

Children's Rights, Protection and Promotion Retention and Disposal Schedule

Responsible public authority: Commission for Children and Young People and Child Guardian

Queensland Disposal Authority Number (QDAN)	636	Version	2
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Scope of Retention and Disposal Schedule

This Schedule provides coverage of the core business records generated by the Commission for Children and Young People and Child Guardian, and the Child Death Case Review Committee relating to Child Death Reviews, Child Guardianship, Strategic Policy Direction and Working with Children Checks. It also includes personnel records for community visitors.

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

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Commission for Children and Young People and Child Guardian should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 636 version 1

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

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

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

Records created before 1950

Records described in QDAN 636 version 2 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

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

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

Revision history

QDAN	Date of approval	Extent of revision
636 version 1	3 January 2008	Initial schedule issued to the Commission for Children and Young People and Child Guardian
636 version 2	23 December 2013	Minor changes.

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1. CHILD DEATH REVIEW

The function of providing independent analysis, research and comment on child deaths in Queensland: particularly in regard to the deaths of children known to the Department of Communities, Child Safety and Disability Services. Includes providing Secretariat support to the Child Death Case Review Committee which reviews child death investigations carried out under Chapter 7A of the Child Protection Act 1999, maintaining a Child Death Register, conducting research into child deaths and making recommendations on how child deaths and injuries can be avoided.

Reference	Description of records	Status	Disposal action
1.1	ACCESS <i>The activity of controlling access to information in the Child Death Register in accordance with s.144b of the Commission for Children and Young People and Child Guardian Act 2000.</i>		
1.1.1	Access – granted/revoked Records relating to requests for access to information in the Child Death Register for research purposes where approval is granted. Records include request forms and agreements as well as instances where access has been revoked.	Temporary	Retain for 6 years after expiry or revocation of agreement.
1.1.2	Access – not granted Records relating to requests for access to information in the Child Death Register for research purposes where approval is not granted.	Temporary	Retain for 3 years after last action.
1.2	CHILD DEATH REGISTRATION <i>The process of maintaining a register of all child deaths in Queensland (the Child Death Register) based on notifications from the Registrar of Births, Deaths and Marriages and the Office of the State Coroner. Includes the registration of reportable deaths under 10(A) of the Coroners Act 2003.</i>		
1.2.1	Child death register Register of all deaths of children and young people under the age of 18 required to be kept under s.143 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> . Information may include:	Permanent	Retain permanently by the Commission.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • child identifier (BDM number) • child name • gender • date of birth • place of birth • address • indigenous status • geographical descriptor • date of death • age at death • cause of death (Coronial, BDM) • international Coding Description • details of siblings known to child protection agencies. <p><i>For original source documentation used for maintaining the Child Death Register (e.g. statutory notifications) see reference 1.3.1 Child death case reviews.</i></p>		
1.2.2	<p><i>Child death reviews - other registers and lists</i></p> <p>Other lists, spreadsheets and registers relating to child deaths created for reporting and analysis purposes. Includes list of Child Death Case Review Committee cases, list of Child Death Case Review Committee recommendations, etc.</p> <p><i>See also section 1.5 Research for other records relating to child death research.</i></p>	Permanent	Retain permanently by the Commission.

Reference	Description of records	Status	Disposal action
1.3	<p>CHILD DEATH CASE REVIEW COMMITTEE ACTIVITIES</p> <p><i>The activity of reviewing original reviews undertaken by the Department of Communities, Child Safety and Disability Services into the deaths of children who die within 3 years of the child becoming known to the Department. Includes the monitoring of the Department's implementation of the Child Death Case Review Committee's recommendations.</i></p>		
1.3.1	<p><i>Child death case reviews</i></p> <p>Child Death Case Review Committee (CDCRC) records relating to individual child death case reviews conducted under Chapter 6, Part 1 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • review reports provided by the Department under sections 246D and 246G of the <i>Child Protection Act 1999</i> • copies of records provided by other entities, including the Queensland Police Service and the Department relating to the child and their family and other people and entities involved in the case • CDCRC final report (including the review brief and draft report and subsequent versions) • additional documents identifying individual children provided by the CDCRC under s.135 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> • statements provided under s.141 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> documenting the relevant entity's response to adverse comments to be made in annual reports of the CDCRC. <p><i>See section 1.4 Committee Management for records relating to the administration of the Committee.</i></p>	Permanent	Retain permanently.
1.3.2	<p><i>Implementation monitoring</i></p> <p>Records relating to the monitoring of follow-up actions implemented by the Department. Records may include, but are not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • reports under s.136 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> • monthly implementation reports provided by and to the Department • records of discussions and negotiations with the Department • escalation reports made by the Committee to the Minister to whom the Chief Executive (Child Safety) is responsible under s.137 • notifications sent to the Department advising that Committee is/is not satisfied with the Department's response. 		
1.3.3	<p>Review criteria</p> <p>Records relating to the development, approval and review of child death case review criteria described in s.133 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> and used by the CDCRC for assessing the adequacy of Departmental original reviews. Includes records of consultation, significant drafts and supporting documentation.</p>	Permanent	Retain permanently.
1.4	<p>COMMITTEE MANAGEMENT</p> <p><i>The activity of providing secretariat support to the Child Death Case Review Committee.</i></p>		
1.4.1	<p>Child Death Case Review Committee</p> <p>Records associated with the management of the Child Death Case Review Committee. Includes membership, agendas, minutes, and associated correspondence.</p> <p><i>For reports and supporting documentation relating to case reviews completed by the Committee see reference 1.3.1.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for records of a purely administrative nature.</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.5	<p>RESEARCH</p> <p><i>The activity of investigating or enquiring into child deaths in order to discover facts, principles etc., aimed at preventing child deaths in Queensland.</i></p> <p><i>See also section 2.10 Research for research into broader child protection issues.</i></p> <p><i>See also section 3. Strategic Policy Direction for research on broader issues affecting children and young people.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none"> • <i>legal deposit requirements for publications</i> • <i>informational material, drafts and working papers.</i> 		
1.5.1	<p>Original research – summary/final reports and evaluations</p> <p>Records of original research into child deaths covered by s. 145 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Includes research reports developed or commissioned by the agency.</p>	Permanent	Retain permanently.
1.5.2	<p>Original research – other records</p> <p>Other records relating to original research into child deaths (published and unpublished) performed by the agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research plans • interim reports • primary research data • raw data in all formats • stakeholder submissions • surveys and/or interview responses • data collection authorisation forms 	Temporary	Retain for 25 years after completion of research.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• modelling diagrams. <p><i>Excludes data comprising the Child death register.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for informational material, drafts and working papers.</i></p>		

