

# Crime and Corruption Commission retention and disposal schedule

Authorised 30 May 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records related to the combating and reducing major crime and corruption in the public sector created by the Crime and Corruption Commission.

Where printed, this reproduction is only accurate at the time of printing.

The [Queensland Government \(For Government\) website](#) should always be referred to for the current, authorised version.

## Using this schedule

The Crime and Corruption Commission retention and disposal schedule authorises the disposal of records related to the combating and reducing major crime and corruption in the public sector created by the Crime and Corruption Commission. It applies to records created in any format, unless otherwise specified in the class description.

The Crime and Corruption Commission retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

- QDAN606 v.1

Schedules should be reviewed at least every 5 years.

## When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

## Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

## Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s. 13).

**How we can help?**

More information on implementing schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

**Approved by State Archivist:** Mike Summerell

**Date:** 30 May 2017

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## COMMUNITY RELATIONS

*Records relating to activities of the Crime and Corruption Commission documenting its interaction with the community rather than with other government agencies. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities.*

*This section includes records relating to community relations, which have different retention periods or other special requirements from those community relations records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other community relations records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>MEDIA RELATIONS</b>		
1760	<p><b><i>Media contact</i></b>            Records documenting the Crime and Corruption Commission's contact with media organisations, e.g. daily media contact logs.</p>	2 years after business action completed.

## CONFISCATION

The function of recovering on behalf of the State of Queensland the proceeds of crime, utilising the provisions of the *Criminal Proceeds Confiscation Act 2002*.

Disposal authorisation	Description of records	Retention period & trigger
<b>AUTHORISATION</b>		
1761	<p><b><i>Taxation applications</i></b> Records relating to applications made by officers of the Crime and Corruption Commission under s.355–70 table 1 item 1 of the <i>Taxation Administration Act 1953</i> for the purpose of confiscation investigations.</p>	Until finalisation of investigation <b>AND</b> the conclusion of any legal action.
1762	<p><b><i>Permission to utilise powers</i></b> Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i>. This includes:</p> <ul style="list-style-type: none"> <li>• notice to produce</li> <li>• monitoring order</li> <li>• suspension order.</li> </ul>	75 years after business action completed.
<b>DISPOSAL</b>		
1763	<p><b><i>Property and documentation disposal</i></b> Records relating to the disposal of property and documentation acquired in relation to a confiscation matter either by way of compulsory process powers or by voluntary contribution.</p>	10 years after finalisation of investigation.
<b>LITIGATION</b>		
1764	<p><b><i>Instigation of litigation to confiscate assets</i></b> Records relating to the instigation of legal proceedings between the Crime and Corruption Commission and other parties for the purposes of confiscating assets under the <i>Criminal Proceeds Confiscation Act 2002</i>, which were acquired as a result of criminal activity. This includes:</p> <ul style="list-style-type: none"> <li>• affidavits</li> <li>• application for criminal proceeds confiscation assistance</li> </ul>	75 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• correspondence between the Crime and Corruption Commission, Queensland Police Service and Director of Public Prosecutions</li> <li>• deed of agreement</li> <li>• dissemination of intelligence and/or holdings under s.55, 60 and 62 of the <i>Crime and Corruption Act 2001</i></li> <li>• forfeiture hearings</li> <li>• initial assessment of criminal proceeds confiscation request</li> <li>• buy back order</li> <li>• discharge of encumbrance</li> <li>• examination order</li> <li>• exclusion order</li> <li>• forfeiture order</li> <li>• innocent interest exclusion order</li> <li>• pecuniary penalty order</li> <li>• proceeds assessment order</li> <li>• property particulars order</li> <li>• property seizure order</li> <li>• relief from hardship order</li> <li>• restraining order.</li> </ul>	

## EQUIPMENT & STORES

Records relating to acquisition, supply, maintenance, repair and disposal of equipment and stores. Items of equipment include instruments, implements, tools, machines, plant, telephones, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

This section includes records relating to equipment and stores, which have different retention periods or other special requirements from those equipment and stores records covered by the General Retention and Disposal Schedule.

See the General Retention and Disposal Schedule for all other equipment and stores records.

Disposal authorisation	Description of records	Retention period & trigger
<b>ALLOCATION</b>		
1765	<p><b><i>Weapons allocation</i></b> Records relating to the allocation of weapons and related equipment (e.g. ammunition, body armour, capsicum spray) to police officers.</p>	5 years after the item is returned or written off.
<b>AUDIT</b>		
1766	<p><b><i>Monthly weapons check</i></b> Records relating to monthly checks made by the Firearms Training Officer into the location of all weapons.</p>	5 years after business action completed.



## FINANCIAL MANAGEMENT

*The function of managing the organisation's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures; financial planning, framing budgets and budget submissions; managing funds in the form of allocations from the consolidated fund and revenue from charging, trading and investments.*

*This section includes records relating to financial management, which have different retention periods or other special requirements from those financial management records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other financial management records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>ACCOUNTING</b>		
1767	<p><b>Covert company financial records</b></p> <p>Financial records of individual covert companies established to assist with the Crime and Corruption Commission's investigative function and the witness protection function. This includes:</p> <ul style="list-style-type: none"> <li>• establishment of bank accounts and bank statements</li> <li>• issue of credit cards and credit card statements</li> <li>• telephone accounts</li> <li>• invoices</li> <li>• receipts</li> <li>• taxation records (e.g. business activity statements and PAYG payment summaries).</li> </ul>	7 years after date of transaction.
1768	<p><b>Credit card register</b></p> <p>The credit card register records details of all covert credit cards held by the Crime and Corruption Commission.</p>	5 years after business action completed.

## FLEET MANAGEMENT

*Records dealing with the acquisition, supply, use, maintenance and disposal of vehicles.*

*This section includes records relating to fleet management having different retention periods or other special requirements from those fleet management records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other fleet management records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>REPORTING</b>		
1769	<p><b><i>Monthly fuel returns</i></b>            Monthly fuel returns documenting each car's fuel, kilometres, servicing, repairs, registration and cleanliness.</p>	5 years after business action completed.

## GOVERNMENT RELATIONS

Records relating to activities of the Crime and Corruption Commission (CCC) documenting its interaction with other government agencies rather than with the community. Includes the organisation's relationship with ministers and Members of Parliament and the political processes of government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other local, state, Commonwealth or overseas governments.

This section includes records relating to government relations having different retention periods or other special requirements from those government relations records covered by the General Retention and Disposal Schedule.

See the General Retention and Disposal Schedule for all other government relations records.

Disposal authorisation	Description of records	Retention period & trigger
<b>ADVICE</b>		
1770	<p><b><i>Prisoner interstate transfers</i></b> Records relating to advice provided by the CCC to the Department of Corrective Services concerning the transfer of prisoners interstate.</p>	2 years after business action completed.
<b>AUTHORISATION</b>		
1771	<p><b><i>Participant authorisations for ACC investigations</i></b> Records relating to the authorisation of Crime and Corruption Commission officers to participate in Australian Crime Commission (ACC) investigations and operations (i.e. participant authorisations).</p>	5 years after business action completed.
<b>INQUIRIES</b>		
1772	<p><b><i>Submissions to parliamentary inquiries</i></b> Crime and Corruption Commission submissions to inquiries conducted by the Parliamentary Criminal Justice Committee, Parliamentary Crime and Corruption Committee or the Parliamentary Crime and Corruption Commissioner.</p>	7 years after business action completed.
<b>REVIEWING</b>		
1773	<p><b><i>Participation in agency reviews</i></b> Records relating to Crime and Corruption Commission participation in reviews conducted by other agencies.</p>	7 years after business action completed.

