Director of Public Prosecutions receiving court-related information which it has a business need for, and an entitlement to, under the Justice and Other Information Disclosure Act 2008.</i>		
1.2.1	Integrated Criminal Justice messages – Received Records relating to electronic alerts received by the Office of the Director of Public Prosecutions through the Integrated Criminal Justice system and which have been incorporated into a recordkeeping system. Records can include, but are not limited to: <ul style="list-style-type: none">• court event outcomes (e.g. orders, standovers, adjournments where applicable). This includes messages stored on the Office of the Director of Public Prosecutions receiving database and in the transitory staging database.	Temporary	Retain for 3 months after date of receipt.



Glossary

For definitions of recordkeeping terms, see Queensland State Archives' Glossary of Archival and Recordkeeping Terms available from QSA's website at www.archives.qld.gov.au.

ICJ Systems

Integrated Criminal Justice Systems – the outcomes of the IJIS Program.

IJIS

Integrated Justice Information Strategy - a whole-of-government program to enhance community safety by improving information sharing and collaboration among criminal justice agencies. Completed end 2009.

Message Business Payload

Holds all of the business data that corresponds to the original business event in the Producer agency (e.g. scheduling of first court hearing or court event outcome information). This business data is then customised to include only the information a Receiving agency is entitled to receive.

Message Header

Holds technical information about the IJIS message (e.g. source, target, environment, etc.), as well as information about the message in relation of the message to other messages within the system. Closely related to and interlinked with the Message Technical Payload.

Message Technical Payload

Defines purely technical information used to support the transmission of the data in the Business Payload (e.g. offender linking Instructions, instructions on customisation of the business data based on the information a Receiving agency is entitled to receive.). Closely related to and interlinked with the Message Header.