2. CHILD GUARDIANSHIP

The function of overseeing the services provided to Queensland children and young people in the child protection and youth justice systems. Includes monitoring and reporting on the effectiveness of the child safety and youth justice systems; monitoring and reviewing laws, policies and practices impacting on the services provided to children and young people; administering a state-wide Community Visitor function for children and young people in alternative care – including foster care; and receiving, reviewing and investigating complaints about services provided to, or not provided to, children and young people in the child safety or youth justice system.

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- *Communications Management*
- *Enquiries*
- *Legislation*
- *Marketing*
- *Policy*
- *Publications.*

Reference	Description of records	Status	Disposal action
2.1	<p>ADVICE</p> <p><i>The activity of working with government and non-government organisations who deliver services to children and young people to improve their capacity to safeguard the safety of children in their care. Includes the provision of advice, feedback, planning assistance, etc.</i></p> <p><i>See section 2.8 Policy and Guidance Products for guidelines and other material aimed at service providers.</i></p> <p><i>See section 2.5 Education and Training for training provided to service providers.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for arrangements for staff exchanges, participation in external committees and minutes of meetings.</i></p>		

Reference	Description of records	Status	Disposal action
2.1.1	<p>Detailed advice</p> <p>Records documenting detailed information and advice provided to service providers to enable them to deliver a higher standard of care.</p> <p><i>See section 2.7 Monitoring for the monitoring and audit of service providers.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for routine enquiries received by the agency.</i></p>	Temporary	Retain for 7 years after last action.
2.2	<p>CLIENT MANAGEMENT</p> <p><i>The provision of assistance and advocacy to children in Queensland receiving services or care under s.17 and s.25 of the Commission for Children and Young People and Child Guardian Act 2000. Includes the monitoring of children through community visitations and the resolution of issues arising from these visits.</i></p> <p><i>Excludes advocacy and assistance to children in Queensland who are not in the child safety or youth justice systems the records of which are covered in section 2.4 Complaints Management.</i></p> <p><i>For the investigation of complaints see section 2.6 Investigations.</i></p>		
2.2.1	<p>Child/young person case files</p> <p>Records relating to individual children and young people who receive visits from community visitors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • personal details of child • child progress reports completed by community visitor • records of the child's views and wishes (s.103(3)) • completed visit checklists • corrective action plans • referral of information to other agencies (s. 25) 	Temporary	Retain for 100 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • placement history • copies of child protection orders • rehabilitation records • details of parties and service providers who raise issues with community visitors or are subject to a matter being handled by a community visitor. <p>Also includes copies of records and information received and requested from other jurisdictions and other government and non-government service providers.</p>		
2.3	<p>COMMUNITY VISITATION AND SUPPORT</p> <p><i>The activity of making regular visits to children and young people in out-of-home care to provide information and support and to ensure that the child or young person's needs are being met. Community visitors are accessible to children in residential facilities, foster care, disability respite centres, mental health facilities and youth detention centres.</i></p> <p><i>See also section 5.1 Employment Conditions for records relating to the employment history of community visitors.</i></p> <p><i>For records relating to the monitoring and audit of child service providers see section 2.7 Monitoring.</i></p> <p><i>For records relating to the payment of community visitors see the General Retention and Disposal Schedule for Administrative Records.</i></p>		
2.3.1	<p>Entry warrants</p> <p>Warrants obtained under s. 96 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> authorising a community visitor to enter a visitable site or home.</p>	Temporary	Retain for 5 years after last action.
2.3.2	<p>Visitable sites and homes - inactive</p> <p>Inactive data sets held in the Jigsaw information system recording sites and homes no longer visitable for the purposes of s.86 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Information includes, but is not limited to:</p> <ul style="list-style-type: none"> • address of visitable site • name of last known contact persons at site 	Temporary	Retain for 50 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • name of community visitor assigned to the site • dates of visits completed. <p><i>For visitable site and home reports see reference 2.3.5.</i></p>		
2.3.3	<p>Community visits – child issues log</p> <p>Datasets held in the Jigsaw information system recording issues relating to children identified by community visitors requiring follow-up action.</p> <p>Information includes, but is not limited to:</p> <ul style="list-style-type: none"> • date logged • details of issue • section 25 referrals • details of how issue handled/resolved by Community Visitor. <p>Includes hard copy serious issue notifications (previously issued under section 20 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>).</p> <p><i>For detailed child case files see reference 2.2.1.</i></p>	Temporary	Retain for 100 years after last action.
2.3.4	<p>Community visitor – visiting schedules and observations</p> <p>Records prepared by community visitors such as visiting schedules, interviews, notes and observations relating to the visit. Includes Community Visitor (CV) Notebooks.</p> <p><i>For detailed child case records see reference 2.2.1.</i></p>	Temporary	Retain for 100 years after last action.
2.3.5	<p>Visitable homes and visitable sites reports</p> <p>Records relating to visitable homes and sites reports submitted to the Commissioner under s. 92 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Includes comments on the appropriateness of the service, facility or</p>	Temporary	Retain for 100 years after last action.