## HUMAN RESOURCE MANAGEMENT

*The function of managing all employees in the organisation.*

*This section includes records relating to human resource management having different retention periods or other special requirements from those human resource management records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other human resource management records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>DISCIPLINE</b>		
1774	<p><b>Register of complaints against staff</b> Register of complaints against Crime and Corruption Commission staff.</p>	15 years after business action completed.
1775	<p><b>Complaints leading to dismissal, criminal charges, improper conduct or significant public interest</b> Records relating to complaints against Crime and Corruption Commission officers resulting in:</p> <ul style="list-style-type: none"> <li>• dismissal of the officer</li> <li>• criminal charges or findings of improper conduct pursuant to the <i>Crime and Corruption Act 2001</i></li> <li>• significant interest in the public arena or media.</li> </ul>	Permanent. Transfer to QSA after business action completed.
1776	<p><b>Major complaints against police and civilian officers – senior executive service level</b> Records relating to complaints against Crime and Corruption Commission officers (who in their careers reached the level of Senior Executive Service), resulting in disciplinary action or stand down or suspension from duty of the employee.</p>	Permanent. Transfer to QSA after business action completed.
1777	<p><b>Major complaints against police and civilian officers – controversial dismissals</b> Records relating to complaints against Crime and Corruption Commission officers (who were dismissed from the service and whose manner of earning dismissal was of more than ordinary interest) resulting in disciplinary action or stand down or suspension from duty of the employee.</p>	Permanent. Transfer to QSA after business action completed.
1778	<p><b>Major complaints against police and civilian officers – major contributions to society</b> Records relating to complaints against Crime and Corruption Commission officers (who made major contributions to the community or who achieved considerable standing or notoriety in the area of politics, science, art, literature or other field of human endeavour) resulting in disciplinary action or stand down or suspension from duty of the employee.</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1779	<p><b>Major complaints against police and civilian officers – historically significant appointments</b></p> <p>Records relating to complaints against Crime and Corruption Commission officers (whose appointment was historically significant) resulting in disciplinary action or stand down or suspension from duty of the employee.</p>	Permanent. Transfer to QSA after business action completed.
1780	<p><b>Major complaints against police and civilian officers – other</b></p> <p>Records relating to complaints against Crime and Corruption Commission officers (excluding those described in 1775-1779) resulting in disciplinary action or stand down or suspension from duty of the employee.</p>	70 years from date of birth <b>AND</b> 7 years from date of separation.
1781	<p><b>Minor complaints against police and civilian officers</b></p> <p>Records relating to complaints against Crime and Corruption Commission officers resulting in:</p> <ul style="list-style-type: none"> <li>• no disciplinary action or managerial action</li> <li>• unfounded or unproven public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i> (after necessary action has been taken).</li> </ul>	15 years after business action completed.
<b>EMPLOYMENT CONDITIONS</b>		
1782	<p><b>Insurance</b></p> <p>Records relating to the establishment and management of a Corporate Medical Benefit Fund.</p>	7 years after business action completed.
1783	<p><b>Interpreters</b></p> <p>Records relating to the use of interpreters, including agreements.</p>	7 years after lapsing of agreement and last business action completed.
1784	<p><b>Notebooks – police</b></p> <p>Notebooks issued to police officers to document information on their daily activities.</p>	15 years after business action completed.
1785	<p><b>Notebooks – civilian</b></p> <p>Notebooks used by civilians, in lieu of diaries, to make notes about business activities.</p>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<b>LEAVE</b>		
1786	<p><b><i>Leave/duty rosters</i></b> Records documenting which staff were rostered on duty, or had taken leave, at a given time.</p>	6 years after business action completed.
<b>RECRUITMENT</b>		
1787	<p><b><i>Psychometric tests – senior executive service</i></b> Psychometric tests undertaken by successful applicants for positions in the Witness Protection Unit who in their careers reached the level of Senior Executive Service.</p>	Permanent. Transfer to QSA after business action completed.
1788	<p><b><i>Psychometric tests – controversial dismissals</i></b> Psychometric tests undertaken by successful applicants for positions in the Witness Protection Unit who were dismissed from the service and whose manner of earning dismissal was of more than ordinary interest.</p>	Permanent. Transfer to QSA after business action completed.
1789	<p><b><i>Psychometric tests – major contributions to society</i></b> Psychometric tests undertaken by successful applicants for positions in the Witness Protection Unit who made major contributions to the community or who achieved considerable standing or notoriety in the area of politics, science, art, literature or other field of human endeavour.</p>	Permanent. Transfer to QSA after business action completed.
1790	<p><b><i>Psychometric tests – historically significant appointments</i></b> Psychometric tests undertaken by successful applicants for positions in the Witness Protection Unit whose appointment was historically significant.</p>	Permanent. Transfer to QSA after business action completed.
1791	<p><b><i>Psychometric tests – other</i></b> Psychometric tests undertaken by successful applicants for positions in the Witness Protection Unit excluding those described in 1787-1790.</p>	70 years from date of birth <b>AND</b> 7 years from date of separation.
1792	<p><b><i>Part-time commissioner and police complaints tribunal appointments</i></b> Records relating to the appointment of part-time Commissioners and members of the Police Complaints Tribunal.</p>	10 years after cessation of appointment.

Disposal authorisation	Description of records	Retention period & trigger
1793	<p><b><i>Special constable appointments – senior executive service</i></b> Records relating to the appointment of Special Constables who in their careers reached the level of Senior Executive Service.</p>	Permanent. Transfer to QSA after business action completed.
1794	<p><b><i>Special constable appointments – controversial dismissals</i></b> Records relating to the appointment of Special Constables who were dismissed from the service and whose manner of earning dismissal was of more than ordinary interest.</p>	Permanent. Transfer to QSA after business action completed.
1795	<p><b><i>Special constable appointments – major contributions to society</i></b> Records relating to the appointment of Special Constables who made major contributions to the community or who achieved considerable standing or notoriety in the area of politics, science, art, literature or other field of human endeavour.</p>	Permanent. Transfer to QSA after business action completed.
1796	<p><b><i>Special constable appointments – historically significant appointments</i></b> Records relating to the appointment of Special Constables whose appointment was historically significant.</p>	Permanent. Transfer to QSA after business action completed.
1797	<p><b><i>Special constable appointments – other</i></b> Records relating to the appointment of Special Constables excluding those described in 1793-1796.</p>	70 years from date of birth <b>AND</b> 7 years from date of separation.
<b>SECURITY</b>		
1798	<p><b><i>Threats against employees</i></b> Records relating to threats against Crime and Corruption Commission employees. This includes the threat database.</p>	7 years after business action completed.

## INFORMATION MANAGEMENT

The function of providing services based on information and information products. Includes library and records management services.

This section includes records relating to information management having different retention periods or other special requirements from those information management records covered by the General Retention and Disposal Schedule.

See the General Retention and Disposal Schedule for all other information management records.

Disposal authorisation	Description of records	Retention period & trigger
<b>AUTHORISATION</b>		
1799	<p><b>Authorisation to inspect registers</b></p> <p>Records relating to the issue of authorisations for officers to inspect various registers required to be maintained under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i>.</p>	5 years after business action completed.
<b>CONTROL</b>		
1800	<p><b>Forms management</b></p> <p>Records relating to the development of Crime and Corruption Commission forms.</p>	3 years after business action completed.
1801	<p><b>Information retrieval requests</b></p> <p>Records relating to requests by the Crime and Corruption Commission for information from external agencies or from a telecommunications provider. Includes requests made on a Form4, copies of the information retrieved by these requests and, when the request relates to telecommunications information, a copy of the authorisation issued under s.178–180 of the <i>Telecommunications (Interception and Access) Act 1979</i>.</p> <p>This material must be retained until the review under s.187N of the <i>Telecommunications (Interception and Access) Act 1979</i> is complete. The review must conclude on or before the third anniversary of the implementation phase. For authorisations, the minimum retention period is three years beginning on the day the authorisation is made. For all other information and documents the retention period is three years after the item came into existence.</p> <p>For information supplied by external agencies, where possible contact the originating agency prior to disposal to confirm that disposal may occur.</p>	3 years from date of authorisation <b>AND</b> once review under s.187N is complete.
1802	<p><b>Evidentiary certificates</b></p> <p>Records relating to the issue of a certificate under s.185C of the <i>Telecommunications (Interception and Access) Act 1979</i>.</p>	3 years after business action completed <b>AND</b>



Disposal authorisation	Description of records	Retention period & trigger
	This includes the certificate and any supporting documentation.	once review under s.187N is completed.
1803	<p><b>Property receipt books</b> Property receipt books documenting the receipt of property either by compulsory process or by voluntary handing over, under s.112 of the <i>Crime and Corruption Act 2001</i>.</p>	5 years after business action completed.
1804	<p><b>Registers of project/operation names</b> Registers of project/operation names documenting details of the operation or project and any subject persons, if relevant.</p>	5 years after business action completed.
1805	<p><b>Security classified information registers</b> This includes details of the number, distribution and disposal of copies of reports which have a classification of protected or highly protected.</p>	5 years after business action completed.
1806	<p><b>Internet registers – material accessed for operational purposes</b> This includes details of CCC officers who access inappropriate material on the internet as part of their work duties.</p>	2 years after business action completed.
1807	<p><b>Information dissemination registers</b> Dissemination registers covering the release of information under s.62 of the <i>Crime and Corruption Act 2001</i>.</p>	7 years after business action completed.
<b>INFORMATION ACCESS</b>		
1808	<p><b>Provision of information, documents or things</b> Records relating to the dissemination of information or evidence (not related to a core function), under s.60 or 62 of the <i>Crime and Corruption Act 2001</i>, to external entities. For example, release of Commission of Inquiry into possible illegal activities and associated police misconduct records.</p>	7 years after business action completed.
1809	<p><b>Probity checks</b> Records relating to requests by external agencies for probity checks to be undertaken on individuals.</p>	2 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<b>INVENTORY</b>		
1810	<b><i>Library materials</i></b> Routine inventories of library materials.	1 year after business action completed.
<b>SECURITY</b>		
1811	<b><i>Release of personal information – senior executive service</i></b> Records relating to requests by departing officers for the release of personal information held on Crime and Corruption Commission computing equipment, where the officer reached the level of Senior Executive Service in the course of their career.	Permanent. Transfer to QSA after business action completed.
1812	<b><i>Release of personal information – controversial dismissals</i></b> Records relating to requests by departing officers for the release of personal information held on Crime and Corruption Commission computing equipment, where the officer was dismissed from the service and whose manner of earning dismissal was of more than ordinary interest.	Permanent. Transfer to QSA after business action completed.
1813	<b><i>Release of personal information – major contributions to society</i></b> Records relating to requests by departing officers for the release of personal information held on Crime and Corruption Commission computing equipment, where the officer made major contributions to the community or who achieved considerable standing or notoriety in the area of politics, science, art, literature or other field of human endeavour.	Permanent. Transfer to QSA after business action completed.
1814	<b><i>Release of personal information – historically significant appointments</i></b> Records relating to requests by departing officers for the release of personal information held on Crime and Corruption Commission computing equipment, where the officer's appointment was historically significant.	Permanent. Transfer to QSA after business action completed.
1815	<b><i>Release of personal information – other</i></b> Records relating to requests by departing officers for the release of personal information held on Crime and Corruption Commission computing equipment, excluding those described in 1811-1814.	70 years from date of birth <b>AND</b> 7 years from date of separation.