Reference	Description of records	Status	Disposal action
	<p>accommodation, and feedback from children and young people.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • copies of documents obtained at a visitable site or home (s.101(4)) • completed visit checklist • consent acknowledgement books • CV notebooks • covering email. <p><i>See section 2.2 Client Management for records relating to progress reports submitted by community visitors relating to individual children.</i></p>		
2.4	<p>COMPLAINTS MANAGEMENT</p> <p><i>The process of handling expressions of dissatisfaction received by the Commission under Chapter 4 Part 3, s.17 and s.25 of the Commission for Children and Young People and Child Guardian Act 2000 about a service that the provider has, or is not providing, to a child or young person in the child safety or juvenile justice systems. Includes the activities associated with receiving, assessing, monitoring and resolving those complaints. Also includes the making of complaints by the Children's Commissioner on behalf of children and young people in care.</i></p> <p><i>For complaints dealt with through a formal investigation see section 2.6 Investigations.</i></p>		
2.4.1	<p>Complaints – initiated by the Children's Commissioner</p> <p>Records relating to complaints initiated by the Commissioner under s.59 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> on the basis that the matter:</p> <ul style="list-style-type: none"> • adversely affects the rights or wellbeing of a child or children • raises issues of public interest • raises a significant issue about a law, policy or practice or the need for a law, policy or practice. 	Permanent	Retain Permanently.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • details of complaint • details of parties and service providers relevant to the complaint management process • details of communication with relevant parties and service providers • documentation received or requested from relevant parties or service providers, including written correspondence, court material, reports, or notes or outcome information. <p><i>For records relating to the investigation of these complaints see section 2.6 Investigations.</i></p>		
2.4.2	<p>Complaints – referred to complaints agency or service provider</p> <p>Records relating to complaints and allegations that are formally referred to the relevant complaint agency or service provider under s. 61 (a) or 62 (b) or s.25 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • details of complaint • details of parties and service providers relevant to the complaint management process • assessment reports or notes • notice of referral. 	Temporary	Retain for 100 years after last action.
2.4.3	<p>Complaints – conciliated</p> <p>Records relating to complaints and allegations dealt with by negotiation and conciliation by the Commission under s.61 (c) of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Excludes complaints initiated by the Commissioner.</p>	Temporary	Retain for 100 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • details of complaint • assessment reports or notes • notice of outcome • details of communication with relevant parties and service providers • documentation received or requested from relevant parties or service providers, including written correspondence, court material, reports, notes or outcome information. <p><i>For complaints dealt with by the Commission as an investigation see section 2.6 Investigations.</i></p>		
2.4.4	<p><i>Complaints – not accepted as complaints</i></p> <p>Records relating to complaints and allegations lodged with the Commission, but not dealt with as complaints, in accordance with s. 61(e) of <i>Commission for Children and Young People and Child Guardian Act 2000</i>. Complaints may not be accepted on the grounds that they:</p> <ul style="list-style-type: none"> • are determined to be frivolous, or otherwise lack substance • the subject matter had already been adequately dealt with • the subject matter was already decided by the Queensland Civil and Administration Tribunal or other legal proceedings • further dealing in the matter was deemed unnecessary or unjustifiable • the subject of the complaint was not related to the interests of the child or children • the complainant withdrew the complaint or failed to cooperate in the resolution of the complaint • any other reason given under s. 62 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>. 	Temporary	Retain for 25 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • details of complaint • details of communication with relevant parties or service providers • assessment reports or notes • notice of decision not to continue dealing with complaint. 		
2.5	<p>EDUCATION AND TRAINING</p> <p><i>The activity of providing information and training to individuals and organisations providing regulated child-related services on their responsibilities for fostering safe service environments for children. It also includes the provision of information to the broader community to build awareness of child safety issues. Includes organising workshops, and the development of newsletters, FAQs, etc. See General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for published material.</i></p>		
2.5.1	<p><i>Master copies of capacity development material</i></p> <p>Master copies of capacity development tools and materials, for example, educational kits, newsletters and planning models or frameworks.</p>	Temporary	Retain for 10 years after last action.
2.5.2	<p><i>Development records</i></p> <p>Records supporting the development of capacity initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.
2.5.3	<p><i>Event management</i></p> <p>Records relating to arrangements for capacity development events. Includes bookings and attendance lists, agendas, training materials, flyers, speaking notes and audio visual materials.</p>	Temporary	Retain for 5 years after last action.
2.6	<p>INVESTIGATIONS</p> <p><i>The activity associated with the investigation of complaints and other matters relating to the provision, or failure to provide, a service to a child in the child safety system in accordance with the Commission of Children and Young People and Child Guardian Act 2000.</i></p>		

Reference	Description of records	Status	Disposal action
	<p><i>Includes investigations into complaints made by the Children's Commissioner and matters which could not be resolved through conciliation.</i></p> <p><i>For records relating to the lodgement and management of complaints see section 2.4 Complaint Management.</i></p>		
2.6.1	<p><i>Investigations – significant</i></p> <p>Records relating to formal investigations into complaints or allegations which are significant. Factors which indicate a permanent retention include investigations:</p> <ul style="list-style-type: none"> • initiated by a complaint made by the Children's Commissioner under sections 59 or 64 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>; and • where the complaints and allegations were substantiated. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notices of investigation • investigation reports • police reports • meeting/conferencing notes • referrals (for investigation) • notifiers' information. <p><i>For the investigations into child death cases see reference 1.3.1 Child death case reviews.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for drafts and working papers.</i></p>	Permanent	Retain permanently.
2.6.2	<p><i>Investigations – unsubstantiated</i></p> <p>Records relating to formal investigations into complaints or allegations, except those</p>	Temporary	Retain for 50 years after last action.

Reference	Description of records	Status	Disposal action
	<p>covered by reference 2.6.1, where the allegations are found to be unsubstantiated.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notice of Investigation • investigation reports • police reports • meeting/conferencing notes • referrals (for investigation) • notifiers' information. <p><i>See the General Retention and Disposal Schedule for Administrative Records for drafts and working papers.</i></p>		
2.7	<p>MONITORING</p> <p><i>The activity of monitoring the systems, policies and practices of the Department of Communities, Child Safety and Disability Services and other licensed organisations providing services to children in the child protection system in accordance with sections 17-18 and Chapter 3 of the Commission for Children and Young People and Child Guardian Act 2000. Includes audits of specific aspects of, or matters directly related to the service.</i></p> <p><i>See section 2.2 Client Management for records relating to the monitoring, review and audit of individual child protection cases.</i></p> <p><i>See section 4.5 Monitoring for the monitoring of employment screening compliance.</i></p> <p><i>See section 2.6 Investigations for records relating to investigations into issues raised as a result of the Commission's monitoring role.</i></p> <p><i>For records relating to matters referred to the responsible referral agency see section 2.4 Complaint Management.</i></p> <p><i>For records of reviews of decisions made by the Department in relation to individual child protection cases see section 2.11 Reviews.</i></p> <p><i>For records of visits by Community Visitors see section 2.3 Community Visitation and Support.</i></p>		

Reference	Description of records	Status	Disposal action
2.7.1	<p><i>Department of Communities, Child Safety and Disability Services and other departments – significant</i></p> <p>Records documenting the monitoring and audit of the Department and other departments as mentioned in s. 39 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> where significant outcomes result.</p> <p>Factors which may determine a permanent retention include:</p> <ul style="list-style-type: none"> • machinery of government changes occur • major procedural reforms are triggered • a major public inquiry is triggered (e.g. CMC investigation, Commission of Inquiry, etc.). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit reports • monitoring plans (s. 23(d)) • progressive reports • requests for information notices • documentation provided to the Commission about the Department's provision of care • documentation provided to the Commission about the Department's internal complaints management system • project documentation. 	Permanent	Retain permanently.
2.7.2	<p><i>Department of Child Safety and other departments – other</i></p> <p>Records documenting the monitoring and audit of the Department and other departments as mentioned in section 39 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> other than those cases described in reference 2.7.1.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 100 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • audit reports • monitoring plans (s. 23(d)) • progressive reports • requests for information notices • documentation provided to the Commission about the Department's provision of care • documentation provided to the Commission about the Department's internal complaints management system • project documentation. 		
2.7.3	<p><i>Licensed service providers</i></p> <p>Records relating to the monitoring and audit of service providers licensed under the <i>Child Protection Act 1999</i> to provide services directly to children in the child safety system.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • inspection reports • audit reports • monitoring plans (s. 23(d)) • progressive reports • requests for information notices • documentation provided to the Commission about a service provider's provision of care • documentation provided to the Commission about the service provider's internal complaints management system • project documentation. <p><i>For the monitoring of compliance with employment screening requirements see section</i></p>	Temporary	Retain for 50 years after expiry or cancellation of licence.