## JUSTICE SYSTEM ADMINISTRATION

*The function of monitoring, researching and advising on the adequacy and effectiveness of the criminal justice system. Includes all activities of the Commission dealing with the operations of the criminal justice system.*

Disposal authorisation	Description of records	Retention period & trigger
<b>AUTHORISATION</b>		
1816	<b>Hearings</b> Records relating to authorisations to conduct hearings in accordance with s.176 of the <i>Crime and Corruption Act 2001</i> .	25 years after business action completed.
1817	<b>Provision of information, documents or things</b> Records documenting the seeking and granting of permission to release information, documents or things under s.55, 60, 62 or 202 of the <i>Crime and Corruption Act 2001</i> relating to justice system administration.	7 years after business action completed.
<b>CONTROL</b>		
1818	<b>Authority to conduct a hearing register – duplicate</b> Hard copy register comprising details of the matter that the hearing relates to, name of officer requesting the authority, and date of issue of the hearing number.	7 years after business action completed.
<b>HEARINGS (Investigative)</b>		
1819	<b>Transcripts</b> Transcripts of public hearings into issues relating to the justice system.	10 years after business action completed.
1820	<b>Audio and video recordings – transcribed</b> Audio and video recordings of justice system administration investigative hearings, which have been transcribed.	2 years after business action completed.
1821	<b>Audio and video recordings – not transcribed</b> Audio and video recordings of justice system administration investigative hearings which have not been transcribed.	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<b>RESEARCH</b>		
1822	<p><b>Research datasets</b></p> <p>Datasets collected to support justice system administration research activity. This includes:</p> <ul style="list-style-type: none"> <li>• raw data/instruments received from an external agency or collected by an instrument (i.e. questionnaire, interviews, etc.)</li> <li>• variables and analyses</li> <li>• spreadsheets and graphs/tables.</li> </ul>	25 years after business action completed.
1823	<p><b>Major research projects</b></p> <p>Records relating to major projects undertaken in relation to the justice system. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	25 years after business action completed.
1824	<p><b>Minor research projects</b></p> <p>Records relating to minor projects (e.g. projects which result in an issues or information paper) relating to the justice system. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	10 years after business action completed.

## LEGAL SERVICES

*Records relating to litigation or legal advice.*

*This section includes records relating to legal services having different retention periods or other special requirements from those legal services records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other legal services records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>CLAIMS</b>		
1825	<p><b><i>Claims for legal costs</i></b>            Records relating to claims for legal costs made to the Queensland Government Insurance Fund.</p>	7 years after settlement or denial of claim.

## MAJOR CRIME

The function of dealing with major crime referred to the Crime and Corruption Commission by the Crime Reference Committee. Major crime encompasses organised crime, paedophilia and other serious crimes, e.g. murder, arson, extortion.

Disposal authorisation	Description of records	Retention period & trigger
<b>AUTHORISATION</b>		
1826	<p><b>Taxation applications</b></p> <p>Records relating to applications made by officers of the Crime and Corruption Commission under s.355–70, table 1, item 1 of the <i>Taxation Administration Act 1953</i> for the purpose of major crime investigations.</p>	<p>Until finalisation of investigation <b>AND</b> the conclusion of any legal action.</p>
1827	<p><b>Permission to utilise powers – major investigations</b></p> <p>Records relating to the seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations into major arson, attempted murder, conspiracy to murder, extortion, importing/exporting dangerous drugs, manslaughter, murder, perversion of the course of justice, production/trafficking of dangerous drugs, and wilful damage (s.469 (1–2) of the Criminal Code).</p> <p>This record class covers requests and permissions for arrest warrants, authority to conduct a hearing, controlled operations, monitoring orders, notice to attend hearing, notice to produce, power to require, search warrant, surveillance warrant and suspension order.</p>	<p>Permanent. Transfer to QSA after business action completed.</p>
1828	<p><b>Permission to utilise powers – serious investigations</b></p> <p>Records relating to the seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations into armed robbery, child abuse, paedophilia, sexual assault, and supply of a dangerous drug.</p> <p>This record class covers requests and permissions for arrest warrants, authority to conduct a hearing, controlled operations, monitoring orders, notice to attend hearing, notice to produce, power to require, search warrant, surveillance warrant and suspension order.</p>	<p>75 years after business action completed.</p>
1829	<p><b>Permission to utilise powers – other investigations</b></p> <p>Records relating to the seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations into assault, handling stolen goods, perjury, possession/use offences, prostitution, receiving property obtained from drug trafficking and</p>	<p>10 years after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p>supply, stealing, vehicle theft, unarmed robbery, unauthorised use of motor vehicle, unlawful entry and wilful damage (s.469 (3–10) of the Criminal Code).</p> <p>This record class covers requests and permissions for arrest warrants, authority to conduct a hearing, controlled operations, monitoring orders, notice to attend hearing, notice to produce, power to require, search warrant, surveillance warrant and suspension order.</p>	
1830	<p><b><i>Provision of information, documents or things</i></b></p> <p>Records documenting the seeking and granting of permission to release information, documents or things under s.55, 60, 62 or 202 of the <i>Crime and Corruption Act 2001</i> relating to major crime.</p>	7 years after business action completed.
1831	<p><b><i>Covert company establishment</i></b></p> <p>Records relating to the establishment of covert companies relating to major crime investigations. Includes documentation required to enable a company to be incorporated under the <i>Corporations Act 2001</i> and/or a business name to be registered under the <i>Business Names Registration Act 2011</i>.</p>	7 years after expiry or cessation of company registration.
<b>COMPLIANCE</b>		
1832	<p><b><i>Legislative compliance</i></b></p> <p>Records relating to the compliance or non-compliance with legal requirements under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i>.</p>	7 years after business action completed.
<b>CONTROL</b>		
1833	<p><b><i>Covert acts register – master</i></b></p> <p>Datasets maintained in the recordkeeping system that constitute the Covert Acts Register for major crime investigations kept in accordance with s.664 of the <i>Police Powers and Responsibilities Act 2000</i>.</p> <p>This register comprises details of the application for a covert search warrant, any actions taken under the warrant, benefits derived from the warrant, information about the fate of seized items and details of any other covert acts (as listed in the responsibilities code).</p>	Permanent. Transfer to QSA after business action completed.
1834	<p><b><i>Covert acts register – duplicate</i></b></p> <p>Hard copy Covert Acts Register for major crime investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until references ceases.

Disposal authorisation	Description of records	Retention period & trigger
1835	<p><b><i>Enforcement acts register – master</i></b></p> <p>Datasets maintained in the recordkeeping system that constitute the Enforcement Acts Register for major crime investigations kept in accordance with s.678 of the <i>Police Powers and Responsibilities Act 2000</i>.</p> <p>This register comprises details of persons/organisations that enforcement acts are going to be served or executed on, matter that the authority relates to, name of officer requesting the authority, date of issue and other details as listed in the responsibilities code.</p>	Permanent. Transfer to QSA after business action completed.
1836	<p><b><i>Enforcement acts register – duplicate</i></b></p> <p>Hard copy Enforcement Acts Register for major crime investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until references ceases.
1837	<p><b><i>Warrants register – master</i></b></p> <p>Datasets maintained in the recordkeeping system that constitute the Warrants Register for major crime investigations kept in accordance with s.166 of the <i>Crime and Corruption Act 2001</i> or s.361 of the <i>Police Powers and Responsibilities Act 2000</i>.</p> <p>This register comprises details, as listed in the responsibilities code, of applications for and amendments to search warrants, surveillance warrants, covert search warrants, additional powers warrants, as well as disclosures of information about covert acts.</p>	Permanent. Transfer to QSA after business action completed.
1838	<p><b><i>Warrants register – duplicate</i></b></p> <p>Hard copy Warrants Register for major crime investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until reference ceases.
1839	<p><b><i>Registers – not required by legislation</i></b></p> <p>Registers maintained in relation to the compulsory processes prescribed under the <i>Crime and Corruption Act 2001</i> for major crime investigations. This includes:</p> <ul style="list-style-type: none"> <li>• notice to produce</li> <li>• power to require</li> <li>• authority to conduct a hearing</li> <li>• controlled operations</li> <li>• disseminations</li> <li>• notice to attend hearing.</li> </ul>	7 years after business action completed.