Reference	Description of records	Status	Disposal action
	<i>4.5 Monitoring.</i>		
2.8	<p>POLICY AND GUIDANCE PRODUCTS</p> <p><i>The activity of drafting and releasing policies, standards, instructions and guidelines relating to child protection issues. Includes mandatory or voluntary procedures, instructions and guidelines.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the formulation and promulgation of internal operating policies and procedures.</i></p> <p><i>See also the General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for publications.</i></p>		
2.8.1	<p><i>Master set of policy and guidance material</i></p> <p>Master set of policies and guidance products relating to child protection issued by the Commission. Includes final versions of compliance indicators, frameworks and risk assessment tools.</p>	Permanent	Retain permanently.
2.8.2	<p><i>Development records</i></p> <p>Records relating to the development of policies and guidance products. Includes significant drafts and records of stakeholder consultation.</p>	Temporary	Retain for 10 years after last action.
2.9	<p>REPORTING</p> <p><i>The activities involved in investigating or enquiring into child safety matters in order to discover facts, principles etc, aimed at promoting the wellbeing of children and young people and protecting them from harm. Excludes research specifically relating to causes and prevention of child deaths.</i></p> <p><i>See also section 3. Strategic Policy Direction for research on broader issues affecting children and young people.</i></p>		
2.9.1	<p><i>Reports to the Minister</i></p> <p>Reports to the Minister made under s. 395 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> relating to the child protection system. Includes reports on specific matters requested by the Minister.</p> <p><i>Refer to the General Retention and Disposal Schedule for Administrative Records for the</i></p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<i>retention of annual reports of the agency.</i>		
2.10	<p>RESEARCH</p> <p><i>The activities involved in investigating or enquiring into child safety matters in order to discover facts, principles etc, aimed at promoting the wellbeing of children and young people and protecting them from harm.</i></p> <p><i>Excludes research specifically relating to causes and prevention of child deaths.</i></p> <p><i>See also section 3. Strategic Policy Direction for research on broader issues affecting children and young people.</i></p>		
2.10.1	<p>Original research – summary/final reports and evaluations</p> <p>Records of original research into child protection system issues. Includes research reports developed or commissioned by the agency.</p> <p><i>See section 1.5 Research for research into child deaths.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for:</i></p> <ul style="list-style-type: none"> • <i>legal deposit requirements for published material</i> • <i>informational material, drafts and working papers.</i> 	Permanent	Retain permanently.
2.10.2	<p>Original research – other records</p> <p>Other records relating to original research (published and unpublished) performed by the agency into child protection system issues.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research plans • interim reports • primary research data • raw data in all formats • stakeholder submissions 	Temporary	Retain for 25 years after completion of research.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • surveys and/or interview responses • data collection authorisation forms • modelling diagrams. <p><i>See the General Retention and Disposal Schedule for Administrative Records for informational material, drafts and working papers.</i></p>		
2.11	<p>REVIEWS</p> <p><i>The process of making and supporting an application by the Commission to the Queensland Civil and Administrative Tribunal under Chapter 10 of the Commission for Children and Young People and Child Guardian Act 2000 for the review of a decision made by the Department of Department of Communities, Child Safety and Disability Services.</i></p> <p><i>See section 4.1 Appeals for defending appeals against decisions made by the Commission.</i></p>		
2.11.1	<p>Queensland Civil and Administrative Tribunal reviews</p> <p>Records associated with applications for reviews made to the Queensland Civil and Administrative Tribunal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notices provided under s.370 and Part 2 s.371 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> • written judgement or findings. 	Permanent	Retain permanently.
2.12	<p>SUBMISSIONS</p> <p><i>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the Commission which is submitted to another organisation, or within the Commission.</i></p> <p><i>For submissions from external organisations in relation to a Commission function refer to the relevant function.</i></p>		
2.12.1	<p>Submissions</p> <p>Submissions and supporting documents (other than Cabinet and Executive Council</p>	Permanent	Retain permanently by the Commission.

Reference	Description of records	Status	Disposal action
	<p>Submissions) made to the external agencies on significant child safety issues.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for:</i></p> <ul style="list-style-type: none">• <i>submissions to Commissions of Inquiry and similar bodies</i>• <i>drafts and working papers.</i>		

3. CHILD POLICY STRATEGIC DIRECTION

The function of providing independent, strategic policy advice and responses to issues affecting children and young people. Includes undertaking research on issues affecting children and young people, developing publications and responding to local, national and international initiatives impacting on the rights and well being of children.

Reference	Description of records	Status	Disposal action
3.1	<p>EDUCATION AND TRAINING</p> <p><i>The activities associated with increasing awareness of issues relating to the rights and wellbeing of children and young people through state-wide education and capacity building programs.</i></p>		
3.1.1	<p><i>Master copies of capacity development material</i></p> <p>Master copies of capacity development tools and materials, for example, educational kits, newsletters and planning models or frameworks.</p>	Temporary	Retain for 10 years after last action.
3.1.2	<p><i>Development records</i></p> <p>Records supporting the development of capacity initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.
3.1.3	<p><i>Event management</i></p> <p>Records relating to arrangements for capacity development events. Includes bookings and attendance lists, agendas, training materials, flyers, speaking notes and audio visual materials.</p>	Temporary	Retain for 5 years after last action.
3.2	<p>POLICY AND GUIDANCE PRODUCTS</p> <p><i>The activity of drafting and releasing policies, standards, instructions and guidelines relating to the employment screening program. See General Retention and Disposal Schedule for Administrative Records for records relating to the formulation and promulgation of internal operating policies and procedures.</i></p>		

Reference	Description of records	Status	Disposal action
3.2.1	<p>Master set of policy and guidance material</p> <p>Master set of policies and guidance products issued by the Commission.</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for legal deposit requirements for published material.</i></p>	Permanent	Retain permanently.
3.2.2	<p>Development records</p> <p>Records relating to the development of policies and guidance products. Includes drafts and records of stakeholder consultation.</p>	Temporary	Retain for 10 years after last action.
3.3	<p>RESEARCH</p> <p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc.</i></p> <p><i>See section 1.5 Research for research into child deaths.</i></p>		
3.3.1	<p>Original research – summary/final reports and evaluations</p> <p>Records of original research into child protection system issues. Includes research reports developed or commissioned by the agency.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for:</i></p> <ul style="list-style-type: none"> • <i>legal deposit requirements for published material</i> • <i>drafts and working papers.</i> 	Permanent	Retain permanently.
3.3.2	<p>Original research – other records</p> <p>Other records relating to original research (published and unpublished) performed by the agency into issues affecting the rights or wellbeing of children and young people. Includes the identification of trends and emerging and ongoing issues.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • research plans • interim reports • primary research data 	Temporary	Retain for 25 years after completion of research.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • raw data in all formats • stakeholder submissions • surveys and/or interview responses • data collection authorisation forms, and • modelling diagrams. <p><i>See the General Retention and Disposal Schedule for Administrative Records for informational material, drafts and working papers.</i></p>		
3.4	<p>SUBMISSIONS</p> <p><i>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the Commission which is submitted to another organisation for the purpose of either gain or support.</i></p>		
3.4.1	<p><i>External submissions</i></p> <p>Submissions and supporting documents (other than Cabinet and Executive Council Submissions) made to external agencies on issues affecting the rights and well-being of children and young people.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for:</i></p> <ul style="list-style-type: none"> • <i>submissions to Commissions of Inquiry and similar bodies.</i> • <i>drafts and working papers.</i> 	Permanent	Retain permanently by the Commission.

4. WORKING WITH CHILDREN CHECKS

The function of screening individuals operating regulated businesses and persons looking to work or volunteer in regulated employment under Chapter 8 of the Commission for Children and Young People and Child Guardian Act 2000. Includes conducting checks of police and disciplinary information for individual applicants criminal history and disciplinary checks, issuing notices and monitoring changes to criminal histories. Also includes activities supporting reviews and appeals initiated either by the Commissioner or an applicant.

For records of speeches and presentations on issues relating to employment screening see section 4.3 Education and Training.

For records of audits and monitoring of individuals and businesses see section 4.5 Monitoring.

Reference	Description of records	Status	Disposal action
4.1	<p>APPLICATIONS FOR REVIEW</p> <p><i>The activity of defending applications for review of the Commissioner's decisions relating to the issuing of a negative notice brought before the Queensland Civil and Administrative Tribunal (QCAT). Also potentially relates to challenges by applicants who contest whether information released by the Queensland Police Services is investigative information, before the Magistrates Court. Also includes subsequent appeals to the QCAT Appeal Division or the Court of Appeal.</i></p> <p><i>Review/appeal records may be managed separately or as part of the Blue Card Application file. Where appeal records form part of the application file, sentence according to the retention period of the relevant class under section 4.2 Blue Card Applications or the relevant appeal class, whichever is the longer.</i></p>		
4.1.1	<p>Queensland Court of Appeal matters</p> <p>Records relating to appeals made from the QCAT to the Court of Appeal relating to a negative notice - irrespective of the outcome.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notice of intention to appeal • notice of outcome. 	Permanent	Retain permanently.
4.1.2	<p>Other appeals</p> <p>Records relating to reviews/appeals made to QCAT or Magistrates Court regarding either a positive or negative notice. Includes where the Commission's decision was overturned</p>	Temporary	Retain for 100 years from date of birth.

Reference	Description of records	Status	Disposal action
	<p>(so that the applicant receives a positive notice) or upheld (so that the applicant receives a negative notice).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notice of intention to appeal • notice of outcome. 		
4.2	<p>BLUE AND EXEMPTION CARD APPLICATIONS</p> <p><i>This section relates to the processing of applications for blue and exemption cards required by regulated employees and businesses in accordance with Chapter 8 of the Commission for Children and Young People and Child Guardian Act 2000, Child Protection Act 1999, the Child Safety (Carers) Amendment Act 2006 and other related legislation.</i></p> <p><i>For the monitoring of notice holders see section 4.5 Monitoring.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records for draft lists of approved applicants used for quality checking and audit purposes and the retention of master control records.</i></p>		
4.2.1	<p><i>Blue and exemption card applications – summary records</i></p> <p>Datasets recorded in the Employment Screening Service (ESS) database ('bluebox', previously known as 'greybox'), forming an historical summary of applications lodged by an applicant (employees and employers). Information to be captured includes:</p> <ul style="list-style-type: none"> • name • name changes • aliases • date of birth • applicant ID • business process ID • business process • applicant type 	Temporary	Retain for 100 years from date of birth.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • employer type • current employer yes/no • employer letter sent to • changes in employer type • governing body impact yes/no • governing body letter sent to • exemption body yes/no • exemption body letter sent to • application date • criminal history yes/no • changes in criminal history • application outcome(s) • applicant status • date notice sent • outcome date/date finalised. 		
4.2.2	<p>Court orders</p> <p>Court orders received under s. 357 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> disqualifying individuals from holding positive notices.</p> <p><i>Where these notices are kept on an application file, retain as per the relevant application file.</i></p>	Temporary	Retain for 100 years from date of birth.
4.2.3	<p>Blue card applications – negative notices and discretionary decisions</p> <p>Master memorandum or Minute of positive/negative notice signed by the Commissioner and summarising the application outcome and decision rationale in relation to</p>	Temporary	Retain for 100 years from date of birth.