Disposal authorisation	Description of records	Retention period & trigger
	These registers comprise details of persons/organisations that the documents are going to be served or executed on, matter that the authority relates to, name of officer requesting the authority and date of issue.	
1840	<p><b>Confidential source register</b></p> <p>This includes personal information relating to individuals who are registered as confidential sources in order to provide assistance/information to the Crime and Corruption Commission for major crime investigations.</p>	50 years after business action completed.
1841	<p><b>General collections register</b></p> <p>This includes details of property voluntarily handed to investigators during the course of a major crime investigation.</p>	5 years after the property is returned or otherwise disposed of.
1842	<p><b>Electronic surveillance register</b></p> <p>The register of use of surveillance devices maintained by technical unit is used to keep track of surveillance devices that are installed into premises, places, etc. under the authority of a warrant for a major crime investigation.</p>	5 years after all devices removed from use.
1843	<p><b>Property examination register</b></p> <p>This includes details of property sent to forensic computing for examination in a major crime investigation.</p>	5 years after business action completed.
1844	<p><b>Exhibits register</b></p> <p>The Exhibits Register contains details of items tendered as exhibits at Queensland Crime Commission investigative hearings.</p>	5 years after the property is returned or otherwise disposed of.
1845	<p><b>Register of major crime investigations – OASIS</b></p> <p>Records relating to the registration of major crime investigations in the Operation and Statistical Information System (OASIS).</p>	Permanent. Transfer to QSA after business action completed.
<b>DISPOSAL</b>		
1846	<p><b>Property and documentation disposal</b></p> <p>Records relating to the disposal of property and documentation acquired during the course of a major crime investigation either by way of compulsory process powers or by voluntary contribution.</p>	10 years after finalisation of investigation.

Disposal authorisation	Description of records	Retention period & trigger
<b>EVALUATION</b>		
1847	<p><b><i>Intelligence evaluation</i></b> Records relating to the evaluation of intelligence information disseminated to other agencies (i.e. intelligence evaluation forms) as part of a major crime investigation.</p>	5 years after business action completed.
<b>HEARINGS (Investigative)</b>		
1848	<p><b><i>Investigative hearing transcripts – major investigations</i></b> Transcripts of investigative hearings for major arson, attempted murder, conspiracy to murder, extortion, importing/exporting dangerous drugs, manslaughter, murder, perversion of the course of justice, production/trafficking of dangerous drugs, and wilful damage (s.469 (1–2) of the Criminal Code) investigations.</p>	Permanent. Transfer to QSA after business action completed.
1849	<p><b><i>Investigative hearing transcripts – serious investigations</i></b> Transcripts of investigative hearings for armed robbery, child abuse, paedophilia, sexual assault, and supply of a dangerous drug investigations.</p>	75 years after business action completed.
1850	<p><b><i>Investigative hearing transcripts – other investigations</i></b> Transcripts of investigative hearings for assault, handling stolen goods, perjury, possession/use offences, prostitution, receiving property obtained from drug trafficking and supply, stealing, vehicle theft, unarmed robbery, unauthorised use of motor vehicle, unlawful entry and wilful damage (s.469 (3–10) of the Criminal Code) investigations.</p>	10 years after business action completed.
1851	<p><b><i>Video and audio recordings – transcribed</i></b> Video and audio recordings of major crime investigative hearings which have been transcribed.</p>	2 years after business action completed.
1852	<p><b><i>Video and audio recordings – not transcribed</i></b> Video and audio recordings of major crime investigative hearings which have not been transcribed.</p>	10 years after business action completed.
<b>INTELLIGENCE</b>		
1853	<p><b><i>Intelligence analysis – major investigations</i></b> Records relating to the gathering and analysis of intelligence for major arson, attempted murder, conspiracy to murder, extortion, importing/exporting dangerous drugs, manslaughter, murder, perversion of the course</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p>of justice, production/trafficking of dangerous drugs, and wilful damage (s.469 (1–2) of the Criminal Code) investigations.</p> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	
1854	<p><b><i>Intelligence analysis – serious investigations</i></b></p> <p>Records relating to the gathering and analysis of intelligence for armed robbery, child abuse, paedophilia, sexual assault, and supply of a dangerous drug investigations.</p> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	75 years after business action completed.
1855	<p><b><i>Intelligence analysis – other investigations</i></b></p> <p>Records relating to the gathering and analysis of intelligence for assault, handling stolen goods, perjury, possession/use offences, prostitution, receiving property obtained from drug trafficking and supply, stealing, vehicle theft, unarmed robbery, unauthorised use of motor vehicle, unlawful entry and wilful damage (s.469 (3–10) of the Criminal Code) investigations.</p> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	10 years after business action completed.
1856	<p><b><i>Supplied intelligence information</i></b></p> <p>Intelligence information supplied by the Queensland Police Service, other police services, government agencies and members of the public in relation to major crime investigations. This includes drugs, prostitution, gaming and starting price (SP) betting.</p> <p>Note: This information was supplied in the early days of the Criminal Justice Commission.</p>	5 years after business action completed.
1857	<p><b><i>Raw call charge record (CCR) data</i></b></p> <p>This includes the raw data provided by the telecommunications provider as part of a major crime investigation (i.e. the time, date and duration of all calls made to a particular number) under chapter 4 of the <i>Telecommunications (Interception and Access) Act 1979</i>.</p>	3 years after business action completed <b>AND</b> once review under s.187N is completed.

Disposal authorisation	Description of records	Retention period & trigger
1858	<p><b>Confidential sources</b></p> <p>Records relating to confidential sources for major crime investigations. This includes:</p> <ul style="list-style-type: none"> <li>• application to register a confidential source</li> <li>• memorandum of acknowledgement by a confidential source</li> <li>• contact with confidential source form</li> <li>• confidential source evaluation report</li> <li>• confidential source audio recordings</li> <li>• application for consideration for reward form</li> <li>• acknowledgement of receipt form</li> <li>• audio tape of payment and acknowledgement.</li> </ul>	7 years after last contact with confidential source.
1859	<p><b>Target development</b></p> <p>Records relating to the development of a business case on an individual or group of individuals whose criminal or corrupt activities are considered to warrant operational action in relation to a major crime investigation.</p>	5 years after business action completed.
1860	<p><b>Telecommunications interception material – received</b></p> <p>Material received from other agencies as a result of the use of telecommunications intercept powers as part of a major crime investigation.</p>	<p>Until no longer required for a permitted purpose under the <i>Telecommunications (Interception and Access) Act 1979</i>.</p> <p>Once no longer required, where possible, contact originating agency to request whether disposal may occur, then dispose.</p>
1861	<p><b>Telecommunications interception material – directly obtained by the CCC</b></p> <p>Material lawfully intercepted by the CCC pursuant to warrant under the <i>Telecommunications (Interception and Access) Act 1979</i>. Includes restricted records and stored communications received from carriers.</p>	<p>Until no longer required for a permitted purpose under the <i>Telecommunications</i></p>