Reference	Description of records	Status	Disposal action
	discretionary matters dealt with under s. 226, 227 or 228 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> .		
4.2.4	<p>Blue card applications – cancelled negative notices</p> <p>Master memorandum or Minute of negative notice where the negative notice is later cancelled under s. 236 or 238 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>.</p> <p><i>See also section 4.1 for appeals against negative notices.</i></p>	Temporary	Retain for 100 years from date of birth.
4.2.5	<p>Blue card applications – disqualifying information</p> <p>Records associated with blue card applications which do not proceed due to the:</p> <ul style="list-style-type: none"> • applicant being charged with a disqualifying offence while application is in progress (withdrawn under either s.208 or s.217 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>) • Commissioner being satisfied the applicant is a disqualified person and the application is therefore invalid (discontinued pursuant to section 175 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>). <p>Includes withdrawal of consent notices.</p> <p><i>Excludes details of the application held in the Employment Screening Services (ESS) database ('bluebox').</i></p> <p><i>For summary records of Blue and Exemption Card applications, retain in accordance with reference 4.2.1.</i></p>	Temporary	Retain for 100 years from date of birth.

Reference	Description of records	Status	Disposal action
4.2.6	<p>Blue card applications – positive notices</p> <p>Master memorandum or Minute of positive notice signed by the Commissioner and summarising the application outcome and decision rationale. Includes signed internal batch memorandum generated for all simple positive notices.</p> <p><i>Includes positive notices which are cancelled due to loss or theft.</i></p> <p><i>Excludes positive notices issued using discretionary powers under s. 220 and 221 of the Commission for Children and Young People and Child Guardian Act 2000.</i></p> <p><i>For applications resulting in a positive notice which are subsequently replaced by a negative notice, retain in accordance with reference 4.2.3.</i></p>	Temporary	Retain for 25 years after date of decision.
4.2.7	<p>Blue card applications – other records</p> <p>Other records associated with the processing of blue card applications, <i>excluding minutes/memoranda of positive/negative notices and records covered by reference 4.2.6.</i></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • original application/renewal forms as submitted by the applicant • requests for further information and responses • consent forms • applicant submissions • statutory notifications • copies of court dossiers • change of details advices • individual notifications sent to or received from other agencies • statutory declarations • details of replacement notices issued • information relating to an individual application captured in the 'bluebox' system not covered by reference 4.2.1. 	Temporary	Retain for 7 years after date of decision.

Reference	Description of records	Status	Disposal action
	<i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the processing of application fees.</i>		
4.2.8	<p>Blue card applications – do not proceed</p> <p>Records associated with blue card applications which do not proceed due to any of the following:</p> <ul style="list-style-type: none"> • applicant is employed in exempt category • applicant is a minor • failure to provide additional information (Notices deemed withdrawn under s. 205 - 207 or 215 (d) and 216 (d) of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>) • failure to provide payment • failure to meet minimum lodgement requirements (rejected) • the application duplicates an existing (undecided) application • current approval has not yet expired • applicant deceases while application in progress. <p>Records also include withdrawal of consent notices made under sections 209 or 214-217 or 203-209 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>.</p> <p><i>Excludes details of the application held in the Employment Screening Services (ESS) database ('bluebox').</i></p> <p><i>For summary records of Blue and Exemption Card applications, retain in accordance with reference 4.2.1.</i></p>	Temporary	Retain for 1 year after last action.
4.2.9	<p>Third party provider notifications</p> <p>Notifications from ABNote in relation to confirming the quantity of applications they have received within a given batch.</p>	Temporary	Retain for 6 months after last action.

Reference	Description of records	Status	Disposal action
4.2.10	<p><i>Returned notices and cards</i></p> <p>Current positive and positive exemption notices and Blue / exemption cards returned to the Commission as required under sections 240, 245, 246, 303, 304, 322, 347, 348, 349 and 350 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i>.</p>	Temporary	Retain for 6 months after last action.
4.3	<p>EDUCATION AND TRAINING</p> <p><i>The activity of providing information and training to regulated employers and employees regarding their responsibilities under Chapter 8 of the Commission for Children and Young People and Child Guardian Act 2000. Also includes the provision of information to the broader community to build awareness of the employment screening program. Includes organising workshops, and the development of newsletters, FAQs, etc.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for the marketing of workshops, forums and training events and the production of published material.</i></p>		
4.3.1	<p><i>Master copies of capacity development material</i></p> <p>Master copies of capacity development tools and materials, for example, educational kits, newsletters and planning models or frameworks.</p>	Temporary	Retain for 10 years after last action.
4.3.2	<p><i>Development records</i></p> <p>Records supporting the development of capacity initiatives. Includes circulated drafts, research and associated correspondence.</p>	Temporary	Retain for 2 years after last action.
4.3.3	<p><i>Event management</i></p> <p>Records relating to arrangements for capacity development events. Includes bookings and attendance list, agendas, training materials, flyers, speaking notes and audio visual materials.</p>	Temporary	Retain for 5 years after last action.
4.4	<p>FEES AND CHARGES</p> <p><i>The activity of setting and managing regulatory fees and charges for processing Blue or Exemption Card applications.</i></p>		
4.4.1	<p><i>Schedule of fees</i></p>	Temporary	Retain until

Reference	Description of records	Status	Disposal action
	Schedule of fees and charges.		superseded.
4.4.2	Fee setting Records relating to the setting of fees and charges.	Temporary	Retain for 5 years after last action.
4.5	<p>MONITORING</p> <p><i>The activity of monitoring regulated employers and employees for compliance with employment screening requirements under Chapter 8 of the Commission for Children and Young People and Child Guardian Act 2000. Includes the referral of serious breaches to the Queensland Police Service.</i></p> <p><i>See section 4.2 Blue and Exemption Card Applications for the processing of applications from regulated employees and employers.</i></p> <p><i>See section 2.7 Monitoring for monitoring and auditing of services provided by licensed service providers and government bodies.</i></p>		
4.5.1	Monitoring – matters referred for prosecution Compliance audits of individual employers and employees where a serious breach was referred to the Queensland Police Service for prosecution.	Temporary	Retain for 50 years after last action.
4.5.2	Monitoring – other Compliance audits of individual employers and employees not covered by reference 4.5.1.	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
4.5.3	<p><i>Prosecutions register</i></p> <p>Historical summary of all individuals referred to the Queensland Police Service for prosecution. Also includes all prosecutions initiated by the QPS.</p> <p>Information includes, but is not limited to:</p> <ul style="list-style-type: none"> • name • employment Screening applicant file number • date referred • penalty imposed. 	Permanent	Retain permanently.
4.5.4	<p><i>Persons of interest register</i></p> <p>Entries in the Persons of interest register relating to individuals for whom a notification has been received regarding their disciplinary or complaint history. Includes applicants who have submitted an application for employment screening and individuals for whom no application for employment screening has been received.</p>	Temporary	Retain for 100 years from date of birth.
4.6	<p>POLICY AND GUIDANCE PRODUCTS</p> <p><i>The activity of drafting and releasing policies, standards, instructions and guidelines relating to the employment screening program. See General Retention and Disposal Schedule for Administrative Records for records relating to the formulation and promulgation of internal operating policies and procedures.</i></p>		
4.6.1	<p><i>Master set of policy and guidance material</i></p> <p>Master set of policies and guidance products relating to the employment screening program issued by the Commission. Includes final versions of compliance indicators, frameworks and risk assessment tools.</p>	Permanent	Retain permanently.
4.6.2	<p><i>Development records</i></p> <p>Records relating to the development of policies and guidance products. Includes drafts and records of stakeholder consultation.</p>	Temporary	Retain for 10 years after last action.

Reference	Description of records	Status	Disposal action
4.7	<p>REPORTING</p> <p><i>The activity of providing a formal response to a situation, request or legislative requirement. Includes reports on individual employment screening cases.</i></p>		
4.7.1	<p>Reports to the Minister</p> <p>Reports to the Minister made under s. 395 of the <i>Commission for Children and Young People and Child Guardian Act 2000</i> regarding the employment screening program. Includes reports requested by the Minister.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for retention requirements for annual reports, drafts and working papers.</i></p>	Permanent	Retain permanently.
4.8	<p>REVIEWS</p> <p><i>The activity of re-evaluating or re-examining all aspects of the employment screening program, including policies, processes, procedures, standards and systems, to assess how well it meets the strategic goals of the Commission. Includes the formulation of recommendations and advice resulting from such reviews.</i></p> <p><i>For records relating to other reviews, including client service reviews, see the General Retention and Disposal Schedule for Administrative Records.</i></p>		
4.8.1	<p>Employment screening – significant reviews</p> <p>Records relating to reviews of the employment screening program and associated processes, criteria and requirements which result in significant changes to policy or procedures.</p>	Permanent	Retain permanently.
4.8.2	<p>Employment screening – other reviews</p> <p>Records relating to routine or minor reviews of the employment screening program and associated processes not covered by reference 4.8.1.</p>	Temporary	Retain for 10 years after last action.

5. CHILDREN'S RIGHTS, PROTECTION AND PROMOTION PERSONNEL MANAGEMENT

The function of managing the personnel of the Commission.

Reference	Description of records	Status	Disposal action
5.1	<p>EMPLOYMENT CONDITIONS</p> <p><i>The activity associated with managing the general conditions of employment of employees.</i></p>		
5.1.1	<p>Community visitors – employment records</p> <p>Records relating to the employment history of community visitors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contact details • appointment/commencement advice • separation advice • identification photograph • training history • records of disciplinary action. <p><i>Excludes criminal history and investigative information obtained under Chapter 8 of the Commission for Children and Young People and Child Guardian Act 2000.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to recruitment, position descriptions and remuneration.</i></p>	Temporary	Retain for 25 years from date of separation.
5.1.2	<p>Community visitors - returned identity cards</p> <p>Community visitor identity cards surrendered in accordance with s. 111 of the Commission for Children and Young People and Child Guardian Act 2000.</p>	Temporary	Retain for 5 years after last action.

6. CHILDREN'S RIGHTS, PROTECTION AND PROMOTION PUBLICATIONS

The function of having works, irrespective of format, issued for general distribution to the public.

Reference	Description of records	Status	Disposal action
6.1	MEDIA RELATIONS <i>The activity of releasing information to the media by the Commission for Children and Young People and Child Guardian.</i>		
6.1.1	<i>Media releases – issued</i> Media releases issued by the Commission for Children and Young People and Child Guardian, which are not captured as part of the Department of the Premier and Cabinet's ministerial media statements solution. <i>See the General Retention and Disposal Schedule for Administrative Records for copies of media releases.</i>	Permanent	Retain permanently.