Disposal authorisation	Description of records	Retention period & trigger
		<i>(Interception and Access) Act 1979.</i>
1862	<p><b>Telecommunications interception material – internal management</b></p> <p>Records relating to the receipt, copying and disposal of telecommunications interception material as part of a major crime investigation.</p> <p>Excludes restricted records and stored communications received from carriers.</p> <p><i>See 1861 for records relating to restricted records and stored communications.</i></p>	Permanent by the agency.
<b>INVESTIGATIONS</b>		
1863	<p><b>Major crime investigations – major</b></p> <p>Records relating to investigations of well-known public figures or involving the following offences:</p> <ul style="list-style-type: none"> <li>• arson (major)</li> <li>• attempted murder</li> <li>• conspiracy to murder</li> <li>• extortion</li> <li>• import/export dangerous drugs</li> <li>• manslaughter</li> <li>• murder</li> <li>• pervert the course of justice</li> <li>• produce dangerous drugs</li> <li>• trafficking in dangerous drugs</li> <li>• wilful damage (where the offence is liable for ‘punishment in special cases’ under s.469, sub-sections 1 &amp; 2 of the Criminal Code).</li> </ul> <p>Investigations may include some or all of the following: management correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p> <p><i>See reference 1874 and 1875 for surveillance material related to these investigations.</i></p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1864	<p><b><i>Major crime investigations – serious</i></b></p> <p>Records relating to investigations involving the following offences:</p> <ul style="list-style-type: none"> <li>• armed robbery</li> <li>• child abuse</li> <li>• criminal paedophilia</li> <li>• sexual assault (adults and children)</li> <li>• supply dangerous drug.</li> </ul> <p>Investigations may include some or all of the following: management correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator's report, interview transcripts, statements and final reports.</p> <p><i>See reference 1874 and 1875 for surveillance material related to these investigations.</i></p>	75 years after business action completed.
1865	<p><b><i>Major crime investigations – child exploitation material</i></b></p> <p>Records that in a way are likely to cause offence to a reasonable adult, which describe or depict a person, or a representation of a person who is, or apparently is, a child under 16 years:</p> <ul style="list-style-type: none"> <li>• in a sexual context including for example engaging in sexual activity</li> <li>• in an offensive or demeaning context</li> <li>• being subjected to abuse, cruelty or torture.</li> </ul> <p>Child exploitation material may include some or all of the following: images, audio and visual media, transcribed conversations or chat room conversations.</p> <p><i>See reference 1874 and 1875 for surveillance material related to these investigations.</i></p>	Until no longer required for operational, investigative, or legal purposes, then destroy.
1866	<p><b><i>Major crime investigations – other</i></b></p> <p>Records relating to investigations involving the following offences:</p> <ul style="list-style-type: none"> <li>• assault</li> <li>• handling stolen goods</li> <li>• perjury</li> <li>• possession/use including: <ul style="list-style-type: none"> <li>○ possession/use of weapons, property, equipment, etc.</li> </ul> </li> </ul>	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>○ possessing things for use, or used in the administration, consumption, smoking of a dangerous drug</li> <li>○ permitting premises to be used</li> <li>● prostitution offences</li> <li>● receiving or possessing property obtained from trafficking or supplying dangerous drugs</li> <li>● stealing</li> <li>● theft of a vehicle</li> <li>● unarmed robbery</li> <li>● unauthorised use of a motor vehicle</li> <li>● unlawful entry</li> <li>● wilful damage (where the offence is liable for ‘punishment in special cases’ under s.469, sub-sections 3-10 of the Criminal Code).</li> </ul> <p>Investigations may include some or all of the following: management correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p> <p><i>See reference 1874 and 1875 for surveillance material related to these investigations.</i></p>	
1867	<p><b>Video and audio recordings – transcribed</b> Master copies of video and audio interview tapes – transcribed.</p>	2 years after business action completed.
1868	<p><b>Video and audio recordings – not transcribed</b> Master copies of video and audio interview tapes – not transcribed.</p>	10 years after business action completed.
1869	<p><b>Video and audio recordings – working copies</b> Working copies of video and audio interview tapes.</p>	Until administrative use ceases.
1870	<p><b>Forensic image – binary image – forensic copy</b> Similar to a ‘copy’ or ‘duplicate’. It is a forensically sound binary image depicting each ‘1’ and ‘0’ stored on the respective hard drive, USB storage device, or other storage media. It also includes a forensic copy of specific folders and files. It provides a means of examining an item or exhibit using the ‘copy’ instead of the original source. These copies can later be digitally verified to prove no changes were made from time of acquisition.</p>	Until no longer required for operational, investigative, or legal purposes, then destroy.

Disposal authorisation	Description of records	Retention period & trigger
	Note: Copies of specific images are held on the relevant investigations files.	
<b>RESEARCH</b>		
1871	<p><b>Research datasets</b></p> <p>Datasets collected to support major crime research activity. This includes:</p> <ul style="list-style-type: none"> <li>• raw data/instruments received from an external agency or collected by an instrument (i.e. questionnaire, interviews, etc.)</li> <li>• variables and analyses</li> <li>• spreadsheets and graphs/tables.</li> </ul>	25 years after business action completed.
1872	<p><b>Major research projects</b></p> <p>Records relating to major projects undertaken in relation to major crime. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	25 years after business action completed.
1873	<p><b>Minor research projects</b></p> <p>Records relating to minor projects (e.g. projects which result in an issues or information paper) relating to major crime. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	10 years after business action completed.
<b>SURVEILLANCE</b>		
1874	<p><b>Surveillance – investigations and intelligence captured under a warrant</b></p> <p>Records relating to surveillance for intelligence and/or investigations captured under a warrant. This includes surveillance logs and running sheets, transcripts, videos and photographs (master negative or digital image).</p>	Until investigations and legal action, including appeal period is complete, then destroy.



Disposal authorisation	Description of records	Retention period & trigger
1875	<p><b><i>Surveillance – investigations and intelligence not captured under a warrant</i></b>  Records relating to surveillance for intelligence and/or investigations not captured under a warrant. This includes surveillance logs and running sheets, transcripts, videos and photographs (master negative or digital image).  Note: Copies of specific images are held on the relevant investigation files.</p>	Until no longer required for operational, investigative, or legal purposes, then destroy.
1876	<p><b><i>Surveillance – working copies</i></b>  Working copies of surveillance material created for major crime investigations.</p>	Until administrative use ceases.
1877	<p><b><i>Technical applications</i></b>  Records relating to applications for the use of technical devices, covert operatives and associated surveillance and support teams for major crime investigations.</p>	10 years after business action completed.

## CORRUPTION

The function of dealing with serious cases of corrupt conduct in the public sector or police service in the Queensland Police Service (QPS). Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that:

- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of:
- (i) a unit of public administration
  - (ii) a person holding an appointment
- (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that:
- (i) is not honest or is not impartial
  - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly
  - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment
- (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person
- (d) would, if proved, be:
- (i) a criminal offence
  - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Disposal authorisation	Description of records	Retention period & trigger
<b>AUTHORISATION</b>		
1878	<p><b>Taxation applications</b></p> <p>Records relating to applications made by officers of the Crime and Corruption Commission under s.355–70, table 1, item 1 of the <i>Taxation Administration Act 1953</i> for the purpose of confiscation investigations.</p>	<p>Until finalisation of investigation  <b>AND</b>  the conclusion of any legal action.</p>
1879	<p><b>Permission to utilise powers – major complaints</b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for complaints which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> </ul>	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• cover significant events resulting in death (includes high speed pursuits, deaths in custody and police-related incidents)</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p>This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.</p>	
1880	<p><b><i>Permission to utilise powers – disciplinary complaints</i></b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for complaints which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p>This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.</p>	40 years after business action completed.
1881	<p><b><i>Permission to utilise powers – minor complaints</i></b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for complaints:</p> <ul style="list-style-type: none"> <li>• requiring no disciplinary, managerial or future action</li> <li>• police pursuits which did not result in death or serious injury</li> <li>• unfounded or unproved public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i></li> <li>• matters which are not within jurisdiction, withdrawn or cancelled/duplicate or classified as ‘other’.</li> </ul> <p>This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.</p>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1882	<p><b><i>Permission to utilise powers – major investigations</i></b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p>This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.</p>	Permanent. Transfer to QSA after business action completed.
1883	<p><b><i>Permission to utilise powers – disciplinary investigations</i></b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations, which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p>This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.</p>	40 years after business action completed.
1884	<p><b><i>Permission to utilise powers – minor investigations</i></b></p> <p>Records relating to the process of seeking and granting permission to utilise powers under the <i>Crime and Corruption Act 2001</i> and the <i>Police Powers and Responsibilities Act 2000</i> for investigations:</p> <ul style="list-style-type: none"> <li>• resulting in no disciplinary action or managerial action</li> <li>• into unfounded or unproven public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i>.</li> </ul>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	This includes additional powers warrants, arrest warrants, authority to conduct a hearing, controlled operations, notice to attend hearings, notice to discover information, power to enter, search warrants and surveillance warrants.	
1885	<p><b>Provision of information, documents or things</b></p> <p>Records documenting the seeking and granting of permission to release information, documents or things under s.55, 60, 62 or 202 of the <i>Crime and Corruption Act 2001</i> relating to corrupt conduct.</p>	7 years after business action completed.
1886	<p><b>Covert company establishment</b></p> <p>Records relating to the establishment of covert companies relating to corrupt conduct investigations. Includes documentation required to enable a company to be incorporated under the <i>Corporations Act 2001</i> and/or a business name to be registered under the <i>Business Names Registration Act 2011</i>.</p>	7 years after expiry or cessation of company registration.
<b>COMPLAINTS (CORRUPTION)</b>		
1887	<p><b>Complaints – major</b></p> <p>Records relating to complaints which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> <li>• have significant public interest, for example matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• cover significant events resulting in death (includes high speed pursuits, deaths in custody and police-related incidents)</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p>These classes include records such as management, correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p>	Permanent. Transfer to QSA after business action completed.
1888	<p><b>Complaints – disciplinary</b></p> <p>Records relating to complaints which result in:</p>	40 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p>These classes include records such as management, correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator's report, interview transcripts, statements and final reports.</p>	
1889	<p><b>Complaints – minor</b></p> <p>Records relating to complaints (excluding those with significant public interest):</p> <ul style="list-style-type: none"> <li>• require no disciplinary, managerial or future action</li> <li>• cover events resulting in serious injury to individuals (e.g. police pursuits)</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i> which are unfounded or unproved after necessary action has been taken</li> <li>• are not within jurisdiction, withdrawn or cancelled/duplicate or classified as 'other'.</li> </ul> <p>These classes include records such as management, correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator's report, interview transcripts, statements and final reports.</p>	15 years after business action completed.
1890	<p><b>Audio and video recordings – transcribed</b></p> <p>Master copy audio and video recordings of corrupt conduct complaint interviews – transcribed.</p>	2 years after business action completed.
1891	<p><b>Audio and video recordings – not transcribed</b></p> <p>Master copy audio and video recordings of corrupt conduct complaint interviews – not transcribed.</p>	10 years after business action completed.
1892	<p><b>Audio and video recordings – working copies</b></p> <p>Working copy audio and video recordings of corrupt conduct complaint interviews.</p>	Until administrative use ceases.
1893	<p><b>Telephone recordings – major investigations</b></p> <p>Voice recordings of telephone calls relating to enquiries from individuals regarding possible corrupt conduct which are required for investigations which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> </ul>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul>	
1894	<p><b>Telephone recordings – disciplinary investigations</b></p> <p>Voice recordings of telephone calls relating to enquiries from individuals regarding possible corrupt conduct which are required for investigations which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul>	40 years after business action completed.
1895	<p><b>Telephone recordings – minor investigations</b></p> <p>Voice recordings of telephone calls relating to enquiries from individuals regarding possible corrupt conduct which are required for investigations which:</p> <ul style="list-style-type: none"> <li>• require no disciplinary, managerial or future action</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i>, which are unfounded or unproved after necessary action has been taken.</li> </ul>	15 years after business action completed.
1896	<p><b>Telephone recordings – not required</b></p> <p>Voice recordings of telephone calls relating to enquiries from individuals regarding possible corrupt conduct which are not required for an investigation.</p>	1 year after business action completed.
<b>CONTROL</b>		
1897	<p><b>Covert acts register – master</b></p> <p>Datasets maintained in the recordkeeping system that constitute the Covert Acts Register for corrupt conduct investigations kept in accordance with s.664 of the <i>Police Powers and Responsibilities Act 2000</i>. This register comprises details of the application for a covert search warrant, any actions taken under the warrant, benefits derived from the warrant, information about the fate of seized items and details of any other covert acts (as listed in the responsibilities code).</p>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1898	<p><b><i>Covert acts register – duplicate</i></b>  Hard copy Covert Acts Register for corrupt conduct investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until references ceases.
1899	<p><b><i>Enforcement acts register – master</i></b>  Datasets maintained in the recordkeeping system that constitute the Enforcement Acts Register for corrupt conduct investigations kept in accordance with s.678 of the <i>Police Powers and Responsibilities Act 2000</i>.  This register comprises details of persons/organisations that enforcement acts are going to be served or executed on, matter that the authority relates to, name of officer requesting the authority, date of issue and other details as listed in the responsibilities code.</p>	Permanent. Transfer to QSA after business action completed.
1900	<p><b><i>Enforcement acts register – duplicate</i></b>  Hard copy Enforcement Acts Register for corrupt conduct investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until references ceases.
1901	<p><b><i>Warrants register – master</i></b>  Datasets maintained in the recordkeeping system that constitute the Warrants Register for corrupt conduct investigations kept in accordance with s.166 of the <i>Crime and Corruption Act 2001</i>.  This register comprises details, as listed in the responsibilities code, of applications for and amendments to search warrants, surveillance warrants, covert search warrants, additional powers warrants, as well as disclosures of information about covert acts.</p>	Permanent. Transfer to QSA after business action completed.
1902	<p><b><i>Warrants register – duplicate</i></b>  Hard copy Warrants Register for corrupt conduct investigations created as a duplicate and working copy of the master register maintained in the recordkeeping system.</p>	Until references ceases.
1903	<p><b><i>Registers – not required by legislation</i></b>  Registers maintained in relation to the compulsory processes available under the <i>Crime and Corruption Act 2001</i> for corrupt conduct investigations. This includes:</p> <ul style="list-style-type: none"> <li>• notice to discover</li> <li>• power to enter</li> <li>• authority to conduct a hearing</li> <li>• controlled operations</li> </ul>	7 years after business action completed.



Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• disseminations</li> <li>• notice to attend hearing.</li> </ul> <p>These registers comprise details of persons/organisations that the documents are going to be served or executed on, matter that the authority relates to, name of officer requesting the authority and date of issue.</p>	
1904	<p><b>Confidential source register</b></p> <p>This includes personal information relating to individuals who are registered as confidential sources in order to provide assistance/information to the Crime and Corruption Commission for corrupt conduct investigations.</p>	50 years after business action completed.
1905	<p><b>General collections register</b></p> <p>This includes details of property voluntarily handed to investigators during the course of a corrupt conduct investigation.</p>	5 years after the property is returned or otherwise disposed of.
1906	<p><b>Electronic surveillance register</b></p> <p>The register of use of surveillance devices maintained by technical unit is used to keep track of surveillance devices that are installed into premises, places etc. under the authority of a warrant for corrupt conduct investigations.</p>	5 years after all devices removed from use.
1907	<p><b>Property examination register</b></p> <p>This includes details of property sent to forensic computing for examination in corrupt conduct investigations.</p>	5 years after business action completed.
1908	<p><b>COMPASS – registration</b></p> <p>Datasets relating to the registration on COMPASS of complaints, advice, research projects, corruption investigations and whistleblowers.</p> <p>This includes the names of persons/businesses, dates of birth, tasking and activities, as well as the Paradox datasets.</p>	Permanent. Transfer to QSA after business action completed.
1909	<p><b>COMPASS – administrative support</b></p> <p>Datasets relating to the administrative support of complaints, advice, research projects, corruption and whistleblowers on COMPASS.</p> <p>This includes details of addresses, telephone numbers and employers.</p>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1910	<p><b>Misconduct operations (MOPS) – investigation management</b></p> <p>Datasets relating to the management of corrupt conduct investigations on MOPS (corruption operations system). This includes the names of persons/businesses, dates of birth, evidence and events.</p>	40 years after business action completed.
1911	<p><b>Misconduct operations (MOPS) – administrative support</b></p> <p>Datasets relating to the administration of corrupt conduct investigations on MOPS (corruption operations system). This includes details of addresses, telephone numbers, employers and property seized.</p>	15 years after business action completed.
<b>DISPOSAL</b>		
1912	<p><b>Property and documentation disposal</b></p> <p>Records relating to the disposal of property and documentation acquired during the course of a corrupt conduct investigation either by way of compulsory process powers or by voluntary contribution.</p>	15 years after finalisation of complaint or investigation.
<b>ENQUIRIES</b>		
1913	<p><b>Corrupt conduct enquiries – outside jurisdiction</b></p> <p>Records relating to enquiries from individuals regarding possible corrupt conduct which, when assessed, do not fall within jurisdiction (i.e. issues files).</p>	7 years after business action completed.
1914	<p><b>Telephone recordings – outside jurisdiction</b></p> <p>Voice recordings of telephone calls relating to enquiries from individuals regarding possible corrupt conduct which, when assessed, do not fall within jurisdiction.</p>	1 year after business action completed.
<b>EVALUATION</b>		
1915	<p><b>Intelligence evaluation</b></p> <p>Records relating to the evaluation of intelligence information disseminated to other agencies (i.e. intelligence evaluation forms) for corrupt conduct investigations.</p>	5 years after business action completed.
<b>HEARINGS (INVESTIGATIVE)</b>		
1916	<p><b>Investigative hearing transcripts – major investigations</b></p> <p>Transcripts of investigative hearings for investigations which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and</i></li> </ul>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>Corruption Act 2001</i></p> <ul style="list-style-type: none"> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul>	
1917	<p><b><i>Investigative hearing transcripts – disciplinary investigations</i></b>  Transcripts of investigative hearings for investigations which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul>	40 years after business action completed.
1918	<p><b><i>Investigative hearing transcripts – minor investigations</i></b>  Transcripts of investigative hearings for investigations which:</p> <ul style="list-style-type: none"> <li>• require no disciplinary or managerial action</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i> which are unfounded or unproved after necessary action has been taken.</li> </ul>	15 years after business action completed.
1919	<p><b><i>Video and audio recordings – transcribed</i></b>  Video and audio recordings of corrupt conduct investigative hearings, which have been transcribed.</p>	2 years after business action completed.
1920	<p><b><i>Video and audio recordings – not transcribed</i></b>  Video and audio recordings of corrupt conduct investigative hearings, which have not been transcribed.</p>	10 years after business action completed.
<b>INTELLIGENCE</b>		
1921	<p><b><i>Intelligence analysis – major complaints</i></b>  Records relating to the gathering and analysis of intelligence for complaints which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> </ul>	Permanent. Transfer to QSA after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• cover significant events resulting in death (includes high speed pursuits, deaths in custody and police related incidents)</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	
1922	<p><b><i>Intelligence analysis – disciplinary complaints</i></b></p> <p>Records relating to the gathering and analysis of intelligence for complaints, which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	40 years after business action completed.
1923	<p><b><i>Intelligence analysis – minor complaints</i></b></p> <p>Records relating to the gathering and analysis of intelligence for complaints (excluding those with significant public interest), which:</p> <ul style="list-style-type: none"> <li>• require no disciplinary, managerial or future action</li> <li>• cover events resulting in serious injury to individuals (e.g. police pursuits)</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i>, which are unfounded or unproved after necessary action has been taken</li> <li>• are not within jurisdiction, withdrawn or cancelled/duplicate or classified as ‘other’.</li> </ul>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	
1924	<p><b><i>Intelligence analysis – major investigations</i></b>  Records relating to the gathering and analysis of intelligence for investigations, which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and Corruption Act 2001</i></li> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	Permanent. Transfer to QSA after business action completed.
1925	<p><b><i>Intelligence analysis – disciplinary investigations</i></b>  Records relating to the gathering and analysis of intelligence for investigations, which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p><i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i></p>	40 years after business action completed.
1926	<p><b><i>Intelligence analysis – minor investigations</i></b>  Records relating to the gathering and analysis of intelligence for investigations, which:</p> <ul style="list-style-type: none"> <li>• require no disciplinary, managerial or future action</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i>, which are unfounded or unproved after necessary action has been taken.</li> </ul>	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
	<i>See reference 1801 for records related to intelligence data or information obtained either in relation to Crime and Corruption Commission holdings and/or from external agencies and telecommunications providers as a result of a Form4 or Form4 (Part B) request submitted to information retrieval section.</i>	
1927	<p><b>Supplied intelligence information</b></p> <p>Intelligence information supplied by the Queensland Police Service, other police services, government agencies, members of the public etc. in relation to corrupt conduct investigations. This includes drugs, prostitution, gaming and starting price (SP) betting.</p> <p>Note: This information was supplied in the early days of the Crime and Corruption Commission.</p>	5 years after business action completed.
1928	<p><b>Raw call charge record (CCR) data</b></p> <p>This includes the raw data provided by the telecommunications provider as part of a corrupt conduct investigation (i.e. the time, date and duration of all calls made to a particular number) under Chapter 4 of the <i>Telecommunications (Interception and Access) Act 1979</i>.</p>	3 years after business action completed <b>AND</b> once review under s.187N is completed
1929	<p><b>Confidential sources</b></p> <p>Records relating to confidential sources for a corrupt conduct investigation. This includes:</p> <ul style="list-style-type: none"> <li>• application to register a confidential source</li> <li>• memorandum of acknowledgement by a confidential source</li> <li>• contact with confidential source form</li> <li>• confidential source evaluation report</li> <li>• confidential source audio recordings</li> <li>• application for consideration for reward form</li> <li>• acknowledgement of receipt form</li> <li>• audio tape of payment and acknowledgement.</li> </ul>	7 years after last contact with confidential source.
1930	<p><b>Target development</b></p> <p>Records relating to the development of a business case on an individual or group of individuals whose criminal or corrupt activities are considered to warrant operational action as part of a corrupt conduct investigation.</p>	5 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1931	<p><b>Telecommunications interception material – received</b></p> <p>Material received from other agencies as a result of the use of telecommunications intercept powers as part of a corrupt conduct investigation.</p>	<p>Until no longer required for a permitted purpose under the <i>Telecommunications (Interception and Access) Act 1979</i>. Once no longer required, where possible, contact originating agency to request whether disposal may occur, then dispose.</p>
1932	<p><b>Telecommunications interception material – directly obtained by the CCC</b></p> <p>Material lawfully intercepted by the CCC pursuant to warrant under the <i>Telecommunications (Interception and Access) Act 1979</i>. Includes stored communications received from carriers.</p>	<p>Until no longer required for a permitted purpose under the <i>Telecommunications (Interception and Access) Act 1979</i>.</p>
1933	<p><b>Telecommunications interception material – internal management</b></p> <p>Records relating to the receipt and copying of telecommunications interception material as part of a corrupt conduct investigation.</p>	<p>Permanent by the agency.</p>
1934	<p><b>Bureau of criminal intelligence monitoring</b></p> <p>Records relating to the monitoring of the Bureau of Criminal Intelligence Queensland and audits of the Security Intelligence Branch.</p>	<p>10 years after business action completed.</p>
1935	<p><b>Occurrence sheets – copies</b></p> <p>Copies of Bureau of Criminal Intelligence Queensland occurrence sheets.</p>	<p>2 years after business action completed.</p>
<b>INVESTIGATIONS</b>		
1936	<p><b>Corrupt conduct investigations – major</b></p> <p>Records relating to Crime and Corruption Commission investigations, which:</p> <ul style="list-style-type: none"> <li>• result in a Crime and Corruption Commission report being published under s.69 of the <i>Crime and</i></li> </ul>	<p>Permanent. Transfer to QSA after business action completed.</p>

Disposal authorisation	Description of records	Retention period & trigger
	<p><i>Corruption Act 2001</i></p> <ul style="list-style-type: none"> <li>• have significant public interest, e.g. matters involving prominent persons and or socio-cultural/political groups or movements</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of an agency</li> <li>• result in the dismissal of an employee</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry.</li> </ul> <p>These classes include records such as management and correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p> <p><i>See reference 1951 and 1952 for surveillance material related to these investigations</i></p>	
1937	<p><b><i>Corrupt conduct investigations – disciplinary</i></b></p> <p>Records relating to Crime and Corruption Commission investigations, which result in:</p> <ul style="list-style-type: none"> <li>• disciplinary action or stand down or suspension from duty of the employee</li> <li>• recommendations of criminal charges or corrupt conduct pursuant to the <i>Crime and Corruption Act 2001</i>.</li> </ul> <p>These classes include records such as management and correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p> <p><i>See reference 1951 and 1952 for surveillance material related to these investigations</i></p>	40 years after business action completed.
1938	<p><b><i>Corrupt conduct investigations – minor</i></b></p> <p>Records relating to corrupt conduct investigations, which:</p> <ul style="list-style-type: none"> <li>• require no disciplinary or managerial action</li> <li>• cover public interest disclosures made under the <i>Public Interest Disclosure Act 2010</i>, which are unfounded or unproved after necessary action has been taken.</li> </ul> <p>These classes include records such as management and correspondence, brief of evidence, submissions, financial investigation, forensic computing, investigator’s report, interview transcripts, statements and final reports.</p>	15 years after business action completed.



Disposal authorisation	Description of records	Retention period & trigger
	<i>See reference 1951 and 1952 for surveillance material related to these investigations</i>	
1939	<b>Audio and video tapes – transcribed</b> Master copy audio and video tapes of corrupt conduct investigation interviews, which have been transcribed.	2 years after business action completed.
1940	<b>Audio and video tapes – not transcribed</b> Master copy audio and video tapes of corrupt conduct investigation interviews, which have not been transcribed.	10 years after business action completed.
1941	<b>Audio and video tapes – working copies</b> Working copy audio and video tapes of corrupt conduct investigation interviews.	Until administrative use ceases.
<b>LIAISON</b>		
1942	<b>Whistleblower action group liaison</b> Records relating to routine liaison with the Whistleblower Action Group.	7 years after business action completed.
<b>REPORTING</b>		
1943	<b>Charges register case reports</b> Reports generated from charges register.	Until administrative use ceases.
1944	<b>Complaint assessment decisions and schedules</b> Reports generated from RBase complaints system from 1991 to 1999.	15 years after business action completed.
1945	<b>Daily matters assessed report – unendorsed</b> Report forwarded to QPS identifying matters assessed by the Complaints Services Assessment Committee, which are relevant to the agency.	2 years after business action completed.
1946	<b>MAC daily list</b> COMPASS system print out of matters to be assessed by the Matters Assessment Committee.	15 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
1947	<p><b>Police pursuits</b></p> <p>Records relating to daily Queensland Police Service reports regarding the number of police pursuits undertaken.</p>	7 years after business action completed.
<b>RESEARCH</b>		
1948	<p><b>Research datasets</b></p> <p>Datasets collected to support corrupt conduct research activity. This includes:</p> <ul style="list-style-type: none"> <li>• raw data/instruments received from an external agency or collected by an instrument (i.e. questionnaire, interviews, etc.)</li> <li>• variables and analyses</li> <li>• spreadsheets and graphs/tables.</li> </ul>	25 years after business action completed.
1949	<p><b>Major research projects</b></p> <p>Records relating to major projects undertaken in relation to corruption and/or the prevention of corruption. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	25 years after business action completed.
1950	<p><b>Minor research projects</b></p> <p>Records relating to minor projects (e.g. projects which result in an issues or information paper) relating to corruption. This includes:</p> <ul style="list-style-type: none"> <li>• correspondence with external agencies or individuals</li> <li>• project plans</li> <li>• submissions</li> <li>• reports of findings.</li> </ul>	10 years after business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<b>SURVEILLANCE</b>		
1951	<p><b><i>Surveillance – investigations and intelligence captured under a warrant</i></b>  Records relating to surveillance for intelligence and/or investigations captured under a warrant.  This includes surveillance logs and running sheets, transcripts, videos and photographs (master negative or digital image).</p>	Until investigations and legal action, including appeal period is complete, then destroy.
1952	<p><b><i>Surveillance – investigations and intelligence not captured under a warrant</i></b>  Records relating to surveillance for intelligence and/or investigations not captured under a warrant.  This includes surveillance logs and running sheets, transcripts, videos and photographs (master negative or digital image).  Note: Copies of specific images are held on the relevant investigation files.</p>	Until no longer required for operational, investigative, or legal purposes, then destroy.
1953	<p><b><i>Surveillance – working copies</i></b>  Working copies of surveillance material for corrupt conduct investigations.</p>	Until administrative use ceases.
1954	<p><b><i>Technical applications</i></b>  Records relating to applications for the use of technical devices, covert operatives and associated surveillance and support teams for corrupt conduct investigations.</p>	10 years after business action completed.

## POLICE SERVICE ADMINISTRATION

The function of dealing with police service appeals and grievances under Part 9 of the Police Service Administration Act 1990.

Disposal authorisation	Description of records	Retention period & trigger
<b>APPEALS (RECOMMENDATIONS)</b>		
1955	<p><b>Successful police appeals</b></p> <p>Successful appeals by police officers against decisions made by the Queensland Police Service where the recommendation was for the original decision to be set aside or varied. This includes:</p> <ul style="list-style-type: none"> <li>• disciplinary matters</li> <li>• dismissal</li> <li>• stand down</li> <li>• suspension</li> <li>• unapplied for transfers</li> <li>• promotion and transfer.</li> </ul>	15 years after business action completed.
1956	<p><b>Unsuccessful police appeals</b></p> <p>Unsuccessful appeals by police officers against decisions made by the Queensland Police Service. This includes where the original decision has been affirmed or the application has been withdrawn.</p>	2 years after business action completed.
<b>CONTROL</b>		
1957	<p><b>Commissioner for Police service reviews (CPSR) database</b></p> <p>Datasets relating to Commissioner for Police service review cases, which are maintained in the CPSR database.</p> <p>This includes details of the applicant, dates, matter disputed (e.g. appointments, transfers, disciplinary action, rank increase, promotion, etc.), CCC's recommendation and whether the Police Commissioner agrees.</p>	Permanent by the agency.
<b>REPRESENTATIVES</b>		
1958	<p><b>Review commissioner appointment</b></p> <p>Records relating to the nomination and appointment of Review Commissioners approved by the Governor in Council.</p>	10 years after cessation of appointment.

## STRATEGIC MANAGEMENT

*Records relating to the development, monitoring and reviewing of business plans, strategic plans, corporate plans and other long-term organisational strategies. Also includes quality assurance and certification and the formulation and amendment of legislation, which provides the legislative basis for the organisation.*

*This section includes records relating to strategic management having different retention periods or other special requirements from those strategic management records covered by the General Retention and Disposal Schedule.*

*See the General Retention and Disposal Schedule for all other strategic management records.*

Disposal authorisation	Description of records	Retention period & trigger
<b>STRATEGIC MANAGEMENT</b>		
1959	<p><b><i>Tabling of reports</i></b>            Notifications relating to the tabling of Crime and Corruption Commission reports under s.69 of the <i>Crime and Corruption Act 2001</i>.</p>	5 years after business action completed.

## WITNESS PROTECTION

The function of providing protection to persons who have provided assistance to law enforcement agencies during investigations. Protection may include identity change and or relocation to another area or state and also includes protection for witnesses attending court.

Disposal authorisation	Description of records	Retention period & trigger
<b>AGREEMENTS</b>		
1960	<p><b>Witness protection agreements</b></p> <p>Records relating to the agreement between the witness and the Crime and Corruption Commission enabling the witness to enter the Witness Protection Program. This includes the following:</p> <ul style="list-style-type: none"> <li>• registration of operation name form</li> <li>• application for witness protection</li> <li>• confidentiality agreements</li> <li>• initial threat assessment</li> <li>• interim offer of protection</li> <li>• full offer of protection</li> <li>• request to withdraw from protection</li> <li>• notice of suspension from program.</li> </ul>	75 years after business action completed.
<b>AUTHORISATION</b>		
1961	<p><b>New identity</b></p> <p>Records relating to the establishment of new identities for persons in the Witness Protection Program and officers providing the protection. This includes correspondence with relevant agencies.</p>	75 years after removal from the Witness Protection Program.
1962	<p><b>Returned identity documents</b></p> <p>Documents no longer required for establishing a new identity, which are returned to the Crime and Corruption Commission by a person previously in the Witness Protection Program.</p>	Destroy as soon as practicable in accordance with s.22 of the <i>Witness Protection Act 2000</i> .
1963	<p><b>Relocations</b></p>	15 years after removal from the Witness Protection Program

Disposal authorisation	Description of records	Retention period & trigger
	Records relating to the relocation of persons in the Witness Protection Program. Includes correspondence with relevant companies and agencies and correspondence relating to the: <ul style="list-style-type: none"> <li>• loan of property</li> <li>• change of address.</li> </ul>	<b>AND</b> after business action completed.
1964	<b>Covert company establishment</b> Records relating to the establishment of covert companies relating to witness protection. This includes documentation required to enable a company to be incorporated under the <i>Corporations Act 2001</i> and/or a business name to be registered under the <i>Business Names Registration Act 2011</i> .	7 years after expiry or cessation of company registration.
1965	<b>Disclosures about protected witnesses or officers</b> Records relating to the disclosure of information about protected witnesses or officers under s.36 of the <i>Witness Protection Act 2000</i> .	7 years after business action completed.
<b>CONTROL</b>		
1966	<b>Witness protection register</b> Witness protection register maintained under s.35(1)(c) of the <i>Witness Protection Act 2000</i> containing factual and assumed particulars of persons who have assumed new identities under the Witness Protection Program. This includes non-disclosure certificates.	Permanent. Transfer to QSA after business action completed.
1967	<b>WITPROQUO – witness protection database</b> Datasets relating to applications to enter the Witness Protection Program, which are maintained on the witness protection database – WITPROQUO.	75 years after witness leaves the program.
<b>INTELLIGENCE</b>		
1968	<b>Intelligence analysis</b> Records relating to the gathering and analysis of intelligence relating to persons on the Witness Protection Program. This includes checks undertaken by intelligence section, profiles etc.	15 years after the removal of the witness from the program <b>AND</b> After business action completed.

Disposal authorisation	Description of records	Retention period & trigger
<b>LEASING</b>		
1969	<p><b>Safe house leases</b></p> <p>Records relating to lease arrangements for safe house accommodation for persons included in the Witness Protection Program, including agreements and correspondence with relevant companies.</p>	7 years after lease expires.
<b>LIAISON</b>		
1970	<p><b>Telephone recordings with protected individuals</b></p> <p>Recordings of telephone calls with individuals in the Witness Protection Program. This includes voice logging tapes and CD-R discs.</p>	5 years after business action completed.
<b>MEDICAL HISTORIES</b>		
1971	<p><b>Medical history analysis</b></p> <p>Records relating to the collection of medical information and reviews of the health status of persons to be included in the Witness Protection Program.</p>	10 years after business action completed.
<b>RISK MANAGEMENT</b>		
1972	<p><b>Risk assessment</b></p> <p>Records relating to risk assessments undertaken in relation to persons in the Witness Protection Program. This includes the deliberate risk assessment worksheet.</p>	75 years after business action completed.
<b>SECURITY</b>		
1973	<p><b>Breaches</b></p> <p>Records relating to breaches of protection agreements, which could result in a threat to the security of the witness (e.g. contact with the media). This includes the Notice of Breach Form.</p>	25 years after business action completed.
1974	<p><b>Court security</b></p> <p>Records relating to the provision of security when a witness is required to attend court or other high risk appointments. This includes operational orders.</p>	7 years after business action completed.



<b>Disposal authorisation</b>	<b>Description of records</b>	<b>Retention period &amp; trigger</b>
1975	<b><i>Mail vetting</i></b> Register of mail that is forwarded to the witness via the Witness Protection Unit.	7 years after business action completed.